



MAXIM DE HUMANA International Inc.  
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## NOTICE TO EXPLAIN

EMPLOYEE NAME: CALAPE, LYCA MAE

EMPLOYEE NUMBER: BF- 10240

DEPARTMENT: MAZDA 1118

DATE: AUGUST 04, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> OFFENSE)

You are hereby ordered to explain in writing five (5) working days from receipt hereof why no disciplinary action should be taken against you for alleged violation of our Code of Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

**VIOLATION COMMITTED:** Associate not following maximum sets on hanger of wires, last July 25, 2019, which subject you in **WRITTEN WARNING**.

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY: Emily L. Osorio

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Kaya po ako na audit noon dahil nasa APE po ang kapartner ko  
sobrang hilis po ng at out ng harness noon may partner naman po ako  
non kaso di din po natayanan, may hanger pa po kaming  
bakante noon kaso di napa nailapat at sumabay ang sensor na  
matagal magpass.

NOTE: You may use an extra sheet as needed

LYCA MAE S. CALAPE 8/06/19

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** CALAPE, LYCA MAE

**EMPLOYEE NUMBER:** BF- 10240

**DEPARTMENT:** MAZDA 1118

**DATE:** AUGUST 04, 2019

### RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

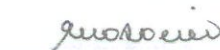
**VIOLATION COMMITTED:** Associate not following maximum sets on hanger of wires, last July 25, 2019, which subject you in WRITTEN WARNING.

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a WRITTEN WARNING for the said violation of our Employee Code of Conduct.

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

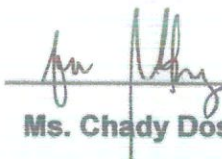
**PREPARED BY:**



**Emily L. Osorio**


**MDHII EMPLOYEE RELATION OFFICER**

**NOTED BY:**




**Ms. Chady Dosono**

**MDHII BRANCH MANAGER**

  
LYCA MAE S. CALAPE 8/06/19

**Employee's Signature Over Printed Name/Date**

  
Received by: EMILY L. OSORIO 08/06/19

**Signature Over Printed Name/Date**



# Alert Audit Report

Action Taken

Car Model / Line No.	Mazda Line 1118
Date / Time	July 25, 2019/9:20am
Name / ID No.	Flores, Jonalyn/14-01770 Calape, Lyca Mae/BF-10240 Sevilla, Marlon/19-PK31385
Shift / Group	DS/A
Batch No.	21/214/257
Process	ECT/Dimension
FAS or Agency: specify	Jr Staff/MDHII/PKIMT
Person Informed	X. Kalaw
Audited by:	J. Masapol
	Details

Not following maximum sets on hanger

OK: 4 sets

Actual: 8 sets

