



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MORTELL, ANGELYN

EMPLOYEE NUMBER: BF-17016

DEPARTMENT: SUZUKI OLD

DATE: AUGUST 4, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd OFFENSE)

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: NOT FOLLOWING SOP. Associate conduct gomusen insertion even not certified dated last JUNE 10, 2020,

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 6 days suspension - 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 HR COORDINATOR

NOTED BY:

for: Idgaly

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>September 7 - 12, 2020</u>
DATE RETURNED TO WORK	<u>September 14, 2020</u>
SHIFT:	<u>0</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>Mortell</u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
<u>[Signature]</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date kunin ito pagbalik after suspension bago mag 8am/pm.	

Mortell
Angelyn Mortell 10-28-05

Employee's Signature Over Printed Name/Date

Received by: ANGIE K. BOWEN 08-05-20

Signature Over Printed Name/Date



MAXIMA DE HUMANISTA INTERNATIONAL INC.
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: MORTELL, ANGELYN

EMPLOYEE NUMBER: BF-17016

DEPARTMENT: SUZUKI OLD

DATE: AUGUST 4, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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: NOT FOLLOWING SOP. Associate conduct gomusen insertion even not certified dated last **JUNE 10, 2020**, which subject you in **6 to 10 Days Suspension**.

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

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

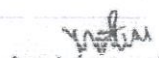
MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Na audit po ako sa kadahitnang po ako nag gommen na hindi nanan po ako certified
Yun po ay utos lang sa akin ng ating jr. staff. Ako po sumusunod lamang sa
nakatatag sa akin.

Sa susunod po hindi na po pe-puesto sa hindi nanan po ako certified
Hindi po tati alam ng jr. staff ko na bawal po pumuesto sa hindi certified. Mena po kasing
pinapayaman sa attendance po. Akala nya po pwede pa pero hindi sa po para para.

NOTE: You may use an extra sheet as needed


Angelyn Mortell / 20-08-20

Employee's Signature Over Printed Name/Date

Received by:  ANGELYN MORTELL 08-08-20

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-IA-2006-1175

☒ AGENCY

Please Specify: ADMM NDMH

<u>M. Murillo</u> Audited By:	<u>K. Hernandez</u> Checked by: J. Reyes	<u>G. Magadia</u> Noted By:
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Name: Mortell Ange/yn
Position: Associate
ID Number: BF-17016
Batch No.: 282
Car Model/Line: Suzuki did

Process: Manual Crimping
Group/Shift: DS/B
Date/ Time: June 10, 2020 / 01:25
No. of Offense: First offense / 2nd
Superior Name: K. Ordo

Non-compliance Reference/Document
Control Number:

FAIP-WI-ENG-MC-009

Manual Crimping Process

Details of Audit Findings: Not following SOP

Associate conduct samascan inserta even not certified
Remarks: Instructed by Jr Staff

WRITTEN EXPLANATION

Ako po si Angelyn Mortell ay na audit sa kabibilanang ako po'y nagkarusena na
hindi naman po ako certified. Yun po ay utos lang sa akin ng ating Jr staff.
Ako po'y sumusunod lamang sa nakatatag sa akin.
Sa sukdol po hindi na po ako pa-pwesto sa hindi naman po ako certified.

REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FAIP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Mortell</u> Employee Date: <u>06-30-2020</u>	<u>Rachelle Doty</u> Jr Staff Date: <u>06-29-2020</u>	<u>G. Magadia</u> Staff Date: <u>06/29/2020</u>	<u>L. Alvarez</u> Supervisor Date: <u>06/29/2020</u>	<u>G. Magadia</u> Manager Date: <u>7-23-20</u>
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