



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BETIS, WENDILYN

EMPLOYEE NUMBER: BF- 11004

DEPARTMENT: SUZUKI 5102

DATE: SEPTEMBER 13, 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: NOT FOLLOWING STOP, CALL AND WAIT.** Associate direct get parts on ECT 3 associate, last August 16, 2019.

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 two 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 EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosorio

MDHII BRANCH MANAGER

### RECOMMENDATION

Suspension Date Oct. 24-25, 2019

Approved by:





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

## NOTICE TO EXPLAIN

EMPLOYEE NAME: BETIS, WENDILYN

EMPLOYEE NUMBER: BF- 11004

DEPARTMENT: SUZUKI 5102

DATE: SEPTEMBER 13, 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: NOT FOLLOWING STOP, CALL AND WAIT.** Associate direct get parts on ECT 3 associate, last August 16, 2019, which subject you in **1 to 5 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 EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Pagpasensasyon na po ninyo ang aking nagawang kamalian at hindi po pagrunod sa STOP, CALL AND WAIT kase po delay po ako nyon at hindi rin po ako naghanap ng jr. staff kaya po sa kapwa ko operator po ako humingi kahit na alam ko po mali.

Sisiguraduhin ko po na hindi na mauulit ang paghingi ko ng parte sa kapwa ko operator.

NOTE: You may use an extra sheet as needed

BETIS, WENDILYN D. / October 14, 2019

Employee's Signature Over Printed Name/Date

Received by:   
ANGIE C. GUMA

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-M-1908-838

☐ AGENCY

Please Specify: INDMIL

<u>D. Tremse</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Petis, Wendilyn  
 Position: associate  
 ID Number: 01.110041  
 Batch No.: 028  
 Car Model/Line: Suzuki / G102

Process: assembly  
 Group/Shift: DS / A  
 Date/ Time: August 14, 2019 10:30  
 No. of Offense: 1st  
 Superior Name: G. Contos

Audit Findings: Not following stop call wait when encountered packing parts

## Details:

Direct get the parts on lot & associate

## WRITTEN EXPLANATION

Pagpapansin ko na po pinapalaking hindi po ako sumunod sa SOP kase po hindi rin naman po ako nag-anton kaya po sa kapwa ko operator ako humingi kahit na alam ko pong mali yung paghingi ko ng parts sa kapwa ko operator. No dapat po ay sa Jr. staff o sa Expert.

Siguraduhin ko po na hindi na po mauut ang maling paghingi ng parts sa kapwa ko operator at sumunod na po ako sa SOP.

## Remarks/ Evaluation:

Issue Penalty fine

<u>Wendilyn D. Petis</u> Signature of Employee Date: <u>8/23/19</u>	<u>BAGUE MARICIS</u> Jr Staff Date: <u>8/23/19</u>	<u>G. Contos</u> Staff Date: <u>8/23/19</u>	<u>E. Sarmiento</u> Supervisor Date: <u>8/23/19</u>	<u>KEARONA</u> Manager Date: <u>8/23/19</u>
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