



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CUEVAS, WILLIAM

EMPLOYEE NUMBER: BF-17770

DEPARTMENT: SUZUKI 5123

DATE: JUNE 18, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 multiple picking of wire and advance insertion, dated **June 06, 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 1 day 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

William Cuevas

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	August 24, 2020
DATE RETURNED TO WORK	August 25, 2020
SHIFT:	5
NEED FOR REVISION:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
APPROVED BY:	<div>SIGNATURE OF EMPLOYEE <u>WILLIAM CUEVAS</u></div> <div>SIGNATURE OF IMMEDIATE SUPERVISOR <u>KATHERINE O. CABRERA</u></div> <div>CLIENT'S MANAGER</div>
Reminder: Iwanang ang ID sa Coordinator bago ang suspension kumpleto pagkatapos ng suspension kumpleto ang suspension	

Received by: ANGIE 604708 07/22/2020

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

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## NOTICE TO EXPLAIN

EMPLOYEE NAME: CUEVAS, WILLIAM

EMPLOYEE NUMBER: BF-17770

DEPARTMENT: SUZUKI 5123

DATE: JUNE 18, 2020

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 SOP.** Associate multiple picking of wire and advance insertion, dated June 06, 2020, 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*

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

*Ms. Chady Dosono*

Ms. Chady Dosono  
MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si William Cuevas, Nung araw po ng naudit ako ay sa kadahilangang bago pa at nakalimot dahil po sa delay kung portion na dalaan po nakadvance insertion po ako na akala ko po ay naka atouch na yung isang wire na naisert kona. Pero simula po nung naudit ako nung araw na yun ay hindi ko na po ulit yun nangit dahil naisip ko po na paginulit ko pa po yun ay pwede akong mawalan ng trabaho. ~~Gana po ay~~ <sup>ulit</sup> di ipinagpako ko po na hinding hindi ko na po ulitin yung nagawa kong kamalian

NOTE: You may use an extra sheet as needed

*William Cuevas*

Employee's Signature Over Printed Name/Date

Received by:

*Angie*

*Angie*

07/21/20

Signature Over Printed Name/Date



# I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2020-1141

☐ FAS

☐ AGENCY

Please Specify: MDPH

Name: Cuevas William  
Position: Associate  
ID Number: BF-147736  
Batch No.: 329  
Car Model/Line: Subaru 5123

Process: Subassy  
Group/Shift: M-B  
Date/ Time: June 6, 2020/ 8:00  
No. of Offense: 1st  
Superior Name: A. Castillo

Non-compliance Reference/Document Control Number:  
FALP-WI-PICP-SA-043

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
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## Details of Audit Findings:

Multiple picking of wire and advance insertion

## WRITTEN EXPLANATION

Ako po si William Cuevas ng 5123 ay nag-advance insertion dahil ako po ay delay nang unang ita'yun sa kumukompanya dahil sa mga orihinal ko nang barangay pang delay. Pinapangako ko po na hindi ko ng po ulit yung sa ulitin. Kahit lamipat po ulit ako sa original kong line sana po maintindihan nyo po ako. Salamat.

## REMARKS/ EVALUATION

☐ I-Alert written only  
☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>June 8 2020</u>	<u>[Signature]</u> Jr. Staff Date: <u>6/8/2020</u>	<u>[Signature]</u> Staff Date: <u>6/8/2020</u>	<u>[Signature]</u> Supervisor Date: <u>6/8</u>	<u>[Signature]</u> Manager Date: <u>06-09-20</u>
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