

NOTICE TO EXPLAIN**EMPLOYEE NAME: EBARLE, MA. ERIKA****EMPLOYEE NUMBER: BF-15041****DEPARTMENT: HONDA TKRA 3129****DATE: SEPTEMBER 01, 2019****SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st 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 caught doing taping to branch area of wire harness due to taping problem and cut after the tape after done taping to affected area on appearance inspection table, as per associate the assigned expert who did first in adding of tape and left the product unfinished taping, last **August 19, 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**Emily L. Osorio****MDHII EMPLOYEE RELATION OFFICER****NOTED BY:** Ms. Chady Dosono**Ms. Chady Dosono****MDHII BRANCH MANAGER****EMPLOYEE'S EXPLANATION:**

Ako po si Ma. Erika Ebarle na nahulihan ng nag putol ng tape dahil po habang ako nag inspect nag putape po ako sa expert namin na si ale mary ann that time po iyon ay malapit na magbreak ang expert namin nag tape po dun tapos po mag umalis ang expert yung ilape ko na po yung harness eh may natokabit po pala tape kaya po ako na po yung nag putol kasi po break na yun at yung expert ay hindi na bumalik at saktong po ay may dumating na empleyado hindi ko na po ito ulit gagawin paumihin

NOTE: You may use an extra sheet as neededEBARLE MA. ERIKA**Received by:** Emily L. Osorio09-11-19**Employee's Signature Over Printed Name/Date****Signature Over Printed Name/Date**

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: EBARLE, MA. ERIKA

EMPLOYEE NUMBER: BF-15041

DEPARTMENT: HONDA TKRA 3129

DATE: SEPTEMBER 01, 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 caught doing taping to branch area of wire harness due to taping problem and cut after the tape after done taping to affected area on appearance inspection table, as per associate the assigned expert who did first in adding of tape and left the product unfinished taping, last **August 19, 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 2 days suspensum 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

RECOMMENDATION

Suspensum dates: Oct. 23 / 24, 2019
24

Noted by:



Immediate Supervisor

Approved by:


Manager

COMPLIANCE AUDIT REPORT
(NS - Sheryl C. Duarte)

Date: August 19, 2019

Item	Date/Shift	Process/ Area	Location	Actual image	Finding/Items for improvement	Dr	Action taken	Category	Inspector / Other Concern Person	Concern Shift	Person Informed	In-Charge Car Model/ Department	Person Incharged	Date/ Remarks
1	08/19/19 NS	Honda TKRA line 3129			Associate caught doing taping to branch area of wire harness due to taping problem and cut the tape after done taping to affected area on appearance inspection table, as per associate the assigned expert who did first in adding of tape and left the product unfinished taping	NG	Informed and advised to follow inspection sop and remind that authorized personnel only doing minor repair as indicated in flow	SOP	Ma. Erika Ebarle - Maxum	B/NS	Donna Catapang	Honda	Sir Jhe	For Monitoring

15041