

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CANTAL, JERICK

EMPLOYEE NUMBER: BF- 13660

DEPARTMENT: SUZUKI 5120

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: Compliance Audit. Not following SOP. Standard inspection not followed which resulted to missing passed tape actual wire harness already found in the hanger after process and passed left uncut at dispenser, last September 05, 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 Dosono

RECOMMENDATION

Oct. 17, 2019 } suspension dates
Oct. 22, 2019

Oct. 29-30, 2019

Noted by: _____

Immediate Supervisor

Approved by: 

Manager



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CANTAL, JERICK

EMPLOYEE NUMBER: BF- 13660

DEPARTMENT: SUZUKI 5120

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.**

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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 Dosono

MDHII BRANCH MANAGER

Employee's Signature Over Printed Name/Date

Received by:

MARY ALANUS PRAGO 10-10-19

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Mastering Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: CANTAL, JERICK

EMPLOYEE NUMBER: BF- 13660

DEPARTMENT: SUZUKI 5120

DATE: SEPTEMBER 13, 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: Compliance Audit. Not following SOP. Standard inspection not followed which resulted to missing passed tape actual wire harness already found in the hanger after process and passed left uncut at dispenser, last September 05, 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

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

NAGSUNOD NAMAN PO AKO SA SOP, KASO NGA LANG PO
NOONG MANGYARI ANG INCIDENT NA YUN, TUMUNOG NA PO ANG
BELL PARA SA 1 HOUR BREAK, KAYA PO SA PAGMAMADALI KO
HINDI KO NA PO NASUNOD ANG SOP NA NAGING DAHILAN
NANG ORING PAGKA AUDIT MASAMA PO KASI ANG PAKIRAMPAM
MAG OKING TIYAN NOONG TIME NA YUN, KAYA GERO PO
AKO PAGMAMADALI, PAUMAHIN PO SA PAGAWA KONTO MALI,
HINDI NA PO MAUULIT ANG HINDI KO PAGESUNOD SA SOP.

NOTE: You may use an extra sheet as needed

Jerick Cantal 10/10/19
JERICK CANTAL


Employee's Signature Over Printed Name/Date

Received by: MARY ALANIS PRAGO 10-10-19

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
(DS - Pauline P. Agapo)

Date: September 5, 2019

Date: September 5, 2019													
Item	Reference	Location	Product	Findings	Corrective Action	Responsible Person	Due Date	Status	Remarks				
1	09/05/19 DS	Suzuki 512J BF - 18 (4.12)		Standard inspection not followed which resulted to missing passed tape - actual wire harness already found in hanger after process and passed left uncured at dispenser (product: 36756-79R00-2-P, lot no. 59PR85, serial no. 000580)	NG	Advised junior staff for checking on the objective wire harness and to remind concern members to consistently follow standard flow in inspection	SOP	Jerry Cantal (Modm)	B / DS	Myles Ramos	Handa TKRA	Sir Jerald	for monitoring