



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TAHA, MARHAIMAH

EMPLOYEE NUMBER: BF-11525

DEPARTMENT: SUBARU 7106 Shift B

DATE: OCTOBER 09, 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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate did not conduct pulling of wire on connector, last September 09, 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 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

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

Employee's Signature Over Printed Name/Date

Mahaimah H-Taha

| | |
|---|---|
| 09654523011 | |
| RECOMMENDATION | |
| DATE OF SUSPENSION: | Dec 7, 2019 |
| DATE RETURNED TO WORK: | Dec 9, 2019 |
| SHIFT: | DS |
| NEED FOR REFRESHER: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| SIGNATURE OF EMPLOYEE | <u>Subayn</u> |
| APPROVED BY: | <u>DRCM</u> |
| IMMEDIATE SUPERVISOR | <u>Hady</u> |
| CLIENT MANAGER | |
| Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm. | |

Received by:

ANGIE V. GOMBA 8/67/19

Signature Over Printed Name/Date



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

NOTICE TO EXPLAIN

EMPLOYEE NAME: TAHA, MARHAIMAH

EMPLOYEE NUMBER: BF-11525

DEPARTMENT: SUBARU 7106

DATE: OCTOBER 09, 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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate did not conduct pulling of wire on connector, last September 09, 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: for ES

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: for Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

So from the no any suspension order they ito any also go any
delay, given us waiting buffer any reason-sub of asking for lay-out
being also go any delay. (Attached go of done manually.

NOTE: You may use an extra sheet as needed

Marhaimah Taha

Employee's Signature Over Printed Name/Date

Received by: ANGIE R. BDMON 11/07/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR-14-109-1119

☐ AGENCY

Please Specify: WPHI

| | |
|----------------------------------|--------------------------------|
| <u>C. Redondo</u> Audited By: | <u>G. Magadia</u> Noted By: |
|----------------------------------|--------------------------------|

Name: Taha, Marhaima
Position: Associate
ID Number: BF 11529
Batch No.: 233
Car Model/Line: GCT / 1106

Process: Layout
Group/Shift: D3.1A
Date/ Time: Sept. 9, 2019
No. of Offense: 2nd
Superior Name: J. Vergara

Audit Findings: Non compliance on Invert Pull method

Details:

Did not conduct pulling of wire on connector D51-67
wire code: G/2-71

WRITTEN EXPLANATION

Ako po si Marhaima S. H. Taha, Nagalimutan ko po mag pull
gawa na kami ay delay at nasa dulo na po ang
aking pan layout.
Hindi na po mauulit, pangako yan.

Remarks / Evaluation

1 day suspension

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|---|---|---|--|--|
| <u>[Signature]</u> Signature of Employee Date: <u>9-11-19</u> | <u>[Signature]</u> Staff Date: <u>9-13-19</u> | <u>[Signature]</u> Staff Date: <u>9-13-19</u> | <u>[Signature]</u> Supervisor Date: <u>9-23-19</u> | <u>[Signature]</u> Manager Date: <u>9/24</u> |
|---|---|---|--|--|