

## NOTICE TO EXPLAIN

EMPLOYEE NAME: EUGENIO, VAL

EMPLOYEE NUMBER: BF-14934

DEPARTMENT: HONDA TKRA 3125

DATE: JULY 27, 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:** Associate not conduct insert pull method doing manual insertion in connector, might cause of wrong insert and TBO, last **July 20, 2019**, which subject you for **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:

Sa kadahilanang pang wala po akong buffer noon kaya po ako ay nagmamadali, ay noong pong time na yon ay napakadulas ng aking mga wire. Kaya ko po nagawa kana.

### RECOMMENDATION

Suspension date  
Sept. 09 - 10, 2019

Noted by: \_\_\_\_\_

Immediate Supervisor

Approved by: \_\_\_\_\_

Manager

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: EUGENIO, VAL

EMPLOYEE NUMBER: BF-14934

DEPARTMENT: HONDA TKRA 3125

DATE: JULY 27, 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 not conduct insert pull method doing manual insertion in connector, might cause of wrong insert and TBO, last **July 20, 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 <sup>two days suspension</sup> **WRITTEN WARNING** for the said violation of our Employee Code of Conduct.

You are now forewarned that the next <sup>for</sup> 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**

  
VAL S. EUGENIO

Employee's Signature Over Printed Name/Date


Received by:  **EMILY L. OSORIO** 8-16-19

Signature Over Printed Name/Date



**COMPLIANCE AUDIT REPORT**  
(MS - Wheng Marquez)

Date: July 20, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Issue for improvement	OK/	Action taken	Category	Operator / Clerk/Collector (Initial)	Self-Correction	Person Planned	For Merge (as Model) Department	Person in Charge	Status/Remarks
1	7/20/2019	Honda TRKA 3126	1A934		Associate not conduct insert pull method doing manual insertion in connector JSN-FI-GR might cause of wrong insert and TBO	NG	Informed junior staff (support) regarding this matter and advised associate to follow SOP in sub assy	SOP	Via Euger to Maxm	N/S	Roselyn Galupo	Subaru	Sr. Jhe	for monitoring

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HONDA TRKA