



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

1-A Issue

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TERRAZOLA, JAMES CHRISTIAN

EMPLOYEE NUMBER: DF-13791

DEPARTMENT: SUZUKI 5120

DATE: JUNE 18, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st 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 conduct advance insertion on connector TSN 4-20F wire color, dated May 22, 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 one 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 HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>July 15, 2020</u>
DATE RETURNED TO WORK	<u>July 16, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
	IMMEDIATE SUPERVISOR
	KATHERINE O. CABRERA
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspensi: kunin ito pagbalik after suspension bago mag Sai	

James Christian I. Terrazola

Employee's Signature Over Printed Name/Date

Received by:

Emily L. Osorio

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: TERRAZOLA, JAMES CHRISTIAN

EMPLOYEE NUMBER: BF-13791

DEPARTMENT: SUZUKI 5120

DATE: JUNE 18, 2020

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: NOT FOLLOWING SOP. Associate conduct advance insertion on connector TSN 4-20F wire color, dated May 22, 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:

for: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si James Christian T. Terrazola nang Suzuki Line 5120 ay humihingi nang paumanhin sa nagawa ko pang kasalanan nag-advance po ko dahil nagmamadali kasi po kame at wala nang pang layout ipinapangako ko po na hindi na mauulit ang pangyayari ito.

NOTE: You may use an extra sheet as needed

James Christian Terrazola

Employee's Signature Over Printed Name/Date

Received by:

Emily L. Osorio
Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: MD Hill

Control No: 940-19-000-1092

Name: Jerrald, James (Jerrald) Process: Sub-off
 Position: non-adv Group/Shift: PS-A
 ID Number: PS-0791 Date/ Time: Nov. 22, 2020 / 7:45
 Batch No.: 253 No. of Offense: 1st
 Car Model/Line: Suzuki 1000 5120 Superior Name: J. Magadia

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by: <u>R. Hernandez / J. Reyes</u>	<u>[Signature]</u> Noted By: <u>G. Magadia</u>
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Non-compliance Reference/Document Control Number:

FAR - GI - P.R. - up - 092

Details of Audit Findings:

conduct advance insertion on ID: ISN 4-20F NRO cbr. pcr 4/1, sg. grl

WRITTEN EXPLANATION

Ala po si James Christian J. Terrazola nang Suzuki Line 5120 na nang advanced insertion sa karamihan nang mamamagat sa kani kung dapat maging pang lalong pang paumanhin nyo po ang ating nagawang kasalanan hindi na po rebulit ito pasensya na po

REMARKS/EVALUATION

☐ i-Alert written only ☐ Agency/FALP Written Only (based on handbook)
☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>06/08/2020</u>	<u>[Signature]</u> Jr Staff Date: <u>06/08/20</u>	<u>[Signature]</u> Staff Date: <u>06/08/2020</u>	<u>[Signature]</u> Supervisor Date: <u>06/11/2020</u>	<u>[Signature]</u> Manager Date: <u>06/11/2020</u>
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