

## NOTICE TO EXPLAIN

EMPLOYEE NAME: LUNAR, GENESIS

EMPLOYEE NUMBER: BF-11937

DEPARTMENT: SUBARU 7113


DATE: AUGUST 12, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2<sup>nd</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.**

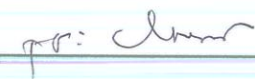
**VIOLATION COMMITTED:** Associate not following SOP, push OK button even if there still a minor repair (additional tapping) last **June 28, 2019**, which subject you in **1 to 5 Days Suspension**.

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

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: 

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

AKO po si Genesis Lunar ay hindi daw po sumunod sa SOP. Ang nangyari po kasi ay na ok ko na po ung button isabit ko na po ang harness sa hanger ng nakita ko po may expose wire sa may junction kaya po pi natape ko sa ito.

### RECOMMENDATION

Suspension date  
Oct. 03-04

Noted by: 

Immediate Supervisor

Approved by: 

Manager

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: LUNAR, GENESIS

EMPLOYEE NUMBER: BF-11937

DEPARTMENT: SUBARU 7113

DATE: AUGUST 12, 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 following **SOP**, push **OK** button even if there still a minor repair (additional tapping) last **June 28, 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 2 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

Genesis H. Lunar sept - 25 - 19

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 08-25-19

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALP-1A-1904-396

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AGENCY

Please Specify: MAXIM

<u>Jenry</u> L. De Carter Audited By:	<u>G. Magadia</u> Noted By:
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Name: Lunar Genesis  
Position: Associate  
ID Number: DF-11737  
Batch No.: 237  
Car Model/Line: Subaru / 1.711.3

Process: Dimension  
Group/Shift: A  
Date/ Time: June 28, 2019 / 05:01 PM  
No. of Offense: 1st offense / 2nd offense  
Superior Name: S. Landicho

Audit Findings: Not Following SOP

Details:

The associate push ok button even if there still a  
minox repair (additional taping.)

## WRITTEN EXPLANATION

Ako po si Genesis Lunar ay nahuli daw po na ng push ng ok button kahit may ipapayag po po sa harness, aksidente ko pong hindi agad nakita na may expose wire po pala sa Junction na inspect ko eh na ok ko na po ang button bago ko ito nakita kaya po di inaasahang nag pa-add po ako ng tape at un po ang nakita ng i-alert sa akin pag pagsagahan po sana ninyo ang pagkakamati kung ito sa susunod po ay daddoblehin ko po po ang pag-inspect sa harness bago ito i-ok sa ires para hindi na po maulit ang pangyayaring ito.

## Remarks/ Evaluation:

1 day suspension

glt  
Signature of Employee  
Date: 07-03-19

G. Landicho  
Jr Staff  
Date: 07/01/19

X. CATALAN  
Staff  
Date: 07-01-19

[Signature]  
Supervisor  
Date: 7/29/19

[Signature]  
Manager  
Date: 8/2