



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TANA, ROCHELLE

EMPLOYEE NUMBER: BF-14917

DEPARTMENT: SUBARU 7112

DATE: January 24, 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: Non-Compliance on Insert Pull Method. Associate conduct advanced insertion on conn. HSE-20m.1 SSG ITS 2-14F during DOTSU NG, dated last **November 16, 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:

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>March 10, 2020</u>
DATE RETURNED TO WORK	<u>March 19, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
<u>Janya</u>	
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	
09153180264	<u>[Signature]</u>
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date a kunin ito pagbalik after suspension bago mag 8am/pm.	

Rochelle B. Tana / 01-24-20

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 01/24/20

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Accelerating Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: TANA, ROCHELLE

EMPLOYEE NUMBER: BF-14917

DEPARTMENT: SUBARU 7112

DATE: January 24, 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: Non-Compliance on Insert Pull Method. Associate conduct advanced insertion on conn. HSE-20m.1 SSG ITSU 2-14F during DOTSU NG, dated last November 15, 2019 which subject to 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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

SIR/MAM,

SIRA PO NUNG TIME NA YUN ANG JIGS ~~MDHII~~ KD PO KAYA PO
 HUMILWAG ANG CONNECTOR SA JIGS. NUNG TIME NA YUN
 TAPOS NA PO AKO MAC INSERT. NAKITA PO AKO NG
 I-ALERT ARALA PO SICURD NAC-INSERT PA PO AKO
 NG TIME NA YUN.

NOTE: You may use an extra sheet as needed

ROCHELLE TANA

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 01/24/2020

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALP-1A-1911-2163

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AGENCY

Please Specify: MOH

<i>for</i> <i>for</i> <i>C. Redondo</i>	<i>(Signature)</i> <i>G. Magadia</i>
Audited By:	Noted By:

Name: Tara Rochelle
Position: associate
ID Number: BF-K1917
Batch No.: 210
Car Model/Line: subaru 7112

Process: sub assembly
Group/Shift: OS-A
Date/ Time: Nov. 14, 2019 9:40
No. of Offense: 1st
Superior Name: J. Atienza

Audit Findings: Non compliance on Insert Pull method

Details:

Conduct Advance insertion on conn. HSE-20M-1 & SSGT ITN 2-14 during DOWNG.

WRITTEN EXPLANATION

USE / MAGADIA

NAG-INSERT PO AKO NG TIRE NA YUN NG KILANG NAG-DOOT KASE
PO MAY LUMINAG NA CONNECTOR SA JIG. KAYA PO WAKO PUMATING YUNG
T-ALERT AREA PO SIGURO NAG-INSERT AKO HAPANG NAG-DOOT.

Remarks/Evaluation

Written (not accepted audit by associate)

→ During the actual audit time,
it was accepted by Associate
and J. Staff.

<i>(Signature)</i>
Signature of Employee
Date: <u>11/19/19</u>

<i>(Signature)</i>
Jr Staff
Date: <u>11-19-19</u>

<i>(Signature)</i> K. CATREYAN
Staff
Date: <u>11-18-19</u>

<i>(Signature)</i> S. MAGADIA
Supervisor
Date: <u>11/19/19</u>

<i>(Signature)</i>
Manager
Date: <u>11/19</u>

Issue penalty based from
FALP memo