



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ROSITA, EDUARD

EMPLOYEE NUMBER: BF- 14549

DEPARTMENT: DAIHATSU D01L 2114

DATE: SEPTEMBER 01, 2019

2114-0

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: Un authorized/Hidden Repair. Associate conducted hidden repair using hair pin to dis insert terminal due to encountered wrong insert, last **August 22, 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 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

EDUARD ROSITA

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
0912-673-4227	
DATE OF SUSPENSION:	Dec 17, 2019
RETURNED TO WORK:	Dec 18, DS for refresh
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u> 11/14/19
	IMMEDIATE SUPERVISOR
	<u>[Signature]</u> 11/14/19
	CLIENTS MANAGER

Received by: MARY AVANIS DRAGO 11-6-19

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: ROSITA, EDUARD

EMPLOYEE NUMBER: BF- 14549

DEPARTMENT: DAIHATSU D01L 2114

DATE: SEPTEMBER 01, 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: Un authorized/Hidden Repair. Associate conducted hidden repair using hair pin to dis insert terminal due to encountered wrong insert, last **August 22, 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

2 AKO SI EDWARD ROSITA AY HUMIHINBI NB PAUMANHIN SA
KADAHILANANG AKO AY HAHUHAN NB HAIR PIN ITO PO
AY NAKITA KO LAMAN SB LIKOD NB SUB PL WUNG MGA
UPAS NA AKOY NAGULINIC. ITO PO AY (HAW) SANA AY
AKING CUBUKAN DATING KAMI PO AY DELAY NA DELAY NA.
PERO HINDI KO PO NABAWA.
PAUMANHIN PO SA AKING NABAWA DI NA PO MAVULIT

NOTE: You may use an extra sheet as needed


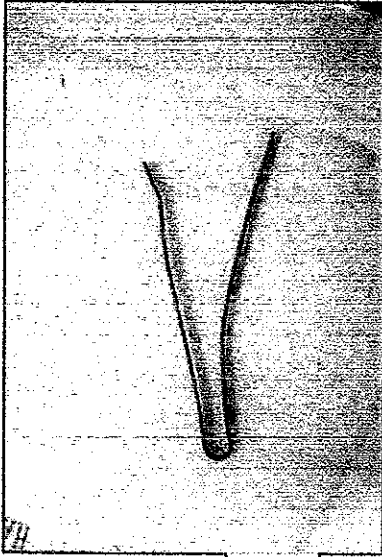
Edward Rosita
EDUARD ROSITA

Received by: MARY AYAS PRAGO 11-6-19

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

II. Alert Audit Report

Car Model / Line No.		Daihatsu D01L/2114		Picture	Action Taken
Date / Time		August 22, 2019/8:30			
Name / ID No.		Rosita, Eduard/BF14549		 	
Shift / Group		NS/B			
Batch No.		258			
Process		Sub-Assembly Process			
FAS or Agency, specify		MDHII			
Person Informed		B. Cuenca			
Audited by:		D. Tiemsem			
		Details			
<p><u>Un-Authorized/Hidden Repair</u> Associate conducted hidden repair using hair pin to di- insert terminal due to encountered wrong insert</p>					