



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CLIMACO, MAILENE

EMPLOYEE NUMBER: BF-15108

DEPARTMENT: Honda 3116 (A)

DATE: December 18, 2019

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 put tape to fix the no-good condition of toggle clamps 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 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:

Angie F. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

Chinaco 01/04/2020
Chinaco Mailene B.

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>February 5, 2020</u>
DATE RETURNED TO WORK	<u>Feb. 6, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>Chinaco</u>
APPROVED BY:	<u>Michelle A. Fajardo</u>
	IMMEDIATE SUPERVISOR
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension d kunin ito pagbalik after suspension bago mag Bam/p	

Received by: ANGIE F. GOMBA 1/4/20

Signature Over Printed Name/Date



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

NOTICE TO EXPLAIN

EMPLOYEE NAME: CLIMACO, MAILENE

EMPLOYEE NUMBER: BF-15108

DEPARTMENT: Honda Bille (A)

DATE: December 18, 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: NOT FOLLOWING SOP. Associate put tape to fix the no-good condition of toggle clamps dated last **November 16, 2019** which subject you 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:

Ako po si Mailene Climaco sasabihi ko pagagad sa staff or expert na NG po ung ginagamit ko po toggle clamp, Hindi na po manulit gagawin ko na po nag tama at aayosin ko na po ang trabaho ko

NOTE: You may use an extra sheet as needed

Climaco 01/04/2020
Climaco Mailene B.

Employee's Signature Over Printed Name/Date

Received by:

ANGIE T. GOMBA 1/1/20

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALP-1A-1911-3169

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AGENCY

Please Specify: MDH

<u>D. Henson</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Limaco, Mailene
 Position: associate
 ID Number: BF 15108
 Batch No.: 262
 Car Model/Line: Honda/ 2116

Process: Bukumi
 Group/Shift: DS-A
 Date/ Time: Nov. 14, 2019/ 3:05
 No. of Offense: 1st
 Superior Name: B. Lasala

Audit Findings: Not following SOP

Details: Put tape to fix the no good condition of toggle clamp
 Remarks: OK on checklist.

WRITTEN EXPLANATION

Ita po si Mailene Limaco padating ko po line may nakalagay na tape duon sa toggle clamp - panmanhin po kanya Hindi ko agad kasabi sa Jr Staff/Expert, kasi nagmamadali na akong pumunta sa training center para mag exam pasensya po Hindi na po manulat.

Remarks/ Evaluation:

Issue penalty based from FALP Hand book.

<u>Limaco</u>
Signature of Employee Date: <u>11-18-19</u>

<u>Brijet Lasala</u>
Jr Staff Date: <u>11-18-19</u>

<u>MDH</u>
Staff Date: <u>11-18-19</u>

<u>21012</u>
Supervisor Date: <u>11/18/19</u>

<u>15</u>
Manager Date: <u>11/19/19</u>