



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

## NOTICE TO EXPLAIN

EMPLOYEE NAME: MAYANA, RIZZA

EMPLOYEE NUMBER: BF-11901

DEPARTMENT: SUBARU 7113

DATE: AUGUST 12, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>ST</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 used COT jig during inserting rcot in wire harness at assembly process, might cause of damage, last **August 08, 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: msorio

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono 10/24

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

Hindi po ako nakapagdamit ng COT Jig nagmamadali po kasi ako at delay po ako. Na pressure din po ako kasi ang katabi ko ay JR. staff sobrang bilis po.

NOTE: You may use an extra sheet as needed

RIZZA MAYANA

Employee's Signature Over Printed Name/Date

Received by: ANGIE GOMBA

Signature Over Printed Name/Date



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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:

Hindi po ako nakapagdamit ng cot jig nagmamadali po kasi ako at delay po ako. Na pressure din po ako kasi ang katabi ko ay JR. staff sobrang bilis po.

### RECOMMENDATION

Suspension Date

October 24, 2019

Nov 8

U-A

Noted by:

Immediate Supervisor

Approved by:

Manager





MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MAYANA, RIZZA

EMPLOYEE NUMBER: BF-11901

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 used COT jig during inserting rcot in wire harness at assembly process, might cause of damage, last **August 08, 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:

Emily L. Osorio

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

for item 10.29

Ms. Chady Dosono

MDHII BRANCH MANAGER

Rizza Mayana

Employee's Signature Over Printed Name/Date



Received by:

ANGIE ROMIZA

Signature Over Printed Name/Date

**COMPLIANCE AUDIT REPORT**  
(NS - Niheng Marquez)

**Date: August 8, 2019**

Item #	Date/Shift	Process / Area	Location	Actual Image	Finding/Errors for improvement	OK/	Action taken	Category	Officer / Officer's Concern / Person	Staff Concern	Person Informed	In Charge / Use Model / Department	Person In Charge	Status/Remarks
11	8/8/2019	Subaru line 7113 BF 11901			Associate not used Cot jig during inserting rcot in wire harness at assembly process, might cause of damage	NG	Informed Junior staff regarding this matter and advised associate to follow SOP in assembly process	SOP	 Rizza Mayana-Maxim	N/S	Leslie Alvarez	Subaru	Str Jhe	for monitoring