



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MISSION, MARK HAROLD

EMPLOYEE NUMBER: BF-13575

DEPARTMENT: DAIHATSU 2104

DATE: JULY 15, 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: UN-AUTHORIZED REPAIR/HIDDEN REPAIR. Associate conduct pulling of wire connector due to tension wire, last July 3, 2020.

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: reosorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: for. J. J. J.

Ms. Michelle Fajardo

MDHII Onsite Supervisor

MARK HAROLD MISSION / 07-15-20

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>August 18, 2020</u>
DATE RETURNED TO WORK	<u>August 24, 2020</u>
SHIFT:	<u>DS</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</u>
CLIENT'S MANAGER	<u>[Signature]</u>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: reosorio

EMILY L. OSORIO

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: MISSION, MARK HAROLD

EMPLOYEE NUMBER: BF-13575

DEPARTMENT: DAIHATSU 2104

DATE: JULY 15, 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: UN-AUTHORIZED REPAIR/HIDDEN REPAIR. Associate conduct pulling of wire connector due to tension wire, last July 3, 2020, 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 HR COORDINATOR

NOTED BY:

Ms. Michelle Fajardo

Ms. Michelle Fajardo

MDHII Onsite Supervisor

EMPLOYEE'S EXPLANATION:

Ako po si Mark Harold Mission ay nangyayari nang conduct ng hidden repair sa ating portion sa kadahilanan po na hindi inuman gamit kaila o gamit kailangan ang wire kaya miritan ko na cre pair. Alam ko po na may posibilidad na madamag ang wire sa ating nagawa.

Ipagpamantain po ninyo ang ating nagawa hindi na po mawala ang ating nagawang pagkakamali.

NOTE: You may use an extra sheet as needed

MARK HAROLD D. MISSION / 07-15-20

Employee's Signature Over Printed Name/Date

Received by:

Emily L. Osorio
EMILY L. OSORIO

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDH1

Control No: FHP-11-2007-1500

<u>[Signature]</u> Audited By:	<u>[Signature]</u> K. Hernandez / J. Reyes Checked by:	<u>[Signature]</u> G. Magadia Noted By:
-----------------------------------	--	---

Name: Mission Mark Harold
Position: Associate
ID Number: PF-13535
Batch No.: 252
Car Model/Line: Daihatsu Mergel 2004

Process: Dimension
Group/Shift: DS-A
Date/ Time: July 3, 2020 / 3:30
No. of Offense: 6
Superior Name: J. Reyes

Non-compliance Reference/Document
Control Number:

HRM - 2019-01-11
Non compliance on major non compliance

Details of Audit Findings:

Un-authorized Repair / Hidden Repair
conduct pulling of wire conn- DSI -IF due to tension wire

WRITTEN EXPLANATION

Ipagpaumanhin po ninyo ang nagawa kong pagre-repair o paghila sa tension wire hindi naman po ganun katension yung wire kaya hainipan ko po na repair kahit hindi po ako authorized. Sa kadahilanan po na sabrang tambak po yung harness sa hanger namin kaya ganun na lang po yung nagawa ko.
Hindi na po manulit ang nagawa kong pagkakamali.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>07-07-20</u>	<u>[Signature]</u> JN Staff Date: <u>7/7/20</u>	<u>[Signature]</u> Staff Date: <u>7/7/20</u>	<u>[Signature]</u> Supervisor Date: <u>7-7-20</u>	<u>[Signature]</u> Manager Date: <u>7/9/20</u>
---	---	--	---	--