



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

* change date of suspension

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MOSTER, EUGENIA

EMPLOYEE NUMBER: BF-11902

DEPARTMENT: DAIHATSU 2007

DATE: JANUARY 17, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 PACKING PROCEDURE. Associate did not follow the following packing procedure that's why the connector out of poly box, last **December 19, 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 6 days 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 HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

Eugenia Moster

Employee's Signature Over Printed Name/Date

RECOMMENDATION

DATE OF SUSPENSION:

April 20-25, 2020

DATE RETURNED TO WORK

April 27, 2020

SHIFT:

A

NEED FOR REFRESHER:

YES

SIGNATURE OF EMPLOYEE

APPROVED BY:

IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension kunin ito pagbalik after suspension bago mag 8am/1

Received by:

ANGIE 1-1 GWHABA 01/23/2020

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: MOSTER, EUGENIA

EMPLOYEE NUMBER: BF-11902

DEPARTMENT: DAIHATSU 2007

DATE: JANUARY 17, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 PACKING PROCEDURE. Associate did not follow the following packing procedure that's why the connector out of poly box, last **December 19, 2019**, which subject you in **6 to 10 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

MDHII HR COORDINATOR

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Mangyari po noon na Audit po ako ag hindi po aware na nakalabas na ang maliit na connector sa polybox, na for recount po po.

Humihingi po ako ag pumamakin at ipinapangako ko po na sasagot po po ako sa SDP.

NOTE: You may use an extra sheet as needed

Eugenia Moster

Received by: _____

ANGIE I. GOMIDA 01/23/2020

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-18-1912-3752

☐ AGENCY

Please Specify: MDHill

<u>Q. T. T. T. T.</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Maste, Eugenia
Position: Associate
ID Number: BF11908
Batch No.: 237
Car Model/Line: Dalhousie/2009

Process: App Barance
Group/Shift: OS-B
Date/ Time: 12-19-19 / 10:20
No. of Offense: (1st) 2nd
Superior Name: J. Pilielza

Audit Findings: Not following packing procedure
Details: connector out of polybox

[Redacted Section]

Hindi hindi po ako ng paumanhin sa akin
Audit na di ko po alam na ang connector ay nakalabas
na sa polybox.

[Redacted Section]

Please double check polybox
if there is conn. out of it, follow SOP

<input type="checkbox"/>	I-Alert Written Explanation Only
<input checked="" type="checkbox"/>	Agency/FALP Written Explanation Only (based from Handbook)
<input type="checkbox"/>	Need day/s Suspension (based from FALP Handbook & Memo for Major Non- Compliance)

[Signature]
Signature of Employee
Date: 12-22-19

[Signature]
Ir Staff
Date: 12/20/19

[Signature]
Staff
Date: 12/20/19

[Signature]
Supervisor
Date: 12/20/19

[Signature]
Manager
Date: 12/22