



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PAJANUSTAN, JAYMARK

EMPLOYEE NUMBER: BF-13863

DEPARTMENT: SUZUKI 5116

DATE: SEPTEMBER 10, 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: NOT FOLLOWING SOP. Associate conduct pressing micro switch instead of using acrylic jig on ECT process, last June 25, 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII ONSITE COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Oct - 19, 2020</u>
DATE RETURNED TO WORK	<u>Oct - 20, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>JAY MARK PAJANUSTAN</u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>KATHERINE O. CABRERA</u> IMMEDIATE SUPERVISOR
<u>KATHERINE O. CABRERA</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

JAY MARK PAJANUSTAN

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

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: PAJANUSTAN, JAYMARK

EMPLOYEE NUMBER: BF-13863

DEPARTMENT: SUZUKI 5116

DATE: SEPTEMBER 10, 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: NOT FOLLOWING SOP. Associate conduct pressing micro switch instead of using acrylic jig on ECT process, last **June 25, 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: Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

KAPAS NA PO KASI KAMI NG DRAG NUN. HAWALAN PO KASI NG PARTS ANG CHARGE I KAYA DUN PO TUMAMBAK LAHAT NG HARNESS PAGDATING NG PARTS AY HINAGIT NA PO NAMIN PARA PO MAKA-OUTPUT KASI MALAPIT NA MAG-UULAN NUN. HAKARAKAY NAMAN PO ANG HARNESS HINDI KO LANG HAPATUNGAN NG ACRYLIC JIG PARA MAGPASS- NUNG HAKITA PO AKO NG T-ALERT AKALA PO PO WAGHINAG LANG.

NOTE: You may use an extra sheet as needed

JAYMARK T. PAJANUSTAN

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

 Please Specify: MOHII

 Control No: FALP-1A-2000-11564 ¹²³⁶

 Name: Paganustan, Jaymark
 Position: Associate
 ID Number: BF-13863
 Batch No.: 254
 Car Model/Line: Suzuki 101 / G116

 Process: ECI
 Group/Shift: DS/A
 Date/ Time: June 25, 2020 / 1:20
 No. of Offense: 1st
 Superior Name: J. CONSULTA

<u>J. Masapol</u> Audited By:	<u>K. Hernandez / J. Reyes</u> Checked by:	<u>G. Magadia</u> Noted By:
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 Non-compliance Reference/Document
 Control Number:

FALP-NI. PPD - CI-LSK
Continuity Inspection Papan

Details of Audit Findings:

Not following SOP
conduct pressing micro switch instead of using acrylic jig on ECI process

WRITTEN EXPLANATION

KAYA PD. AKK. HINDI NAKAGAMI NG ACRYLIC JIG KASI PD. TAMPAKAN
 DI NOON NAWALAN PD. KASI NG PARTS ANG CHARGE I DUMATING PD. AY 30 MING
 BAGO MAGLABASAN KAYA NAGABOL KAME NG OUTPUT PERO NAKACAKAY NAMPAN ANG
 HARNES SA JIG. HINDI LANG AKO NAKAGAMI NG ACRYLIC JIG PARA MAGPASC ANG
 CLAMP

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>J. Masapol</u> Employee Date: <u>06-03-2020</u>	<u>R. Gamboa</u> Jr Staff Date: <u>6-3-2020</u>	<u>J. CONSULTA</u> Staff Date: <u>6-11-20</u>	<u>S. HERNANDEZ</u> Supervisor Date: <u>6-4-2020</u>	<u>G. Magadia</u> Manager Date: <u>8-11-20</u>
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