



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MALABUYOC, BRYAN PAUL

EMPLOYEE NUMBER: BF- 14980

DEPARTMENT: DAIHATSU D01L 2112

DATE: SEPTEMBER 01, 2019

Shift B

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 STOP, CALL and WAIT. Touching the terminal on the metal part of guide jig instead of using the touch bar, last **August 23, 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 2 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 EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

Suspension Dates: October 24 and November 5, 2019
November 13 and November 14, 2019

Noted by:

Approved by:

NOTICE TO EXPLAIN

EMPLOYEE NAME: MALABUYOC, BRYAN PAUL

EMPLOYEE NUMBER: BF- 14980

DEPARTMENT: DAIHATSU D01L 2112

DATE: SEPTEMBER 01, 2019

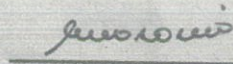
SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

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 STOP, CALL and WAIT. Touching the terminal on the metal part of guide jig instead of using the touch bar, last **August 23, 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.

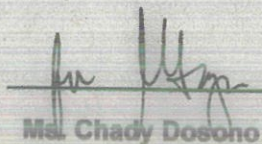
PREPARED BY:



Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:



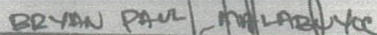
Ma. Chady Dosono

MDHII BRANCH MANAGER

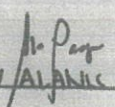
EMPLOYEE'S EXPLANATION:

KAYA KO DO NAKOUCI SA METAL GUIDE JIG SA KADAHILANANG DO
HINDI DO GUMAGANA SA TOUCH BAR. NAKABAGTA TAWAG NA DO AKO NG
EQUIPMENT KASO HINDI PA DIN DUMADATING AT COBRANG DELAY NA DO
AKO. BAKARAN LANG DIN DO KASI AKO SA SUB PROCESS NA YUN
AT ANDI NA DO ANG SADYANG NA DUN, KAYA DO PALAGI AKONG
DELAY NUN.

NOTE: You may use an extra sheet as needed


BRYAN PAUL MALABUYOC

Employee's Signature Over Printed Name/Date

Received by:  MARY ALANIE PRAGO 10-15-19

Signature Over Printed Name/Date

Alert Audit Report

Car Model / Line No.	Daihatsu D01L/2112		Action Taken
Date / Time	August 23, 2019 06:00		
Name / ID No.	Malabuyoc, Bryan Paul/BF-1498		
Shift / Group	NS/B		
Batch No.	261		
Process	Sub Assembly process		
FAS or Agency, specify	MDHII		
Person Informed	L. Javier		
Audited by:	M. Casama		
Details			
<p>Not following SOP</p> <p>Touching the terminal on the metal part of guide jig instead of using the touchbar</p> <p>Remarks: Touch bar is directly installed on the metal part of guide jig</p>			