

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BUNYE, SHIRLEY

EMPLOYEE NUMBER: BF-11546

DEPARTMENT: SUBARU MANUAL SAM Shift B

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 following SOP, doing Sub assembly even if no certification badge, last August 03, 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 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

RECOMMENDATION

Suspension Dates: NOVEMBER 7 and 8, 2019
8-9

Noted by:


Immediate Supervisor

Approved by:


Manager

NOTICE TO EXPLAIN

EMPLOYEE NAME: BUNYE, SHIRLEY

EMPLOYEE NUMBER: BF-11546

DEPARTMENT: SUBARU MANUAL SAM

DATE: AUGUST 12, 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: Associate not following SOP, doing Sub assembly even if no certification badge, last August 03, 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:

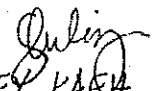

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Nagprocess po ako sa Sub Assy sa process po ng HIROSE dahil
kulang po kami sa tao ng araw na iyon at ako po muna ang pinagawa
sa sub assy nung isa kang kasama din po sa HIROSE para daw po
hindi ma-delay.

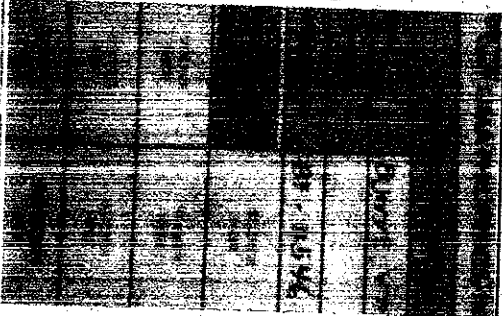
NOTE: You may use an extra sheet as needed


SHIRLEY KACH BUNYE 10-14-19

Employee's Signature Over Printed Name/Date

Received by:  MARY ALAMIN V. PRAGO 10-14-19

Signature Over Printed Name/Date

<div> <div>Car Model / Line No.</div> <div>Subaru Manual SAM</div> </div>		<div> <div>Picture</div> <div>  </div> </div>		<div> <div>Action Taken</div> </div>	
<div>Date / Time</div> <div>August 3, 2018/5:05pm</div>					
<div>Name / ID No.</div> <div>Bunye/Shirley/BF-11546</div>					
<div>Shift / Group</div> <div>DS-B</div>					
<div>Batch No.</div> <div>234</div>					
<div>Process</div> <div>Sub-Assembly</div>					
<div>FAS or Agency specify</div> <div>MDHII</div>					
<div>Person Informed</div> <div>M. Consulta</div>					
<div>Audited by:</div> <div>L. De Castro</div>					
<div>Details</div>					

Unauthorized person doing the process.
Doing Sub-Assembly even if no certification badge.