



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: AREGLO, SHERYL

EMPLOYEE NUMBER: BF-15962

DEPARTMENT: SUBARU 7112

DATE: January 24, 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: Non-Compliance on Insert Pull Method. Associate conduct mass pulling on conn. YLE-D54-loF LAM-MR2-F267 during sub assy process dated last November 16, 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 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:

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION <u>3 days</u>	
DATE OF SUSPENSION:	<u>March 10, 2020</u>
DATE RETURNED TO WORK	<u>March 14, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>Angie T. Gomba</u> SIGNATURE OF EMPLOYEE	
<u>Michelle A. Fajardo</u> APPROVED BY: IMMEDIATE SUPERVISOR	
<u>Angie T. Gomba</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date! Iunin ito pagbalik after suspension bago mag 8am/pm.	

Sheryl G. Areglo 1-24-20

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 01/24/2020

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: AREGLO, SHERYL

EMPLOYEE NUMBER: BF-15962

DEPARTMENT: SUBARU 7112

DATE: January 24, 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: Non-Compliance on Insert Pull Method. Associate conduct mass pulling on conn. YLE-D54-loF LAM-MR2-F267 during sub assy process dated last **November 16, 2019** which subject to **1 to 5 days suspension.**

did not use stopper jig for washer hose during dimension inspection dated last **November 25, 2019** which subject you to **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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Sir/Maam

AKO po si Sheryl Areglo, natuli po ng 1-Akt na nagmamass pulling. Sa totoo po ay yung kapartner ko lang po ang nagmass pulling kase po dalwa po ang hawak nyang wire. Iisa lang po ang hawak ko mong wire. Nadamay lang po kase kapartner ko sya.

NOTE: You may use an extra sheet as needed

SHERYL A. AREGLO

Received by: _____

ANGIE T. GOMBA 01/24/20

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-18-1911-2164

☒ AGENCY

Please Specify: MDHII

<u>For</u> <u>C. Recardo</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Oregio, Sheryl
Position: associate
ID Number: BF 159 62
Batch No.: 271
Car Model/Line: subaru 7112

Process: sub assembly
Group/Shift: DS-A
Date/ Time: Nov. 16, 2019 / 9:45
No. of Offense: 1st
Superior Name: J. Alonzo

Audit Findings: Non compliance on insert Pull method
Details: conduct mass pulling on conn. YLE - DSH - 1st & 1st - MK2 - #19267 during re sub assy process.

[Redacted]

Oko po si sheryl Oregio ay nahulihang nagmamass pulling ng I alert.
Sa totoo po hindi po ako nagmamass pulling kase ang hawak ko lang na wire
ay isa na damay lang po ako sa oking ka partner kaya po ako na audit.

[Redacted]

Written (not directly up being audited)

→ we confirm the audit before we leave the area.

Oregio
Signature of Employee
Date: 11-18-19

J. Alonzo
Jr Staff
Date: 11-18-19

K. Alonzo
Staff
Date: 11-18-19

[Signature]
Supervisor
Date: 11/19

[Signature]
Manager
Date: 11/22