



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MORTEGA, GENIEL

EMPLOYEE NUMBER: BF-1399

DEPARTMENT: HONDA 3124

DATE: FEBRUARY 28, 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 Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; sect no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may not result to damage of company property.**

VIOLATION COMMITTED: UN AUTHORIZED REPAIR/HIDDEN REPAIR. Associate repaire exposed wire in Dimens inspection process, last February 18, 2020.

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for 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

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

DATE OF SUSPENSION:

July 24, 2020

DATE RETURNED TO WORK

July 25, 2020

SHIFT:

B

NEED FOR REFRESHER:

☒ YES

SIGNATURE OF EMPLOYEE

APPROVED BY:

IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension ito pagbalik after suspension bago mag

GENIEL R. MORTEGA 03/07/20

Employee's Signature Over Printed Name/Date

Received by: ANGIE A. MORTEGA 02/28/20

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: MORTEGA, GENIEL

EMPLOYEE NUMBER: BF-13992

DEPARTMENT: HONDA 3124

DATE: FEBRUARY 28, 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: UN AUTHORIZED REPAIR/HIDDEN REPAIR. Associate repaire exposed wire in Dimensi inspection process, last **February 18, 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

MDHII HR COORDINATOR

NOTED BY:

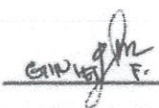

Ms. Chady Dosono

MDHII BRANCH MANAGER

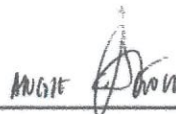
EMPLOYEE'S EXPLANATION:

Nahuli po akong nagrerepair ng exposed wire tinapepan ko na po kas
malit lang ang butas kaya ai na po ako tumawag ng expert a
jr. staff. Hindi ko na po ulitin ang nagrerepair o pagtitape at
tatawagin ko na po ang jr. staff para magrepair suundin ko na
din po ang stop call wait.

NOTE: You may use an extra sheet as needed


Geniel F. MORTEGA 03/07/20
Employee's Signature Over Printed Name/Date

Received by:

 MABLE 03/07/20
Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-2003-0631

☐ AGENCY

Please Specify: MDHII

<u>R. Aligro</u>	<u>K. Hernandez J. Reyes</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Nortega, Ginel
 Position: Associate
 ID Number: 84-0992
 Batch No.: 254
 Car Model/Line: Honda/3124

Process: Dimension
 Group/Shift: DS-A
 Date/ Time: Feb. 18, 2020 11:30
 No. of Offense: 61
 Superior Name: B. Katigbak

Non-compliance Reference/Document
 Control Number:

H RFA - 2018-04-14

memorandum for major non-compliance

Details of Audit Findings: Un-authorized repair/Hidden Repair

Associate repairs exposed wire in Dimension inspection process

WRITTEN EXPLANATION

AKO po si Ginel F. Nortega nahuling nag-repair ng exposed wire kung saan
sa portion na yari kasi may maliit na butas kaya di ko na tingnan ang
expert o ang jr-staff ko. Hindi ko na po ulitin ang pagtatape o
pag-repair tatawagin ko po agad ang expert o jr-staff ko at secured
na po ako sa SOP

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>[Signature]</u> Employee Date: <u>Feb. 20, 2020</u>	<u>[Signature]</u> R. CAPUTRANO Jr Staff Date: <u>Feb. 20, 2020</u>	<u>[Signature]</u> M. KATIGBAK Staff Date: <u>Feb 18, 2020</u>	<u>[Signature]</u> A. Vergara Supervisor Date: <u>2-20-2020</u>	<u>[Signature]</u> Manager Date: <u>2/22</u>
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