

NOTICE TO EXPLAIN

EMPLOYEE NAME: LALUNA, ANGELICA

EMPLOYEE NUMBER: BF- 14095

DEPARTMENT: SUBARU 7101

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: Un authorized Repair/Hidden Repair. Associate dimension inspector conducted repairing on dimension process due to exposed VO, last **August 24, 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po ay nag-repair sa kadahilanan pong nakita ko po na Exposed
po yung VO, ako po ay nagkulang mag-tape dahil po nahihiya po ako tumawag
sa Expert ko at JR-STAFF sa kadahilanan pong sobrang busy po nila at
hinanap sa naka-exposed.

RECOMMENDATION

suspension date
Sept. 27, 2019

Noted by: [Signature]

Immediate Supervisor

Approved by: [Signature] / 9-13

Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: LALUNA, ANGELICA

EMPLOYEE NUMBER: BF- 14095

DEPARTMENT: SUBARU 7101

DATE: SEPTEMBER 01, 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: Un authorized Repair/Hidden Repair. Associate dimension inspector conducted repairing on dimension process due to exposed VO, last **August 24, 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 Two 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

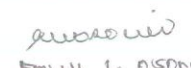
MDHII BRANCH MANAGER

ANGELICA


LALUNA

Employee's Signature Over Printed Name/Date

Received by:


Emily L. Osorio

09-10-19

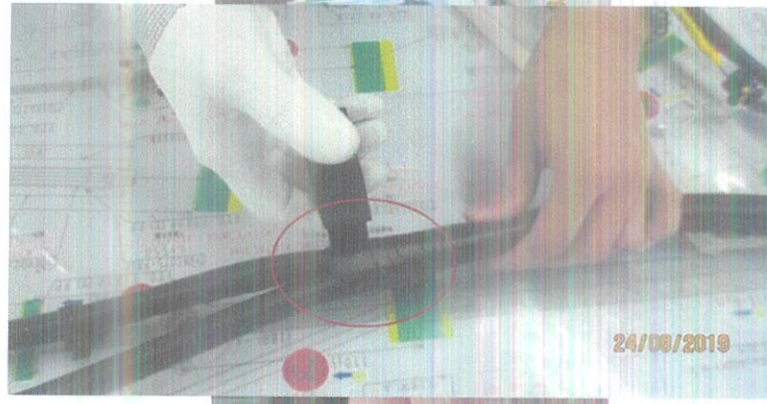
Signature Over Printed Name/Date

i_Alert Audit Report

Car Model / Line No.	Subaru GC7/7101
Date / Time	August 24, 2019/9:35Pm
Name / ID No.	Laluna, Angelica/Bf-14095
Shift / Group	NS/B
Batch No.	255
Process	Dimension
FAS or Agency: specify	MDHII
Person Informed	E.Olano
Audited by:	D.Tiemsem
	Details

Un Authorized Repair Hidden Repair

Dimension Inspector Conducted repairing (adding of tape) on dimension process due to exposed VO.



Action Taken