



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DIPASUPIL, JOEL

EMPLOYEE NUMBER: BF-13113

DEPARTMENT: D01L INITIAL EVENT

DATE: OCTOBER 23, 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. 6; Non-Compliance or failure to follow standard operational procedure in inspecting the product.**

VIOLATION COMMITTED: Associate not following SOP, Not performing pulling strength tensile sampling, last October 23, 2019, which subject you for **7 to 15 Days Suspension.**

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 ^{Nov. 04-20, 2019} 15 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:

Mary Alanis Prago

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

Note:

15 days suspension

(Nov. 4 ~ 20 , 2019)

Mam / Sir :

Kindly indicate your recommended dates of suspension.

Thank you!

Note: Please transfer to Final Assy process after suspension

Noted by:

Immediate Supervisor

Approved by:

Manager



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DEPARTMENT: D01L INITIAL EVENT

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In view of this, you are hereby given a Nov. 04-20 2019 15 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:

Mary Alanis Prago

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

JOEL DIPASUPIL 10-24-19

Employee's Signature Over Printed Name/Date

Received by: MARY ALANIS PRAGO 10-24-19

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: DIPASUPIL, JOEL

EMPLOYEE NUMBER: BF-13113

DEPARTMENT: D01L INITIAL EVENT

DATE: OCTOBER 24, 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. 6; Non-Compliance or failure to follow standard operational procedure in inspecting the product.**

VIOLATION COMMITTED: Associate not following SOP, Not performing pulling strength tensile sampling, last October 23, 2019, which subject you for 7 to 15 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:



Mary Alanis Prago

MDHII HR COORDINATOR

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

ako po si JOEL DIPASUPIL ako ay hindi nagpulling dahil po ay nagmamadali at kaya
din po hindi ko pinagpulling ang wire ko ay nashakert na
po ako sa oras at malayo po kasi ang machine na ginagamit ko
kaya po sa sobrang pagod ay hindi kong magawang ipulling ang
wire sample

NOTE: You may use an extra sheet as needed


JOEL DIPASUPIL 19-10-24

Employee's Signature Over Printed Name/Date

Received by:  MARY ALANIS PRAGO 10-24-19

Signature Over Printed Name/Date

WRITTEN EXPLANATION

Name: Dipasupil, Joel

Violation: Not performing pulling utrength tensile rampling

Line: D01L Initial

ako po si Joel Dipasupil ako po ay hindi nagpulling sa kadahilananang
nagmamadali at kaya rin po hindi ko pinupulling ng sample
ko ay pagminsan po ay malalaki ang mga wire ko kaya
nanhihirapan po akong magpulling at malayo rin po ang machine
sa ginagamit ko kaya hindi ko narinig magpulling ay dahil pagod na.

COUNTERMEASURE:

magpulling mapo lagi at sisiguraduhin ko po lagi na
hindi na po makakalimutang magpulling.

JOEL DIPASUPIL

JR. STAFF

10/24
L. M. Bayan
SUPERVISOR

For: STAFF

MANAGER

[illegible]

[illegible]

[illegible]

