



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MAALIHAN, JENNY

EMPLOYEE NUMBER: BF-11492

DEPARTMENT: SUBARU(7102) 7103

DATE: SEPTEMBER 19, 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: Not following SOP. Associate wire hang on assembly process, last August 07, 2019, which subject you in **1 to 5 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 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

Shift A	RECOMMENDATION
DATE OF SUSPENSION:	Dec 12 2019
RETURNED TO WORK:	Dec 13 (D for Return)
09/26/2019	<u>Signature of Employee</u>
APPROVED BY:	<u>Signature of Immediate Supervisor</u>
	IMMEDIATE SUPERVISOR
	<u>Signature of Client's Manager</u>
	CLIENT'S MANAGER

Employee's Signature Over Printed Name/Date

Received by:

Angie

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: MAALIHAN, JENNY

EMPLOYEE NUMBER: BF-11492

DEPARTMENT: (SUBARU 7102) A

DATE: SEPTEMBER 19, 2019

Subaru 7102
JP

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: Not following SOP. Associate wire hang on assembly process, last August 07, 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:

AKO PO SI MAALIHAN JENNY NA
NA AUDIT KOMPANYAN, NAKITA PO NA I ALERT ANG AKING PANG
TAY OUT NA NAKASABIT LAMA AKO PO AY NAKALAY DUT NA DIK BGS
TINAWAN PO AKO NA KAWA OPERATOR KO KATU PO MAY DINDI PA AKO
NAKAINSET KAYA NAIWAN PO ANG AKING INHAPAYOS, BILHA PO
DUNGATING ANG I ALERT KAYA PO AKO NA AUDIT.

NOTE: You may use an extra sheet as needed

Employee's Signature Over Printed Name/Date

Received by:
Plombar 10/21/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-IA 7708-760

☒ AGENCY

Please Specify: MDH11

<u>Judy</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Madigan, Jenny
Position: Associate
ID Number: BP-11472
Batch No.: 233
Car Model/Line: Subaru / L7102

Process: lay out
Group/Shift: MS-A
Date/Time: Aug. 03, 2019 / 2:10 PM
No. of Offense: 1st Offense
Superior Name: S. Hoche / H. Guro

Audit Findings: Not Following SOP
Details: Wire hanging on assembly jig

WRITTEN EXPLANATION

Ako si JENNY MAALIHAN NA NA AUDIT KATAPON NA I-ALERT SA KADATHLUNANG AKO ISINABIT KO SA ASSEMBLY JIG ANG PANG LAY OUT NA AIR BAG, HINDI KO PO NAPANSIN SA ASSEMBLY JIG KO NA HANG ANG WIRE KASI PO AKO AY MINAWAG NA AKING KA KA OPERATOR KO NA MAY INSERT SA KABIT LANG BOARD NA MAKALIGTAGAN KO INSERT, KA ANG HAWAK KO PO NA PANG LAY OUT AY HINDI KO AGARAN NA HANGOUT, AT BIGLANG DUMATING PO ANG I-ALERT KAYA NAPANSIN NA NA MAY NAKA HANG NA PANG LAY OUT HINDI PO SADYA AKO NAH KALABAY NA PANG LAY OUT SA BOARD. ITO PO AY SADYANG KINUKITA KO SA KANANG HANGAR AT MINAHAY OUT MAKITA LONA PO NA I-ALERT NA NAKA SABIT SA BOARD ANG PANG LAY OUT. LONA PO AGAD NA MINAUDIT.

Remarks/ Evaluation:

Written only pls / Issue Penalty

[Signature]
Signature of Employee
Date: 08-09-19

[Signature]
Jr Staff
Date: 8-08-19

[Signature]
Staff
Date: 08-08-19

[Signature]
Supervisor
Date: 8-28-19

[Signature]
Manager
Date: 9-3