

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: AWA, MICHAEL

EMPLOYEE NUMBER: BF-13577

DEPARTMENT: MAZDA 1123 / A

DATE: OCTOBER 09, 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 STOP, CALL and WAIT WHEN ENCOUNTERED DOTSU NG ON SUB ASSY PROCESS.** Associate conducted manual insertion, when encountered DOTSU NG upon checking it was wrong insert, last September 03, 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 2 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

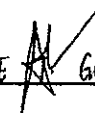
MDHII BRANCH MANAGER

  
Michael Awa

Employee's Signature Over Printed Name/Date

Shift A	0900-641-5533
RECOMMENDATION	
DATE OF SUSPENSION:	Dec. 12-13, 2019
RETURNED TO WORK:	Dec. 14, 2019 1:00 am
	 SIGNATURE OF EMPLOYEE
APPROVED BY:	 IMMEDIATE SUPERVISOR
	 CLIENT'S MANAGER

Received by:

 ANGIE GOMBA (01/23/19)

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: AWA, MICHAEL

EMPLOYEE NUMBER: BF-13577

DEPARTMENT: MAZDA 1123

DATE: OCTOBER 09, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 STOP, CALL and WAIT WHEN ENCOUNTERED DOTSU NG ON SUB ASSY PROCESS.** Associate conducted manual insertion, when encountered DOTSU NG upon checking it was wrong insert, last September 03, 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 AY AKSIDENTENG NAKARAG-MANUAL INSERT.  
HIMOI NA PO AKO UULIT. AT TATANGI GAPIN PO  
PO NGA MALWAG SA LOOP ANG AKING PAGKUSA.

NOTE: You may use an extra sheet as needed

Michael Awa

Employee's Signature Over Printed Name/Date

Received by:   
ANGIE GOMBA 10/23/19

Signature Over Printed Name/Date

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR 1A-1909-108C



AGENCY

Please Specify: NDH

<u>Andawant</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: ANO Michael  
Position: Associate  
ID Number: BT 12577  
Batch No.: 252  
Car Model/Line: Mazda/1123

Process: Subassy  
Group/Shift: NL 1A  
Date/ Time: Sept 9, 2019  
No. of Offense: 1st  
Superior Name: X. Malan

Audit Findings: not following stop, CAP-NAIT when encountered POTSU No on sub assy process.  
Details: operator conducted manual insertion on ISU-14F when he encountered POTSU No- upon checking it was wrong insert.

## WRITTEN EXPLANATION

AKO PO SI MICHAEL R. ANO NA NAG MANUAL INSERTION, NAG BASE HUMAN PO AKO SA SUB PC. ALAM KO PO ANE KULAY NA II INSERT KO, KASO NAKAMALI PO AKO NG NA I INSERT NA KULAY NG WIRE. AKALA KO PO KASI YUN NA PO YUNG TAMANG KULAY NA HAWAK KO. LUMIPAT PO KASI AKO NG UP PC AT PARTNER, DUN PO SANILIPATAN KO APAT NA SABAY SABAY NA WIRE ANE PINAPASOK SA V.O. KAYA PO AKO NALITO NG BAMPOT NG WIRE NA NA I INSERT KO, DUN PO KA SA SUB PC NAMING NASALAY PO KASI AKO NA MALAWANG WIRE LANG PO ANE IPINAPASOK SA V.O. NG POTSU PO PO. TAYOS INIHABOL KO PO YUNG ISA PANG WIRE - AKALA KO PO KASI AY NAKITA KO NA SI DIKO PA NA INSERT YUNG WIRE. KAYA PO NAG CROSSWIRE. NATARANTA PO KASI AKO.

Remarks/Evaluation:

Issue Penalty

<u>[Signature]</u> Signature of Employee Date: <u>09-05-19</u>	<u>[Signature]</u> M. Solomon Jr Staff Date: <u>9-5-19</u>	<u>[Signature]</u> Enochian Staff Date: <u>9-05-19</u>	<u>[Signature]</u> M. Villagosa Supervisor Date: <u>9-6-19</u>	<u>[Signature]</u> O. Villagosa Manager Date: <u>9/12</u>
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