

NOTICE TO EXPLAIN

EMPLOYEE NAME: DE OCAMPO, MARIO

EMPLOYEE NUMBER: BF-14029

DEPARTMENT: HONDA TKRA 3128

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: Associate caught doing lay out of wires in assembly process, he is certified only in parts based on his certification badge, might cause wrong lay out of wires, last **August 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Timulungan ko lang po ang ating kasamahan
kz po delay na po siya alam ko naman po
na bawal un. naawa lang

RECOMMENDATION

Suspension date

Sept. 26-27

Noted by: Ata 9/12

Immediate Supervisor

Approved by: [Signature]

Manager

Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DE OCAMPO, MARIO

EMPLOYEE NUMBER: BF-14029

DEPARTMENT: HONDA TKRA 3128

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: Associate caught doing lay out of wires in assembly process, he is certified only in parts based on his certification badge, might cause wrong lay out of wires, last **August 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 _____ 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


MARIO B. DE OCAMPO 08-10-19




Employee's Signature Over Printed Name/Date


Received by: KRISTINE B. DE ROXAS 18-10-19

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
(NS - Sherryl O. Duarte)

Date: August 03, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK /	Action Taken	Category	Operator / Other Concern Person	Concern Shift	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
1	08/03/19 NS	Honda TKRA line 3128 14029			Associate caught doing lay-out of wires in assembly process, he is certified only in parts based on his certification badge, might cause wrong lay-out of wires	NG	Remind concern member to follow assigned work load only and informed junior staff regarding this matter	SOP	Marion de Ocampo - Maxim 		Glecy Atienza	Honda	Sir Jhe	For Monitoring