



MAXIM DE HUMANA International Inc.  
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: LAT, JENELYN

EMPLOYEE NUMBER: BF-12008

DEPARTMENT: SUZUKI 5116

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> OFFENSE)

### 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: NON-COMPLIANCE ON INSERT PULL METHOD.** Associate conduct advance insertion on connector, last July 22, 2020.

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 4 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: [Signature]

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: [Signature]

Michelle A. Fajardo

MDHII ONSITE COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	October 17, 2020
DATE RETURNED TO WORK:	October 18, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
SIGNATURE OF EMPLOYEE:	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
	S. HORNIA IMMEDIATE SUPERVISOR
	KATHERINE O. CABRERA CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kumita ito pagbalik after suspension bago mag Cam/pm.	

[Signature]  
Jenelyn M. Lat 109-10-20

Employee's Signature Over Printed Name/Date

Received by: [Signature]  
Emily L. Osorio

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

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## NOTICE TO EXPLAIN

EMPLOYEE NAME: LAT, JENELYN

EMPLOYEE NUMBER: BF-12008

DEPARTMENT: SUZUKI 5116

DATE: SEPTEMBER 10, 2020

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: NON-COMPLIANCE ON INSERT PULL METHOD.** Associate conduct advance insertion on connector, last July 22, 2020, 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 HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

### EMPLOYEE'S EXPLANATION:

Ako po si Jenelyn M. Lat, nagkaroon po ako ng I-alert audit sa koddhilanang ako po ay nakapag advance insertion dahil po hindi ako nakatingin sa sub PC dahil nagnamadali po, sabra pong delay kaya sa di ko inasahang pagkatapos makita ng I-alert na naisukso ko na ang isang terminal pero hindi pa po pala nahihila yung isang terminal. Ipagpaumanhin nyo po.

NOTE: You may use an extra sheet as needed

Jenelyn M. Lat / 09-10-20

Employee's Signature Over Printed Name/Date

Emily L. Osorio  
Received by: EMILY L. OSORIO

Signature Over Printed Name/Date



# I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: W/M/H

Control No: FALP-M-2007-1554

<u>C. Redondo</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Jenelyn M. lat Process: Sub Assembly Process  
Position: Associate Group/Shift: PS/A  
ID Number: BF-12008 Date/Time: July 27, 2020 / 08:20  
Batch No.: 238 No. of Offense: 1st offense  
Car Model/Line: SUZUKI YD1/516 Superior Name: R. Gamboa

Non-compliance Reference/Document Control Number:

FALP-WI-PRD-SH-643

## Details of Audit Findings:

Non-compliance to Insert Pull Method - Associate conduct advance insertion on connector SWL - SBL - GF wire color vi

## WRITTEN EXPLANATION

Ako po si Jenelyn M. lat ng siya ay na-audit ng I-alert sa kadalindang ako po ay nag-advance insertion na hindi ko po napansin kaya hindi pa nahihila ng akang katuwang at hindi pu ako nakatingin sa P.C.

## REMARKS/ EVALUATION

- ☐ i-Alert written only ☐ Agency/FALP Written Only (based on handbook)  
☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>07-29-20</u>	<u>R. Gamboa</u> Jr Staff Date: <u>7-29-2020</u>	<u>J. Gamboa</u> Staff Date: <u>8-7-20</u>	<u>[Signature]</u> Supervisor Date: <u>8-6-2020</u>	<u>[Signature]</u> Manager Date: <u>8-11-20</u>
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