

NOTICE TO EXPLAIN

EMPLOYEE NAME: SOLIS, ARLINE

DEPARTMENT: HONDA TKRA 3127

EMPLOYEE NUMBER: BF-15069

DATE: SEPTEMBER 13, 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 COMMITED: Compliance Audit. Not following SOP. 2 pcs. remaining clamp NB-157 found left in parts box of assy board, later learned these items are missing parts on one wire harness already in hanger before shlage process, this was resulted due to skipped sequence on associate's assigned portion, did not reversed parts box and did not report to leader for remaining or excess parts, last September 05, 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.

	t evidences for and in your behalf thus shall be the basis of the Management's decision.
PREPARED BY	: for AV
	Emily L. Osorio
	MDHII EMPLOYEE RELATION OFFICER
NOTED BY:	- For: kbde to xar
	Ms. Chady Dosono
	MDHII BRANCH MANAGER
EMPLOYEE'S E	XPLANATION:
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	DECOND CONTRACTOR
	RECOMMENDATION
	Suspension Date October 24-25 2019
NOTE: You may	
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DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SOLIS, ARLINE

EMPLOYEE NUMBER: BF-15069

DEPARTMENT: HONDA TKRA 3127

DATE: SEPTEMBER 13, 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 COMMITED: Compliance Audit. Not following SOP. 2 pcs. remaining clamp NB-157 found left in parts box of assy board, later learned these items are missing parts on one wire harness already in hanger before shiage process, this was resulted due to skipped sequence on associate's assigned portion, did not reversed parts box and did not report to leader for remaining or excess parts, last **September 05, 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 ______ 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

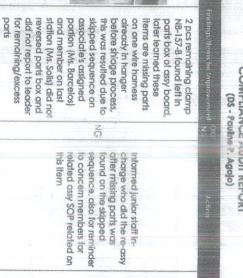
ARUNT COUL C

Employee's Signature Over Printed Name/Date

Received by:

NOTELY GOME

Signature Over Printed Name/Date



19/05/19 DS

Honda TKRA 3127

Afthe Salts (Malein) - assigned member indast station

SOP

related assy SOP related on this item

Francia Barcelos (PKIMT)/ Arline Soils (Maxim)

B/DS

Angel Puyo

Honda TKRA

for monitoring

Sir Jeraid

Oate: September 5, 2019