



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DIA, SHIENA KAREN

EMPLOYEE NUMBER: BF-14813

DEPARTMENT: SUZUKI YD1 5124

DATE: OCTOBER 17, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st 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.**

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 two 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:

Angie T. Gomba
Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono
Ms. Chady Dosono
MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>January 10-11, 2020</u>
DATE RETURNED TO WORK	<u>January 13, 2020</u>
SHIFT:	<u>1</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>Shiena</u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>Angie T. Gomba</u> IMMEDIATE SUPERVISOR
<u>09090177044</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

SHIENA KAREN DIA 11-07-19

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 11/07/19

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: DIA, SHIENA KAREN

EMPLOYEE NUMBER: BF-14813

DEPARTMENT: SUZUKI YD1 5124

DATE: OCTOBER 17, 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: NOT FOLLOWING SOP. Inspector did not compare harness to master sample, inspector also did not conduct inspection base on sequence last **September 18, 2019**, which subject you **1 to 6 days of 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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si Shienna Karen Dia na naidit ng alert nang sept 18, 2019, sa kadanilanan pong ako ay bago lamang sa linya yon kaya ako po ay babagong nagsasanay na magamay ang harness. at

NOTE: You may use an extra sheet as needed


SHIENNA KAREN DIA / 11-07-19

Employee's Signature Over Printed Name/Date

Received by:  ANGIE T. GOMBA 11/07/19

Signature Over Printed Name/Date

Irish

I ALERT WRITTEN EXPLANATION

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FAS

Control No: HALP-IP-1409-1319

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AGENCY

Please Specify: MDH

<u>JP. RICE</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Dia, Shiena Karen
Position: Associate
ID Number: BF-14813
Batch No.: 259
Car Model/Line: Suzuki 101 / 5124

Process: Appearance
Group/Shift: A1 DS
Date/ Time: 09-16-19 / 09:30 AM
No. of Offense: 2nd
Superior Name: L. Alvarez

Audit Findings: Non-compliance or failure to follow the standard operational procedure in inspecting the product.

Details:

Inspector did not compare actual harness to master sample

Inspector did not conduct inspection based on sequence

WRITTEN EXPLANATION

This is shiena karen dia, that has been audited for not comparing the actual harness to the master sample and did not conduct inspection based on sequence. I admit during that time I did not inspect based on the sequence because I'm short staffed support on the line that's why I trying to practice by memorizing every detail of the harness but now I was convincing and trying to follow the standard procedure.

Remarks/ Evaluation:

The associate admitted the violation and now under monitoring. Once audited again, can be issued another disciplinary action.

Issue Penalty

<u>[Signature]</u>
Signature of Employee
Date: <u>09-25-19</u>

<u>[Signature]</u>
Jr Staff
Date: <u>10-02-19</u>

<u>[Signature]</u>
Staff
Date: <u>10-02-19</u>

<u>[Signature]</u>
Supervisor
Date: <u>10-02-19</u>

<u>[Signature]</u>
Manager
Date: <u>10-02-19</u>