



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: JAVIER, JIMUEL

EMPLOYEE NUMBER: BF-18118

DEPARTMENT: SUZUKI OLD B

DATE: JULY 22, 2020

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.**

VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate did not conduct barcoding of 2 kanban, did not measure the C/H and I/H value of 2 kanban.

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 one 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:

for BS
Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

M. A. Fajardo
Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION

DATE OF SUSPENSION: August 6, 2020

DATE RETURNED TO WORK: August 14, 2020

SHIFT: B

NEED FOR REFRESHER: ☒ YES ☐ NO

for BS
SIGNATURE OF EMPLOYEE

APPROVED BY:

Katherine O. Cabrera
IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag Sam/pm.

JAVIER, JIMUEL S.

Employee's Signature Over Printed Name/Date

Received by: ANGIE 1. E. 07/24/20

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: JAVIER, JIMUEL

EMPLOYEE NUMBER: BF-18118

DEPARTMENT: SUZUKI OLD

DATE: JULY 22, 2020


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. Associate did not conduct barcoding of 2 kanban, did not measure the C/H and I/H value of 2 kanban, last **June 16, 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.

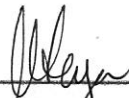
PREPARED BY:



Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:




Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Ako po si Jimuel JAVIER ay na aralit sa katabilanan na ako po ay hindi tumingin sa aking P.C matapos kong mag-barcode. Nag-tuloy tuloy po ako sa aking pag-mamaspro kahit na wala pa akong barcode

NOTE: You may use an extra sheet as needed


JAVIER, JIMUEL S.

Employee's Signature Over Printed Name/Date

Received by:  August 07/20

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

Control No: FALP-WI-ENG-009-1105

☐ FAS

☒ AGENCY

Please Specify: 1105

<u>R. E. P. Reyes</u>	<u>K. Hernandez J. Reyes</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Javier Jimuel
 Position: Resource
 ID Number: 011111
 Batch No.: 002
 Car Model/Line: Suzuki od / Suzuki process

Process: manual setting crimping
 Group/Shift: 01-B
 Date/ Time: Mon 10, 2020 10:43
 No. of Offense: 1st
 Superior Name: J. Carmona

Non-compliance Reference/Document
 Control Number:

FALP-WI-ENG-009-1105
FALP-WI-ENG-MC-009

Details of Audit Findings:

Not following SOP, did not conduct boarding or skanban, did not
measure the CH and 1/4 value of S. Kaban. 1. PC/ actual only but not PC is 11

WRITTEN EXPLANATION

Abs ni Jimuel S. Javier ay na audit ng I-alert na hindi natapos na
patakaran SOP sa paghat ating natatagbang mag-barcode ng kanban, at mag-set
ng CH at 1/4 nito sa bahibirang abs ay kinausap at tinanggap ng ating
pinasatugad na pag-huhubog sa motor inamin ko pa na abs ay nag-
kamali kagat sana po ay magpatinday nyo abs SALAMAT PO.

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>20-06-29</u>	<u>[Signature]</u> Jr Staff Date: <u>06-30-20</u>	<u>[Signature]</u> Staff Date: <u>07/01/2020</u>	<u>[Signature]</u> Supervisor Date: _____	<u>[Signature]</u> Manager Date: <u>07/02/20</u>
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