



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: VILLAR, DON

EMPLOYEE NUMBER: BF-14452

DEPARTMENT: SUBARU GC7 7107

DATE: November 18, 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.**

VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate did not use clamp jig during cutting of clamp dated last October 24, 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 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:

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

DON VILLAR

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>February 4, 2020</u>
DATE RETURNED TO WORK	<u>February 11, 2020</u>
SHIFT:	<u>D</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:

ANGIE T. GOMBA 11/18/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

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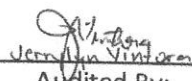
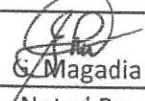
FAS

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AGENCY

Please Specify: MDHII

Control No: RAA-11-1910-1935

 Audited By:	 Noted By:
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Name: Villara, Don
Position: Associate
ID Number: BF-14452
Batch No.: 257
Car Model/Line: Subaru GT/7107

Process: Bande Gun
Group/Shift: NS/A
Date/Time: Oct. 24, 2019 / 11:10
No. of Offense: 1st offense
Superior Name: Jay Sarte

Audit Findings: Not following SOP

Details: Not using clamp jig during cutting of clamp.

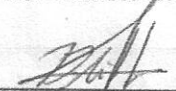
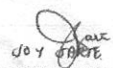
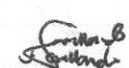
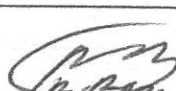
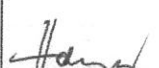
WRITTEN EXPLANATION

Kaya hindi po ako gumamit ng clamp jig, dahil nung time na yun ang sobra po ako nagsamantalang at iningatan ko rin po kasi ang yk na connector dahil prone po na damage ito. Pasenya na po kayo talaga.

Remarks/ Evaluation:

1 day suspension



 Signature of Employee Date: <u>10-29-19</u>	 Jr Staff Date: <u>10-30-19</u>	 Staff Date: _____	 Supervisor Date: <u>11-04-19</u>	 Manager Date: <u>11/5</u>
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