

## NOTICE TO EXPLAIN

EMPLOYEE NAME: BALMES, JAYVEE

EMPLOYEE NUMBER: BF-14275

DEPARTMENT: HONDA TKRA 3031

DATE: AUGUST 12, 2019

**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:** Associate not following **SOP**, Inconsistent pen markings on passed tape (1 set) after **ECT**, last August 09, 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.

PREPARED BY: \_\_\_\_\_

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: \_\_\_\_\_

Ms. Chady Dosono

MDHII BRANCH MANAGER

**EMPLOYEE'S EXPLANATION:**

Ako po si Jayvee Balmes nagkaroon po ako ng NG (missing markings) sa passed tape ng ECT, nakalimutan ko po lagyan ng mark

## RECOMMENDATION

Suspension date

Sept. 17-18

Noted by: \_\_\_\_\_

Immediate Supervisor

Employee's Signature Over Printed Name/Date

Approved by: \_\_\_\_\_

Manager

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BALMES, JAYVEE

EMPLOYEE NUMBER: BF-14275

DEPARTMENT: HONDA TKRA 3031

DATE: AUGUST 12, 2019

### RECOMMENDATION:

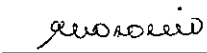
This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

**VIOLATION COMMITTED:** Associate not following **SOP**, Inconsistent pen markings on passed tape (1 set) after **ECT**, last August 09, 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.

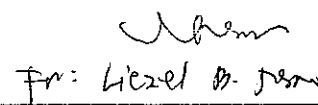
In view of this, you are hereby given a Two days suspension for the said violation of our Employee Code of Conduct.

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY: 

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER


NOTED BY: 

Ms. Chady Dosono

MDHII BRANCH MANAGER

JAYVEE BALMES 8-21-19




Employee's Signature Over Printed Name/Date

Received by:  E. L. OSORIO 8-23-19

Signature Over Printed Name/Date

**COMPLIANCE AUDIT REPORT**  
(DS - Sherry O. Duarte)

Date: August 09, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Finding/Item for Improvement	OK/	Action taken	Category	Operator / Other Concern	Concern Shift	Person informed	Exchange Car Model/ Department	Person notified	Status/Remarks
1	08/09/19 DS	Honda TKRA line 3032			Inconsistent pen markings on passed tape (1 set) after ECT (10-TKR-0000 (190319))	NG	Junior staff to remind assigned member to follow consistent pen marking to ensure the presence of passed tape in wire harness	SOP	Joyves Balines - Maxim 		Ilyn Castillo	Hanca	Sir Jhe	For Monitoring