



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: FORTU, KEVIN

EMPLOYEE NUMBER: BF-13671

DEPARTMENT: SUZUKI 5123

DATE: November 8, 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: NON-COMPLIANCE Associate caught doing minor repair adding tape in wire harness in appearance inspection process. Inspector not authorized to do minor repair 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 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

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	Dec 9-10, 2019
DATE RETURNED TO WORK	Dec 11, 2019
SHIFT:	DS
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.	

KEVIN R. FORTU 11/20/19

Employee's Signature Over Printed Name/Date

Received by:
MARY A. NOLASCO 11-20-19

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: FORTU, KEVIN

EMPLOYEE NUMBER: BF-13671

DEPARTMENT: SUZUKI 5123

DATE: November 8, 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: NON-COMPLIANCE Associate caught doing minor repair adding tape in wire harness in appearance inspection process. Inspector not authorized to do minor repair dated last **October 24, 2019** which subject you to **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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

KAYA KO PO MAGAWANG MAG TAPU SA HARNESS DAHIL PO SA TAMBANGAN
PO KAME DABAWANG HANGER PO ANG AMING TAMBAK AT WALA DIN
PONG AVAILABLE NA MAG REPAIR NAKA PORTION PO SILANG LAHAT
MAY MGA ABSENT PO KASE NUNG ARAY MAYON KAYA PO SILA NAKA
PORTION.

NOTE: You may use an extra sheet as needed

 **KEVIN FORTU 11/20/19**

Employee's Signature Over Printed Name/Date

Received by:  **MARY ANN PRAGA**

Signature Over Printed Name/Date




FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

COMPLIANCE AUDIT REPORT
(DS - Wheng Marquez)

Date: October 24, 2019

12/71

Item #	Date/Shift	Process / Area	Location	Actual Image	Inspection/Comments for Improvement	OK/	Action Taken	Category	Operator / Other / Concern / Person	Shift / Location	Person Reported	Exchange Car Model/ Department	Person Ins. Reported	Status/Remarks
11	10/24/18 DS	Suzuki line 5123			Associate caught doing minor repair adding tape in wire harness in appearance inspection process. Inspector not authorized to do minor repair	NG	Informed junior staff regarding this matter and advised associate to follow SOP in inspection process	SOP	Kerlin P. Fortu-Maxim	Shift 8	Monica Queen Castillo	Suzuki	Ma'am Kath	for monitoring