

NOTICE TO EXPLAIN

EMPLOYEE NAME: LIPALIM, JACKLEN JOY

EMPLOYEE NUMBER: BF-13515

DEPARTMENT: MAZDA MERGE 1125

DATE: JULY 18, 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: Associate not following **SOP**, proper taping method, did not pressing end tape, last **June 25, 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*

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

for: Wazel B. Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Na audit po akong hindi pag prar ng end tape. Sa kadali sanang
hapit po kani, kaya may natalagpas na hindi ko na prar. na end tape.

RECOMMENDATION

Suspension date
Sept. 11, 2019

Noted by:

[Signature]
Immediate Supervisor

Approved by:

[Signature] 9/3/19.
Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: LIPALIM, JACKLEN JOY

EMPLOYEE NUMBER: BF-13515

DEPARTMENT: MAZDA MERGE 1125

DATE: JULY 18, 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**, proper taping method, did not pressing end tape, last **June 25, 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 _____ 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: _____

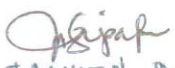
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER


NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER


LIPALIM, JACKLEN JOY 07/29/19

Employee's Signature Over Printed Name/Date

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

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-1906-344

☒ AGENCY

Please Specify: Maxim

<u>J. Magadia</u> J. Magadia	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: Lipalim, Jackten Jay
Position: Associate
ID Number: BF-13515
Batch No.: 252
Car Model/Line: Mazda Merge/1125

Process: Assembly Process
Group/Shift: DC/A
Date/ Time: 06-25-19 / 11:20
No. of Offense: 1st Offense
Superior Name: J. Magadia

Audit Findings: Not Following SOP

Details:

Proper taping method, did not pressing end tape.

WRITTEN EXPLANATION

Ako si Lipalim, Jackten Jay ng 1125 na audit po ng hindi
pang press ng tape sa kadalubiranang hapit po kame sa pang aayon
Kaya may lumagay po ng hindi ko na ipepress and end tape.
Nangangako po ako na hindi na ito mauulit.

Remarks/Evaluation

please Issue Penalty.

<u>J. Magadia</u> Signature of Employee Date: <u>07-03-19</u>	<u>L. SILVA</u> Jr Staff Date: <u>7/3/19</u>	<u>M. AMADOR</u> Staff Date: <u>7/3/19</u>	<u>J. Magadia</u> Supervisor Date: <u>07/03/19</u>	<u>J. Magadia</u> Manager Date: <u>7/09</u>
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