

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DIMAILIG, DENNIS

EMPLOYEE NUMBER: BF-14418

DEPARTMENT: SUZUKI 5119

DATE: FEBRUARY 17, 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: UNAUTHORIZED PERSON DOING THE PROCESS. Associate doing option taping in ECT process even no certification badge last January 31, 2020.

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 1 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

| RECOMMENDATION | |
|---|---|
| DATE OF SUSPENSION: | <u>July 30, 2020</u> |
| DATE RETURNED TO WORK | <u>July 31, 2020</u> |
| SHIFT: | |
| NEED FOR REFRESHER: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| SIGNATURE OF EMPLOYEE | |
| APPROVED BY: | |
| KATHERINE C. ABRERA | |
| CLIENT'S MANAGER | |
| Reminder: transfer ang ID sa Coordinator bago ang suspension date kunin ito pagbalik after suspension base nang 8am/pm. | |

Dennis M. Dimailig 2/17/20

Employee's Signature Over Printed Name/Date

Received by: Angie T. Gomba 02/17/2020

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: MDH

Control No: TAIP-IA-2001-0329

| | | |
|--------------------------------|---|--------------------------------|
| <u>M. VANGA</u> Audited By: | <u>J. Reyes/K. Hernandez</u> Checked by: | <u>G. Magadia</u> Noted By: |
|--------------------------------|---|--------------------------------|

Name: Dimalig Dennis
Position: assault
ID Number: DE-14412
Batch No.: 257
Car Model/Line: Suzuki / 5119

Process: ICJ
Group/Shift: 15-A
Date/ Time: Jan. 21, 2020 / 10:30
No. of Offense: 15
Superior Name: D. Espiritu

Non-compliance Reference/Document
Control Number:

#26A-2018-04-14
Memorandum for major non-compliance

Details of Audit Findings:

Un-authorized person doing the process
being option taking in the process even as certification badge

WRITTEN EXPLANATION

UNG DATI PONG MAKI - POSITION SA PROCESS NA ECT NA MAY OPTION AY NAO-AWOL NA
TAPUS MAY REQUEST NA MAGAMIT SA ARO SA TRAINING CENTER BATA PO ALALA LO OR NA DO
ANG MAG OPTION PROCESS ARO - GAWANAT PO SA PAG ULAWA

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>P. Dimasile Jr</u> Employee Date: <u>2-5-2020</u> | <u>D. Espiritu</u> Jr Staff Date: <u>2-5-2020</u> | <u>I. VANGA</u> Staff Date: <u>2-5-2020</u> | <u>P. S. S. S. S.</u> Supervisor Date: <u>2-5-2020</u> | <u>H. S. S. S.</u> Manager Date: <u>02-07-2020</u> |
|--|---|---|--|--|