

## NOTICE TO EXPLAIN

EMPLOYEE NAME: MARTINEZ, MAE ANN

EMPLOYEE NUMBER: BF-15728

DEPARTMENT: HONDA 3108

DATE: SEPTEMBER 01, 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 pulling branch of wire harness during dimension inspection, may result damaged to wire or parts, last **August 14, 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:

Nagawa ko pong magpull ng RCUT po actually yun and not the wire, kasi kinain po ng tape na nag-  
result sa short dimension. Alam ko po na maling mali ang aking ginawa dahil hindi ako sumunod sa SOP,  
na STOP, CALL and wait pag nakakaencounter ng NG. Nagmadali lang po ako that time kasi tambakan,

## RECOMMENDATION

Suspension date

Sept. 16-24

Noted by: 

Immediate Supervisor

Approved by: 

Manager

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MARTINEZ, MAE ANN

EMPLOYEE NUMBER: BF-15728

DEPARTMENT: HONDA 3108

DATE: SEPTEMBER 01, 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 pulling branch of wire harness during dimension inspection, may result damaged to wire or parts, last **August 14, 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 2 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:

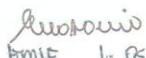
  
Ms. Chady Dosono

MDHII BRANCH MANAGER

  
mae ann j. MARTINEZ / 09-05-2019

Employee's Signature Over Printed Name/Date


Received by:

  
Emily L. OSORIO 09-09-19

Signature Over Printed Name/Date

**COMPLIANCE AUDIT REPORT**  
(DS - Pauline P. Agojo)

Date: August 14, 2019

Item #	Date/Shift	Process / Area	Actual Image	Findings/Items for Improvement	OK/ NG	Action	Category	Operator / Concern Person	Concern Shift	Person Informed	Group/Department	Person In-charge	Status/Remarks
1	08/14/19 DS	Honda 3108 15728		Pulling branch of wire harness during dimension inspection, may result damaged to wire or parts	NG	Informed leader to remind concern to avoid such act during inspection and report to leader if dimension problem is encountered	SOP	Mce Ann Martinez (Maxim)	A / DS	Annaliza De Rapete	Honda	Sir Jerald	for monitoring