

NOTICE TO EXPLAIN

EMPLOYEE NAME: ENRIQUEZ, DEMCY

EMPLOYEE NUMBER: BF-10996

DEPARTMENT: HONDA (3114)

DATE: MARCH 03, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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: Sub assy associate still working during breaktime without supervision of junior staff last February 22, 2019 which subject you for **1 to 6 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: Emely L. Osorio

Emely L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si Demy B. Enriquez ng Honda line 3107 na audith po ako ng compliance sa katahilanan na bawal po mag advance pag aras ng break time, kailangan ang expert o leader, hindi ko po egad napansin na magchance na kaya inabot po ako ng breaktime hindi ko haman po pwedeng iwan ang ginagawa ko ng hindi tapos kaya finances ko na muna kano ko.

RECOMMENDATION

Suspension Date

March 15-16

Noted by: [Signature]

Immediate Supervisor

Approved by: [Signature]

Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ENRIQUEZ, DEMCY

EMPLOYEE NUMBER: BF-10996

DEPARTMENT: HONDA (3114)

DATE: MARCH 03, 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 follow business standards, operation procedures, work instruction or work practices which may or may not result to damage of company property, last February 22, 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 3 day suspension (March 11, 15-16, 2019) 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: Emely L. Osorio

Emely L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

Demcy B. Enriquez

Employee's Signature Over Printed Name/Date

Received by: Emely L. Osorio 03-05-2019

Signature Over Printed Name/Date

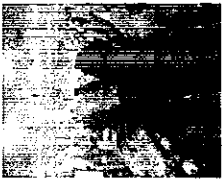



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

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COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: FEB 22, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Finding/Theme for Improvement	OK	Action Taken	Category	Operator / Other Concern Person	Person Informing	Incharge Car Model/ Department	Person Incharged	Status/Remarks
3	02/21/19 NS	Honda line 3107			Two sub assy associate still working during breaktime without supervision of junior staff	NG	Advised them that working during breaktime and no supervision of junior staff is prohibited	SOP	Gasis Michelle-PKIMT and Demcy Enriquez-Maxim 	Karen Rodriguez	Honda	Sir Jhe	For Monitoring

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