



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SADICON, RANIEL

EMPLOYEE NUMBER: BF-13574

DEPARTMENT: DAIHATSU 2105

DATE: OCTOBER 17, 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.**

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:

Ms. Chady Dosono

MDHII BRANCH MANAGER

Raniel Sadicon

Employee's Signature Over Printed Name/Date

RECOMMENDATION

DATE OF SUSPENSION: Nov. 28, 2019

RETURNED TO WORK: Nov. 29, 2019 for ref

Signature of Employee

APPROVED BY:

Signature of Immediate Supervisor

Signature of Client's Manager

Received by: MARY ALANIS PRAGO 12/13/19

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: SADICON, RANIEL

EMPLOYEE NUMBER: BF-13574

DEPARTMENT: DAIHATSU 2105

DATE: OCTOBER 17, 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 ON INSERT PULL METHOD. Conduct advance insertion on connector ASE-TP-16MB WIRE COLOR LG last **September 23, 2019**, which subject you in **1 to 5 days of 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: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

*Ipag paomanhin po ninyo ang akong pag adware
sa kadahilanan ko po ay palay nang aron mayon
hindi ko nang po oolitin ang gawon pang trabaho*

NOTE: You may use an extra sheet as needed

Raniel Sadicon

Employee's Signature Over Printed Name/Date

Received by: *MARY ALANIS PRADO 10/18/19*

Signature Over Printed Name/Date


I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1402

☒ AGENCY

Please Specify: MDH II

for Pky L-CABATANA	 G. Magadia
Audited By:	Noted By:

Name: SADKON, RANIEL
Position: BF 13574
ID Number: ASSOCIATE
Batch No.: 252
Car Model/Line: DAIHATSU 12105

Process: SUB ASSEMBLY PROCESS
Group/Shift: DS/B
Date/ Time: SEPTEMBER 23, 2019/10:55
No. of Offense: 1ST OFFENSE
Superior Name: H-MAGSOMBOL

Audit Findings: NDW - COMPLIANCE ON INSERT PULL METHOD

Details:

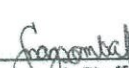
CONDUCT ADVANCE INSERTION ON CONNECTOR ASE-TP-10MB WIRE COLOR LGT
pag pasinstahan ninyo ang ating pag advance
sa kadahilangang ako po ay relay at wala po akong
paper nung time nasyon. Sanda po ay mainindihan
ninyo ang ating pag bakamali yon lang po.
at hindi ko nalang oolitin-

WRITTEN EXPLANATION

pag pasinstahan ninyo ang ating pag advance sa kadahilangang
ako po ay relay at wala po akong paper nung time nasyon.
Sanda po ay mainindihan ninyo ang ating pag bakamali
yon lang po at hindi ko nalang oolitin.

Remarks/ Evaluation:

Issue memo

 Signature of Employee Date: <u>10/2/19</u>	 Staff Date: <u>10/2/19</u>	 Staff Date: <u>10/2/19</u>	 Supervisor Date: <u>10-2-19</u>	 Manager Date: <u>10/14</u>
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