



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: FRANCISCO, DONALYN

EMPLOYEE NUMBER: BF-14366

DEPARTMENT: SUBARU 7105 (B)

DATE: November 23, 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.**

VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate wire hanged on assembly jig, last **July 29, 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 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: MPr
Mary Alanis Prago
MDHII HR COORDINATOR

NOTED BY: _____
Ms. Michelle Fajardo
MDHII HEAD COORDINATOR

Donalyn Francisco / 01-06-20

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>April 16, 2020</u>
DATE RETURNED TO WORK	<u>April 17, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>[Signature]</u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	
<u>[Signature]</u> IMMEDIATE SUPERVISOR	
<u>[Signature]</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: Emily L. Desorio 01-06-2020

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: FRANCISCO, DONALYN

EMPLOYEE NUMBER: BF-14366

DEPARTMENT: SUBARU 7105

DATE: November 23, 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: NOT FOLLOWING SOP. Associate wire hanged on assembly jig, last **July 29, 2019**, which subject you to **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: Mary Alanis Prago
Mary Alanis Prago
MDHII HR COORDINATOR

NOTED BY: Ms. Michelle Fajardo
Ms. Michelle Fajardo
MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

✓ Kaya po naihang ko ang wire sa jig dahil sa pagmamadali ko ibalik ang airbag kasi mali po ang naibigay sa akin na pang-lay out for re-assy po kasi ito. Iblay-out ko na po dapat yun ng bigla i abot sa akin ang airbag pero mali naman po naibigay sa akin.

NOTE: You may use an extra sheet as needed

✓ Donalyn Francisco / Francisco / 01-06-20
Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 01-06-2020
Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALP-16-1907-639

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AGENCY

Please Specify: MAXIM

<i>J. Lunas</i> Audited By:	<i>G. Magadia</i> Noted By:
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Name: Francisco, Dorelyn
Position: Associate
ID Number: PF-14366
Batch No.: 257
Car Model/Line: Subaru / L7105

Process: Lay Out
Group/Shift: DE-13
Date/Time: July 29, 2019 / 09:30 AM
No. of Offense: 1st Offense
Superior Name: J. Lunas

Audit Findings: Not Following SOP
Details: wire hang on assembly jig

WRITTEN EXPLANATION

Kaya ko po nai-hang sa assembly jig ang wire dahil po sa pagmamadali ko ibalik ang airbag kasi mali ang binigay sa akin na pang lay-out for re-assy po kasi ito. Ilay-out ko na po ang bukang sa pagmamadali ko naisabit ko po sa jig ito dahil po sa pag-ibalik ko na airbag na mali ang binigay sa akin dahil po sa magedelay ako pag hindi ko agad kinuha ito.

COUNTER MEASURE: Hindi ko na po ulitin.

Remarks/ Evaluation:

Written

Issue Penalty based from Handbook

<i>[Signature]</i>
Signature of Employee Date: <u>11-04-19</u>

<i>A. DIONARIO</i>
Jr Staff Date: <u>11-04-19</u>

<i>[Signature]</i>
Staff Date: <u>11/11</u>

<i>[Signature]</i>
Supervisor Date: <u>11/11</u>

<i>[Signature]</i>
Manager Date: <u>11/19</u>