

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: VALENZUELA, JENNIFER

EMPLOYEE NUMBER: BF-11703

DEPARTMENT: SUBARU 7101

DATE: OCTOBER 09, 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: NON- COMPLIANCE ON INSERT PULL METHOD. Associate did not conduct pulling of wire after insertion on lay out process, last **August 12, 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:



Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

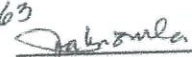

NOTED BY:


Ms. Chady Dosono

MDHII BRANCH MANAGER


JENNIFER M. VALENZUELA 11-08-19

Employee's Signature Over Printed Name/Date

Shift A	RECOMMENDATION
DATE OF SUSPENSION:	<u>1 day</u> <u>Dec 16</u> <u>2019</u>
RETURNED TO WORK:	<u>Dec 5 2019</u> <u>CD for red</u>
09396358663	 SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>11-13-19</u> IMMEDIATE SUPERVISOR
	 CLIENT'S MANAGER

Received by: ANGIE K. BOWEN 11/08/19

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: VALENZUELA, JENNIFER

EMPLOYEE NUMBER: BF-11703

DEPARTMENT: SUBARU 7101

DATE: OCTOBER 09, 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. Associate did not conduct pulling of wire after insertion on lay out process, last **August 12, 2019**, which subject you in **1 to 5 Days Suspension.**

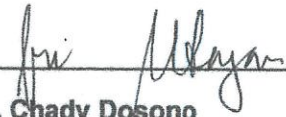
Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY:


Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:


Ms. Chady Dosono

MDHII BRANCH MANAGER


EMPLOYEE'S EXPLANATION:

Ako po ay na audit ng T. Alert last Aug 12, 2019 sa kadehi-
rang hindi ako ng pull after my insertion. Nung araw din yun ay nalutas
ako sa aming banyo at natukon ko ang aking karay para hindi lumapat
ang aking puwet sa tatang tiles medyo masakit po ang aking karay at
braso kase ung puwersa po ay rardur kaya hindi ako makapag pull
ng maayos. Humihingi po ako ng paumanhin.

NOTE: You may use an extra sheet as needed


JENNIFER M. VALENZUELA 11-08-19

Employee's Signature Over Printed Name/Date

Received by:  NIGIE T. ROMPA 11/08/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP - 19 - 1905 - 624

☐ AGENCY

Please Specify: MOH

<i>G. Magadia</i> G. Magadia	<i>G. Magadia</i> G. Magadia
Audited By:	Noted By:

Name: Kalenazuela, Jennifer
Position: associate
ID Number: 01-11708
Batch No.: 236
Car Model/Line: Subaru 101

Process: lay out
Group/Shift: DS/A
Date/ Time: August 12, 2019 9:28
No. of Offense: 1st
Superior Name: J. Cienega

Audit Findings: Non compliance on Insert Pull Method

Details:

did not conduct Pulling of wire after insertion on lay out Process
connector: XSK 150V4 - 11F16F
wire color: R/L, V/L, Y/L

WRITTEN EXPLANATION

Ako po ay humihingi ng paumanhin sa ating pagkaka-
audit last Aug. 12 sa kadahilanan kundi po ako ng conduct ng
pulling after insertion sa kadahilangan ako po ay delay na at
medyo matakot po ang ating bawo sa pagkakatulad ko sa aming
bawo.

Ako po ay mag pull na ng wire after insertion at pipelitin
ko po kundi na mag pull.

Remarks/ Evaluation:

1 day suspension

<i>Jalenazuela</i> Signature of Employee Date: <u>8-15-19</u>	<i>J. Cienega</i> Jr Staff Date: <u>8-15-19</u>	<i>Angie</i> Staff Date: <u>8-15-19</u>	<i>[Signature]</i> Supervisor Date: <u>8/15/19</u>	<i>[Signature]</i> Manager Date: <u>8/31</u>
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