



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DIMAILIG JR. DENNIS

EMPLOYEE NUMBER: BF-14418

DEPARTMENT: SUZUKI 5119

DATE: JUNE 18, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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: UN-AUTHORIZED /HIDDEN REPAIR. Associate on ECT removing of through clamp, last May 28, 2020.

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 SIX 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 HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

DATE OF SUSPENSION:

Aug. 10-15, 2020

DATE RETURNED TO WORK

August 17, 2020

SHIFT:

DS

NEED FOR REFRESHER:

☒ YES

APPROVED BY:

SIGNATURE OF EMPLOYEE

IMMEDIATE SUPERVISOR

KATHERINE O. CABRERA

CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.

Dennis M. Dimailig Jr / July 01 2020

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

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: DIMAILIG JR. DENNIS

EMPLOYEE NUMBER: BF-14418

DEPARTMENT: SUZUKI 5119

DATE: JUNE 18, 2020

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: UN-AUTHORIZED /HIDDEN REPAIR. Associate on ECT removing of through clamp, last May 28, 2020, which subject you in 6 to 10 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 HR COORDINATOR

NOTED BY:

Ms. Chady Dasono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

NUNG 1st harness po namini na 1 process is galing repair from kabilang shift.
naka attach na po yung suru clamp nun sa connection kase tinanggal ko
po yun kasi natutunan ko lang po yun sa mga datihan na ECT na
naka-portion duri kaya akina lamang pang ginaya.

NOTE: You may use an extra sheet as needed

Dennis M. Dimailig Jr / July 01/2020

Employee's Signature Over Printed Name/Date

Received by:

EMILY L. OSORIO

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: MOBILE

Control No: HA 17-1A-2008-1112

<u>[Signature]</u> Audited By:	<u>[Signature]</u> J. Reyes/K. Hernandez Checked by:	<u>[Signature]</u> G. Magadia Noted By:
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Name: Jimaling JA. Dennis
Position: Associate
ID Number: BT-14418
Batch No.: 257
Car Model/Line: Suzuki 701/5119

Process: EC
Group/Shift: DS-A
Date/ Time: may 28, 2020 / 8:25
No. of Offense: 1st
Superior Name: J. Care

Non-compliance Reference/Document
Control Number:

HA 17-2018-0414

Details of Audit Findings:

Un authorized Repair / Hidden Repair
Removing of through clamp on ECU process

WRITTEN EXPLANATION

YANG BUFEER TO NG KABIWANG SHIFT IS CHARGING MGA REPAIR KAYA AYUN PO
LAHA ATTACH PO MGA SURE CLAMP. DI KO LAMANG PO AYUN NA PAKAL IYUN
ENSI PO MARIKITA KO LAMANG PO SA MGA DATING ECT NA MARIKITA PORTION
PO AYON. SORRY PO SA BIKING PAKIKAMUTU. SAKALAN PO AY PUNOL IYON
PATAYAD PO.

REMARKS/EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance.

<u>[Signature]</u> Employee Date: <u>6/8/20</u>	<u>[Signature]</u> Jr Staff Date: <u>6-8-20</u>	<u>[Signature]</u> Staff Date: <u>6-8-2020</u>	<u>[Signature]</u> Supervisor Date: <u>6-9-2020</u>	<u>[Signature]</u> Manager Date: <u>06-10-2020</u>
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