

**DISCIPLINARY ACTION MEMORANDUM****EMPLOYEE NAME: CAPILI, ANGELIE****EMPLOYEE NUMBER: BF-16271****DEPARTMENT: HONDA 3018 (A)****DATE: December 18, 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: UN-AUTHORIZED INSPECTOR DOING THE PROCESS. Inspector caught doing assy work, she was only authorized in ECT inspection process dated last November 18, 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:Angle T. Gomba**MDHII HR COORDINATOR****NOTED BY:**Michelle A. Fajardo**MDHII HEAD COORDINATOR**

RECOMMENDATION	
DATE OF SUSPENSION:	<u>July 29, 2020</u>
DATE RETURNED TO WORK	<u>July 30, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>Angelie Capili</u>
APPROVED BY:	<u>Michelle A. Fajardo</u>
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date y kunin ito pagbalik after suspension bago mag 8am/pm.	

Angelie Capili**Employee's Signature Over Printed Name/Date****Received by:** Angle T. Gomba 01/06/20**Signature Over Printed Name/Date**



NOTICE TO EXPLAIN

EMPLOYEE NAME: CAPILI, ANGELIE

EMPLOYEE NUMBER: BF-16271

DEPARTMENT: HONDA 3018

DATE: December 18, 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: UN-AUTHORIZED INSPECTOR DOING THE PROCESS. Inspector ought doing assy work, she was only authorized in ECT Inspection process dated last November 18, 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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

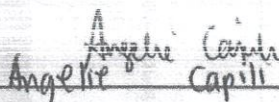

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

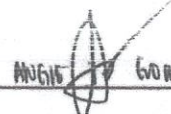
Nag asy po ako kahit hindi ako certified dahil sobrang tambak po kami ng gabi na yun. Isa lang po kasi ang asy namin dahil halos isang lingap po walang ang na pa naming asy. Naawa po ako sa kanya kasi ilang gabi na sya naghahapit at wala din po kami support nun. Parengya na po kung lumabag ako nang time na yun. Hindi na po sya mauulit at hindi hindi na rin ako gagawa ng portion na hindi ako certified.

NOTE: You may use an extra sheet as needed


Angelie Capili

Employee's Signature Over Printed Name/Date


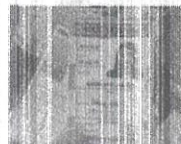
Received by:

 AUGIE GOMBA 1/6/20

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: November 13, 2019

Item #	Date/Shift	Process Area	Location	Actual Image	Findings/Items for Improvement	OK/NG	Action Taken	Category	Operator / Other Concern Person	Person Involved	Incident/Car Model/Department	Person in Charge	Status/Remarks	
14	11/18 NS	Honda line 3018			Un-authorized operator doing the process, inspector caught doing assy work, she was only authorized in ECT inspection process	NG	Informed junior staff regarding this and advised to remind to follow work assign	SOP		Capili Angelle-Maxim	Battery	Raquel Marfal	Ma'am Lea	For Monitoring