

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: HERNANDEZ, MARIENELLE

EMPLOYEE NUMBER: BF-13212

DEPARTMENT: DAIHATSU D01L 2115

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: NOT FOLLOWING SOP. Associate not using COT jig during insertion of NCOT on assembly, last September 07, 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Nov. 28, 2019</u>
RETURNED TO WORK:	<u>Nov. 29 DS for refresh</u>
SIGNATURE OF EMPLOYEE	<u>M. Hernandez</u>
APPROVED BY:	<u>J. P. Paredes</u> 11/14/19
IMMEDIATE SUPERVISOR	<u>R. P. Paredes</u> 11/14/19
CLIENT'S MANAGER	<u>R. P. Paredes</u>

Marienne G. Hernandez 11-09-19

Employee's Signature Over Printed Name/Date

Received by: MARY ALANIS PRADO

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: HERNANDEZ, MARIENELLE

EMPLOYEE NUMBER: BF-13212

DEPARTMENT: DAIHATSU D01L 2115

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: NOT FOLLOWING SOP. Associate not using COT jig during insertion of NCOT on assembly, last September 07, 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Lay out po ang portion ko pero certified din po ako sa assy delay po kani ang assy
that time kaya po tumulong ako ang cot po na napabigay sa akin wala pong tali or yong
parang string kaya po sa pagmamondali ko hindi ko po alam kung san ko nailagay kaya
po hindi na ko nakagamit ng cot.

Ipagpapamali po ninyo hindi na po mawala.

NOTE: You may use an extra sheet as needed

Marienelle Hernandez
Marienelle Hernandez 10-07-19

Employee's Signature Over Printed Name/Date

Received by: *MARY ALAN PRAGO*

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: PAIP-1A-1909-1143

☒ AGENCY

Please Specify: MDHII

<u>Quintan</u> J. Minteron	<u>MD</u> G. Magadia
Audited By:	Noted By:

Name: Hernandez, Marienelle
Position: Associate
ID Number: BF-13212
Batch No.: BS/B 250
Car Model/Line: Daihatsu Dole / 2015

Process: Assembly Process
Group/Shift: DS/D
Date/ Time: Sept-07, 2019 / 11:00
No. of Offense: 1st offense
Superior Name: A. Tamayo

Audit Findings: Not following SOP

Details: Not using cot jig during insertion of Hcot on Assembly process

WRITTEN EXPLANATION

Ako po si Marienelle Hernandez, Line 211c ang portion ko po talaga ay Layout pero certified din po ako sa asy that time po na nagaudit ako delay po kasi ang asy kaya naisipan ko po na mag-support ang cot jig ko po ay walang tali sa pagmamadali ko po hindi ko po hindi ko na po namalayan kung saan ko napalagay yung cot kaya po hindi na ko nakapag cot. Ipagpapamali po ninyo hindi na po mauhit.

Remarks/ Evaluation:

Issue memo MD

<u>M Hernandez</u> Signature of Employee Date: <u>09-11-19</u>	<u>A. Tamayo</u> Jr Staff Date: <u>9/16/19</u>	<u>Paulo</u> J. ENRIQUEZ Staff Date: <u>9/16/19</u>	<u>MD</u> Supervisor Date: <u>9/17/19</u>	<u>MD</u> Manager Date: <u>9/17</u>
--	--	--	---	---