

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ASI, JONJON

EMPLOYEE NUMBER: BF-13360

DEPARTMENT: D01L 2116

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 STOP, CALL, WAIT WHEN ENCOUNTERED MISSING PARTS. Associate directly get parts RCOT and CAP on parts area, last **August 31, 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 Two 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:

for AL

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	Dec. 9-10, 2019
RETURNED TO WORK:	Dec. 11, 2019 (DS for refn)
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</u>
CLIENT'S MANAGER	<u>[Signature]</u>

[Signature]
Jonjon D. Asi

Employee's Signature Over Printed Name/Date

Received by:

ANGIE A. GONDA 10/14/19

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: ASI, JONJON

EMPLOYEE NUMBER: BF-13360

DEPARTMENT: D01L 2116

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 STOP, CALL, WAIT WHEN ENCOUNTERED MISSING PARTS. Associate directly get parts RCOT and CAP on parts area, last **August 31, 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: for Mr.

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

pasensya na po sa nagawa kong kasalanan sa pagkuha^{ko} ng parts
na hindi pag-unlad sa stop, call, wait. hindi ko po alam ang
rules and regulation na nagawa ko ngayon, hindi ko na po
ito ulitin gaya ng pangyayaring ito

NOTE: You may use an extra sheet as needed

Jonjon D. Asi
Employee's Signature Over Printed Name/Date

Received by: ANGIE P. GOMAR 10/14/19
Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1908-1028

☐ AGENCY

Please Specify: MD411

<i>[Signature]</i> M. Magadia	<i>[Signature]</i> G. Magadia
Audited By:	Noted By:

Name: Abi Jonjon
Position: Associate
ID Number: BT-13260
Batch No.: 251
Car Model/Line: D011/2116

Process: Assembly
Group/Shift: NLS / A
Date/Time: August 31, 2019 9:05
No. of Offense: 1st
Superior Name: E. Lagac

Audit Findings: Not following SOP-CALL-WAIT when encountered missing parts

Details:

asked associate directly get parts first and call ROSBYGB4FA-13) on parts and
Remarks: attachment is on eukumu

WRITTEN EXPLANATION

Patresista po sa negosyo kong kabalanaan sa pag kumit
yo ng parts at hindi pag-alam sa stop, call and wait. Hindi ko po
alam ang rules and regulation ng negosyo ko ngayon po
ay hindi kumit dahil ang pagpapalitan ng

Remarks/ Evaluation:

Written warning
Issue Penalty by [Signature]

<i>[Signature]</i> Signature of Employee Date: _____	<i>[Signature]</i> Jr Staff Date: 07-05-19	<i>[Signature]</i> Staff Date: 09-05-19	<i>[Signature]</i> Supervisor Date: 9/5	<i>[Signature]</i> Manager Date: 9/5
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