

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DE CHAVEZ, GRACE

EMPLOYEE NUMBER: BF-14780

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 following operation instruction, last September 10, 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

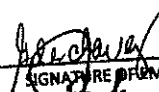
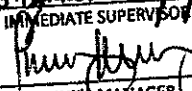
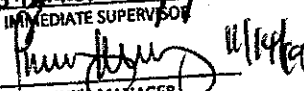
NOTED BY: 


Ms. Chady Dosono

MDHII BRANCH MANAGER

GRACE C. DE CHAVEZ  


Employee's Signature Over Printed Name/Date

0930-959-7672 RECOMMENDATION	
DATE OF SUSPENSION:	Dec 11, 2019
RETURNED TO WORK:	Dec 12 CDS for refresh
SIGNATURE OF EMPLOYEE	
APPROVED BY:	J. BARRETO 11/14/19
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	

Received by: MARY A. 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: DE CHAVEZ, GRACE

EMPLOYEE NUMBER: BF-14780

DEPARTMENT: DAIHATSU D01L 2115

DATE: OCTOBER 09, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 following operation instruction, last September 10, 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

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

pagpapalitan po ninyo ang hindi ko pagpansin non sa  
kodigo ng gawing natin kung ang aming brand ng mga mag-advance  
para eh kailangan kasi ibang nyan muna bago ko gawin eh hindi  
po nyo madamag kung ginagawa ko na. Pero hindi ko na po yun  
ginagawa nayan. Binidig po na ok na ang aming ginagawa

NOTE: You may use an extra sheet as needed

GRACE C. DE CHAVEZ

Employee's Signature Over Printed Name/Date

Received by: MARY ALAN PRADO

Signature Over Printed Name/Date

# I ALERT WRITTEN EXPLANATION

**FAS**

Control No: FALP-1A-1909-1171

☒ AGENCY

**Please Specify:** MDHLL

Name: De Chaves, Grace

Position: Associate

ID Number: BF-14780

Batch No.: 259

Car Model/Line: Daihatsu DDL / 2015

Process: Assembly Process

Group/Shift: NS/B

Date/Time: Sept 10, 2019 / 11:30 am

No. of Offense: 1st OFFENSE

Superior Name: A. Tamez

Audit Findings: Not following SOP

### Details:

Not following operation instruction


OK: Transfer clamp into the receiving jig

NG: Did not transfer clamp into the receiving jig.

**WRITTEN EXPLANATION**

pagpapalitan ng mga bagong kiling kiling pagpapatid sa SOP  
sa kadalasan ng kiling malapag kiling ng banyaga sa  
dakil ng kiling ng mga kiling ng kiling ng kiling ng kiling  
ng kiling ng kiling ng kiling ng kiling ng kiling ng kiling  
at kiling ng kiling.

## Reference Evaluation

Case memo 

Signature of Employee: [Signature]  
Date: 5/16/19

*[Signature]*  
Jr Staff  
Date: 2/6/12

Staff  
Date: 9/11/19

Supervisor  
Date: 9/1/94

Manager  
Date: 9/13