



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MOTOL, SHIRLEY

EMPLOYEE NUMBER: BF-13766

DEPARTMENT: DAIHATSU D01L 2113

DATE: SEPTEMBER 01, 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: Associate Un-authorized Repair/Hidden repair conduct pushing of clamp due to loose clamp in Dimension process, last August 22, 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

0946-275-6862	
RECOMMENDATION	
DATE OF SUSPENSION:	Dec 7, 2019
RETURNED TO WORK:	Dec 9 DS for refresh
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>For. [Signature]</u>
	IMMEDIATE SUPERVISOR
	<u>[Signature]</u>
	CLIENT'S MANAGER

SHIRLEY ANN T. MOTOL

Employee's Signature Over Printed Name/Date

Received by: ANGIE [Signature] 11/11/19

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: MOTOL, SHIRLEY

EMPLOYEE NUMBER: BF-13766

DEPARTMENT: DAIHATSU D01L 2113

DATE: SEPTEMBER 01, 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: Associate Un-authorized Repair/Hidden repair conduct pushing of clamp due to loose clamp in Dimension process, last August 22, 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

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Nagpush po ako ng clamp sa kadahilanang, tambak po kami at
wala rin po kaming jr. staff nasa repair area. Hindi na po ako nakapag-
stop, call, and wait, sasusunod po ay hindi ko na po iyon gagawin mag
iintay na lang po ako ng jr. staff, upang hindi na po ako ma-audit

NOTE: You may use an extra sheet as needed

SHIRLEY ANN T. MOTOL

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GARCIA 9/2/19

Signature Over Printed Name/Date

Alert Audit Report

Car Model / Line No.	Daihatsu D01L Line 2113
Date / Time	August 22, 2019/10:49am
Name / ID No.	Motol Shirley/BF-13766
Shift / Group	DS-A
Batch No.	253
Process	Dimension
FAS or Agency: specify	MDHII
Person Informed	R. Marasigan
Audited by:	J. Vintora
Details	



Action Taken

Un-authorized Repair/Hidden repair
Conduct pushing of clamp due to loose clamp in
Dimension process.