



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## NOTICE TO EXPLAIN

EMPLOYEE NAME: SOLIS, ARLINE

EMPLOYEE NUMBER: BF-15069

DEPARTMENT: HONDA TKRA 3127

DATE: SEPTEMBER 13, 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: Compliance Audit. Not following SOP.** 2 pcs. remaining clamp NB-157 found left in parts box of assy board, later learned these items are missing parts on one wire harness already in hanger before shiage process, this was resulted due to skipped sequence on associate's assigned portion, did not reversed parts box and did not report to leader for remaining or excess parts, last **September 05, 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:

Kaya po may nainiang clamp sa parts box dahil  
yun po ay excess na / labis na clamp. Vana po ay  
mainiindihan nyo. Hindi na po ito manulit.

### RECOMMENDATION

Suspension Date October 24-25 2019

NOTE: You may use:

  
ARLINE SOLIS

Employee's Signature



## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** SOLIS, ARLINE

**EMPLOYEE NUMBER:** BF-15069

**DEPARTMENT:** HONDA TKRA 3127

**DATE:** SEPTEMBER 13, 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:** Compliance Audit. Not following SOP. 2 pcs. remaining clamp NB-157 found left in parts box of assy board, later learned these items are missing parts on one wire harness already in hanger before shiage process, this was resulted due to skipped sequence on associate's assigned portion, did not reversed parts box and did not report to leader for remaining or excess parts, last **September 05, 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 \_\_\_\_\_ 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**

  
**ARLINE SOLIS**

**Employee's Signature Over Printed Name/Date**


**Received by:** \_\_\_\_\_

  
**ANGIE T. GOMON**

**Signature Over Printed Name/Date**

**COMPLIANCE AUDIT REPORT**  
(DS - Pauline P. Agolo)

Date: September 5, 2019

Date/Shift	Process / Area	Actual Image	Findings/Items for Improvement	OK	Action	Category	Operator / Inspection Person	Concern / Skill	Person Informed	Group/Department	Person in Charge	Status/Remarks
9/05/19 DS	Honda TKRA 312Z		2 pcs remaining clamp NB-157-B found left in parts box of assy board, later learned these items are missing parts on one wire harness already in hanger before shjage process, this was resulted due to skipped sequence on associate's assigned portion (Ms. Barcelos) and member on last station (Ms. Solis) did not reversed parts box and did not report to leader for remaining/excess parts	NG	Informed junior staff in-charge who did the re-assy after missing parts was found on the skipped sequence, also for reminder to concern members for related assy SOP related on this item	SOP	Fronald Barcelos (PRILINT)/ Arlene Solis (Maxim)	B / DS	Angel Puyo	Honda TKRA	Sir Jerold	for monitoring