



MAXIM DE HUMANA International Inc.
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TORRES, JUDITH

EMPLOYEE NUMBER: BF-13111

DEPARTMENT: DAIHATSU DO1L 2113

DATE: SEPTEMBER 01, 2019

Shift A

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 not following **SOP** did not use insertion guide reference during insertion of terminal **RSG-TP-20F**, last **August 28, 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 2 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:

Emily L. Osorio

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION

DATE OF SUSPENSION:

RETURNED TO WORK:

TIME:

November 20, 2019

8:00 am

Judith Torres
SIGNATURE OF EMPLOYEE

APPROVED BY:

IMMEDIATE SUPERIOR

CLIENT'S MANAGER

RECOMMENDATION

Suspension Date: ~~October 22 and October 25, 2019~~
November 18 and November 19, 2019

Noted by:

Ms. Chady Dosono
Immediate Supervisor

Approved by:

Judith Torres
Manager

NOTICE TO EXPLAIN

EMPLOYEE NAME: TORRES, JUDITH

EMPLOYEE NUMBER: BF-13111

DEPARTMENT: DAIHATSU DO1L 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 not following **SOP** did not use insertion guide reference during insertion of terminal **RSG-TP-20F**, last **August 28, 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:

Ako po si Judith B. Torres ay nagkaroon ng violation nung nakaraang buwan dahil sa hindi ko po pagtingin sa insertion guide pero ako nanon po ay tumingin ng mga oras sa yun at nagkaroon lang po na biglang daan ng i-alar at sakto pong ako po ay nag-iinsert. Pero ako po ay humihingi ng paumanhin sa napagawang violation.

NOTE: You may use an extra sheet as needed


JUDITH B. TORRES

Employee's Signature Over Printed Name/Date

Received by:


ANGELI T. GOMA

Signature Over Printed Name/Date

Alert Audit Report

Action Taken

Car Model / Line No.	Daihatsu DO1L2113
Date / Time	August 28, 2019 9:30
Name / ID No.	Torres Judith / BF1311
Shift / Group	NS/A
Batch No.	250
Process	Layout
FAS or Agency: specify	MDHII
Person Informed	J.Lopez
Audited by:	M.Casama
	Details

Not following SOP
Did not use insertion guide reference during
insertion of terminal RSG-TP-20F

