



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TIAMSIN, JOMEL

EMPLOYEE NUMBER: BF-13261

DEPARTMENT: D01L INITIAL

DATE: December 18, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST OFFENSE)

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 did not follow setting of 5 sets of shikakari on terminal fixing jig last **November 12, 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 one 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:

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>January 22, 2020</u>
DATE RETURNED TO WORK	<u>Jan. 23, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</u>
CLIENT'S MANAGER	<u>[Signature]</u>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date lunin ito pagbalik after suspension bago mag 8am/pm.	

Jomel Tiamsin 1/04/20

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 1/4/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: TIAMSIN, JOMEL

EMPLOYEE NUMBER: BF-13261

DEPARTMENT: D01L INITIAL

DATE: December 18, 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 SOP. Associate did not follow setting of 5 sets of shikakari on terminal fixing jig last November 12, 2019 which subject you to 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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

*Nagseet po ako ng lampass ng limang paraso kanya binalipog ako
nakasunod sa SOP dahil po yun po ang distarte ginawa ko
para mapadali ang process ko at matapos ang isang kanban*

counter measure

*'Susundin kung po ang SOP para po binali na
ako maudit*

NOTE: You may use an extra sheet as needed

Jomel Tiamsin 11/4/19

Employee's Signature Over Printed Name/Date

Received by: _____

ANGIE T. GOMBA 11/4/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: #AIP-1A-1911-3571

☒ AGENCY

Please Specify: MDH

J. Abanador	G. Magadia
Audited By:	Noted By:

Name: Jamel Francis

Process: midstripping

Position: associate

Group/Shift: DS-A

ID Number: 8713261

Date/ Time: Nov. 2, 2019/3:30

Batch No.: 350

No. of Offense: 14

Car Model/Line: Daihatsu Dost/ Initial

Superior Name: M. Dimaculangan

Audit Findings: Not following SOP

Details:

associate did not follow setting of seats of shikakari on terminal fixing jig

WRITTEN EXPLANATION

Nagsest po ako ng kumpas na linang peraso kaya hindi po ako nakasunod sa SOP dahil po yun po ang diskarte ginawakosang prosesko para po mapabilis ang pag tapos ng isang kanban

Remarks/ Evaluation:

✓ susunod nAPO ako sa S.O.P
Follow standard to assure the quality of output
issue memo

<u>J. Francis</u> Signature of Employee Date: <u>2019-11-14</u>	<u>Amabelle Chokera</u> Jr Staff Date: <u>11-14-19</u>	<u>M. Dimaculangan</u> Staff Date: <u>11/14/19</u>	<u>J. Magadia</u> Supervisor Date: <u>11/14/19</u>	<u>G. Magadia</u> Manager Date: <u>11/22</u>
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