

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ROSARIO, RAIN

EMPLOYEE NUMBER: BF-14125

DEPARTMENT: SUBARU 7104

DATE: FEBRUARY 17, 2020

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 using another name on PC (counter shift name) last January 07, 2020.

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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR


RECOMMENDATION Sept 2

DATE OF SUSPENSION: July 17, 2020

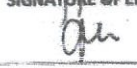
DATE RETURNED TO WORK: July 18, 2020

SHIFT: B

NEED FOR REFRESHER: ☒ YES ☐ NO


SIGNATURE OF EMPLOYEE

APPROVED BY:


IMMEDIATE SUPERVISOR


CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date:
kunin ito pagbalik after suspension bago mag start/pm.

Received by:


ANGIE

Signature Over Printed Name/Date

Employee's Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: ROSARIO, RAIN

EMPLOYEE NUMBER: BF-14125

DEPARTMENT: SUBARU 7104

DATE: FEBRUARY 17, 2020

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 using other name on PC (counter shift name) last **January 07, 2020**, 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

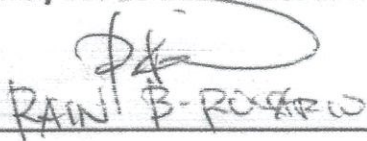
MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

NAKALIMOTAN KO PALITAN ANG PANGALAN SA PC.
AT SUPPORT LANG NAMAN AKO SA LINE NAYON


— ILALAGAY PO AGAD ANG PANGALAN SA
MAG PROCESS.

NOTE: You may use an extra sheet as needed


RAIN B. ROSARIO

Employee's Signature Over Printed Name/Date

Received by: _____

 **ANGIE T. GOMBA** 02/22/2020

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2007-0016

☒ AGENCY

Please Specify: MDHV

<u>J. Nintorn</u> Audited By:	<u>G. Magadia</u> Noted By:
----------------------------------	--------------------------------

Name: Rosario Rain
Position: Associate
ID Number: BE-14125
Batch No.: 255
Car Model/Line: Subaru GC7/7104

Process: Sub. Ass. Process
Group/Shift: NS/A
Date/ Time: Jan. 07, 2020/0910
No. of Offense: 2nd offense
Superior Name: M. Robledo

REFERENCE:

FALP-WI-PRD-5A-043

Audit Findings: Not following SOP

Details: using other name on Sub PC.
> Counter shift name

WRITTEN EXPLANATION

Nakalimotan kong Palitan diko napansin
at support lang ako sa line na yul kaka umpisa ko palang
mag-process.

Kailangan gumawa agad ng user name bago mag-support o mag-process

Remarks/ Evaluation:

1 day susp.

- ☐ I-Alert Written Explanation Only
- ☐ Agency/FALP Written Explanation Only
(based from Handbook)
- ☒ Need day/s Suspension (based from FALP
Handbook & Memo for Major Non-
Compliance)

R. Rain
Signature of Employee
Date: 02-04-2020

Florentina Abengano
Jr Staff
Date: 02-04-2020

E. Limbong
Staff
Date: 02-04-2020

P. Limbong
Supervisor
Date: 02/04/2020

John
Manager
Date: 2/7