

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GONZALES, LEALYN

EMPLOYEE NUMBER: BF-37222

DEPARTMENT: HONDA TKRA 3130

DATE: OCTOBER 11, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 not updating final assembly minor repair record when encountered insufficient taping, last September 16, 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 7- 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 HR COORDINATOR

NOTED BY:

Michelle A. Tajardo

MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	NOV. 19-26, 2020
DATE RETURNED TO WORK	NOV. 27, 2020
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY: <u>A. PEAR</u> 10/11	
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

LEALYN GONZALES / 10-16-20

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: GONZALES, LEALYN

EMPLOYEE NUMBER: BF-37222

DEPARTMENT: HONDA TKRA 3130

DATE: OCTOBER 11, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 not updating final assembly minor repair record when encountered insufficient taping, last **September 16, 2020**, which subject you in **6 to 15 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: justo os

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

AKO PO SI LEALYN M. GONZALES, NA AUDIT NOONG SEPT-16, 2020 SA KADAHILANGAN
HINDI PO UPDATED ANG AKING MINOR DEFECT REPAIR RECORD DAHIL BUKOD PO SA DINO-DOUBLE CHECK KO
PO YUNG PORTION KO AY DAHIL NADIN PO SA PAGHAMADALI DAHIL NATATAMBAHAN PO KAMI SA KANIGK.
SINULIT PO RUNG NA AUDIT AKO AY GINAGWA KO NA PO NG MATAYOS ANG PROCESS
ICO, SINASIGURADO KO NA PONG NATIRECORD KO LAHAT NG PINAPAREPAIR KO.

NOTE: You may use an extra sheet as needed

LEALYN M. GONZALES

Employee's Signature Over Printed Name/Date

Received by: EMILY L. OSORIO

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDHII

Control No: FALP-VA-2020-3554

Name: Gonzalez, Leilyn
 Position: Associate
 ID Number: BF-37222
 Batch No.: 316
 Car Model/Line: Honda TRX 330

Process: Appearance
 Group/Shift: DL-A
 Date/ Time: Sept 16, 2020 / 8:50
 No. of Offense: 1st
 Superior Name: R. Mendoza

Audited By: <u>M. A. Mendoza</u>	Checked by: <u>R. Hernandez</u>	Noted By: <u>J. Reyes</u>
----------------------------------	---------------------------------	---------------------------

Non-compliance Reference/Document
 Control Number:

FALP-GL-QCA-MD-011

Details of Audit Findings: Not following SOP

Not updating final assembly minor repair record when encountered insufficient wiring


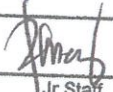


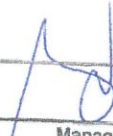
WRITTEN EXPLANATION

" NOT FOLLOWING SOP "

ALAM KO PONG ISANG PAKKAMALI ANG HINDI SUMUNOD SA STANDARD NG PROSESS KO PERO HINDI KO PD
 INTENSYON NA HINDI PD MAKULAT O MAIRECORD LAHAT NG AFFECTED PORTION NA PINAPA-ADD TAPE KO SA KAPANTAYANANG
 MAS BINGYAN KO PD NG PANCIN ANG PAGOO-DOUBLE CHECK NG HARNESS TO PREVENT OUTFLOW

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Agency/FALP Written Only (based on handbook)
☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

 Employee Date: <u>9-28-20</u>	 Jr Staff Date: <u>9-28-20</u>	 Staff Date: <u>9/24</u>	 Supervisor Date: <u>9/24/20</u>	 Manager Date: _____
--	---	---	---	---