

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PEREZ, JEFFREY

EMPLOYEE NUMBER: BF-18017

DEPARTMENT: SUZUKI YZR 5125

DATE: DECEMBER 27, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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: USING OTHER/ALIAS NAME ON SUB ASSY PROCESS, last October 10, 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 **WRITTEN WARNING** 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*

MDH HR COORDINATOR

NOTED BY:

*Ms. Michelle E. Fajardo*

MDH ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	NI
DATE RETURNED TO WORK	A
SHIFT:	A
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<i>Jeffrey Perez</i>
APPROVED BY:	<i>M. Osorio</i>
	IMMEDIATE SUPERVISOR
	<i>Michelle E. Fajardo</i>
	MDH ONSITE SUPERVISOR
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at lunin (to payroll) after suspension bago mag 8am/pm.	

*Jeffrey Perez*  
PEREZ JEFFREY L. 01-05-21

Employee's Signature Over Printed Name/Date

*Emily L. Osorio*  
Received by: EMILY L. OSORIO 01-05-2021

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: PEREZ, JEFFREY

EMPLOYEE NUMBER: BF-18017

DEPARTMENT: SUZUKI Y2R 5125

DATE: DECEMBER 27, 2020

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: USING OTHER/ALIAS NAME ON SUB ASSY PROCESS, last October 10, 2020. Which subject you in WRITTEN WARNING.

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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Ms. Michelle F. Fajardo

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po si PEREZ JEFFREY I SUB ASSY ng 5125 INPANEL  
na audit nang October 10, 2020 gawa po ng programang  
alyas kac po baguhan pa po ako nagan

Di na po manulit yon magpapaturo na po SA SA  
Leader o kaya po SA staff

NOTE: You may use an extra sheet as needed

PEREZ JEFFREY L. 01-05-21

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 01-05-2021

Signature Over Printed Name/Date

# I-ALERT WRITTEN EXPLANATION

Control No: FALP-16-2010-4273

☐ FAS

☒ AGENCY

Please Specify: MDHII

<u>R. Pucay</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Perez, Jemey  
Position: Associate  
ID Number: BE-15017  
Batch No.: 201  
Car Model/Line: Suzuki Vario 150

Process: sub assembly process  
Group/Shift: Ns/1a  
Date/ Time: October 10, 2020 11:52  
No. of Offense: 1st offense  
Superior Name: C. Convento

Non-compliance Reference/Document  
Control Number:

FALP-16-2010-4273

Details of Audit Findings: Using other / alias name on sub assy process

## WRITTEN EXPLANATION

Gawa ko Nick name ko kalya po ako va audit na di kumakata po  
ako ang nag gawa kasi po Baguhan po ako nun tapos  
di ko naman napalitan ng tunay po pang name.

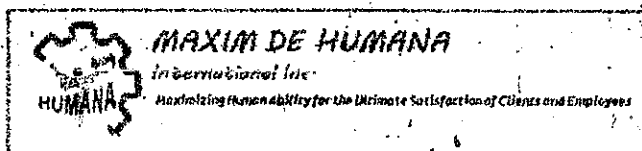
## REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FALP Written Only(based on handbook)

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>10/12/20</u>	<u>C. Convento</u> Jr Staff Date: <u>10-22-2020</u>	<u>[Signature]</u> Staff Date: <u>10/23/20</u>	<u>[Signature]</u> Supervisor Date: <u>10-27-2020</u>	<u>[Signature]</u> Manager Date: <u>11/14</u>
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## NOTICE OF DECISION

Date : January 5, 2021  
To : Perez Jeffrey  
(Name of the employee who needs to write the explanation)  
Thru : Katherine Cabrera  
(Write the name and position of the superior of the employee being investigated)  
From : Maxim de humana Int. Inc.  
(Ideally, from HR Head, or head of the investigating committee)

RE : **NOTICE OF DECISION**

Relative to the notice to explain memo issued to you on  
January 5, 2021  
at FBS regarding OFFENSES AGAINST WORK BUSINESS STANDARD.

Per our company code of conduct and Discipline this falls under ARTICLE NO. VIII SECTION NO. VII  
With the corresponding disciplinary action of Written Warning

We received your written explanation on January 5, 2021, and we also invited you for administrative meeting held on Admin 1st Floor to which you have given another opportunity to explain your side.

In this regard, please be advised that based on the facts and evidences at hand, we concluded that you committed the infractions as stated on the notice to explain issued to you. You are further advised of this  
Memorandum

A similar infraction in the future shall be dealt with heavier sanction, per our code of conduct and Discipline  
N/A from state date to end date N/A effective effectivity date  
January 5, 2021

Please be guided accordingly.

Emil L. OSORIO

Coordinator Name/Position Title/Signature

Noted by:

Florentina Tancangco

Human Resource Manager

CC: 201 File

GF-MGT-003(REV1)08-01-2020