



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DIANA, MARICRIS

EMPLOYEE NUMBER: BF-15115

DEPARTMENT: HONDA INITIAL

DATE: SEPTEMBER 10, 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: NOT FOLLOWING SOP.** Associate not measuring C/H and I/H value of her first output, last August 18, 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII ONSITE COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>October 12, 2020</u>
DATE RETURNED TO WORK	<u>October 13, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<u>YES</u>
	<u>mpian</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>PAULINE</u> IMMEDIATE SUPERVISOR
	<u>AD</u> CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

mpian  
MARICRIS A. DIANA 9/10/20

Employee's Signature Over Printed Name/Date

Emily L. Osorio  
Received by: EMILY L. OSORIO

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: DIANA, MARICRIS**

**EMPLOYEE NUMBER: BF-15115**

**DEPARTMENT: HONDA INITIAL**


**DATE: SEPTEMBER 10, 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: NOT FOLLOWING SOP.** Associate not measuring C/H and I/H value of her first output, last **August 18, 2020**, 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 HR COORDINATOR**

**NOTED BY:** 


**Michelle A. Fajardo**

**MDHII ONSITE SUPERVISOR**


### EMPLOYEE'S EXPLANATION:

"Ako po si Maricris Diana na na audit ng august 18, 2020. ako po ay nagsukat ng CH at IH una pa lang po ng aking pagproseso. Magbarcode din po ako ng unang kanban at sinukat ko po ito. Sa pangatwa po ay magbarcode po ako at hindi ko po napansin na hindi po nagsave ang aking sukat at fama po na dumating ang I alert. Ipinangangako ko po na susunod na po ako sa SOP at gagawin ko na po ng fama ang aking mga gagawin sa pagproseso.

**NOTE: You may use an extra sheet as needed**

 MARICRIS DIANA 9/10/20

**Employee's Signature Over Printed Name/Date**

 Received by: EMILY L. OSORIO

**Signature Over Printed Name/Date**



## I-ALERT WRITTEN EXPLANATION

☐ **FAS**

Control No: FAIP-1A-2008-1829

☐ AGENCY

Please Specify: MDH11

Name: Diana Maricic

Position: Associate

ID Number: BF-15115

Batch No.: 262

Car Model/Line: Honda Initial

Process: Manual Crimping

Group/Shift: DS/A

Date/ Time: Aug 18, 2020 / 08:45

No. of Offense: 1ST OFFENSE

Superior Name: M. Novales

Non-compliance Reference/Document  
Control Number:

FAIP- WI- MC-009

**Details of Audit Findings:** NOT Following SOP

Associate not measuring C/H and T/H value of her first output.

### WRITTEN EXPLANATION

Nagbaretcode po ako ng <sup>wrong</sup> ~~gumagana~~ canbhan bago po ulit ako magsumula ng panibago. Hindi ko po napansin na na suspend po pala makaturo ang conser kaya hindi po nagsave ang sumunod na canbhan na binaretcode ko. Nagtulay po ako ng pagcrimp hindi ako po na pansin na wala po pala ito sukat. Nagsukat po din ng 11 at 12 ang ito sa sumunod po ay sumunod na po ako sa Sep at itigayen ko po na kumpleto ang gagawin ko bago ako magsumula upang nauwasan ang ganitong pangyayari. Magcheck na na po ako ng PC bago po ako magsumula ng aking gagawin.

## 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).

<p><i>afane</i></p> <p>Employee</p> <p>Date: <u>8/05/20</u></p>	<p><i>Vance John</i></p> <p>Jr Staff</p> <p>Date: <u>8/26/20</u></p>	<p><i>Alex Hernandez</i></p> <p>Staff</p> <p>Date: <u>8/26/20</u></p>	<p><i>R. PENINIO</i></p> <p>Supervisor</p> <p>Date: <u>08/26/2020</u></p>	<p><i>18</i></p> <p>Manager</p> <p>Date: <u>8/27</u></p>
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