

NOTICE TO EXPLAIN

EMPLOYEE NAME: ALMADRONES, MARILOU

EMPLOYEE NUMBER: BF- 11286

DEPARTMENT: SUBARU 7107

DATE: SEPTEMBER 01, 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 STOP, CALL and WAIT. Associate conduct blowing of connector due to encountered foreign material on ECT process, last **August 24, 2019**, 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 EMPLOYEE RELATION OFFICER

NOTED BY:

 10-2-19
Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

MAY FOREIGN MATERIAL PO KALI SA CONNECTOR NA NAPAKEY LIT LANG PO, AKALA KO PO KALI PIWEDE SYANG I-BLOW, HINDI KO NAMAN PO ALAM NA HINDI PO PAHA. HINDI NAPO AKO TUNAWAG NG J-STAFF DAHIL LUMAT PO MAY GINAGAWA AT MAGKING DOWNTIME NA DIN PO NAMAN SA TAWAG

RECOMMENDATION


Suspension date

Oct-10-11 days

Oct-3

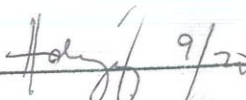
Where is the 1st written w/ signatures??
1 day only

Noted by:

 a/h/19

Immediate Supervisor

Approved by:

 9/20

Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ALMADRONES, MARILOU

EMPLOYEE NUMBER: BF- 11286

DEPARTMENT: SUBARU 7107

DATE: SEPTEMBER 01, 2019

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 STOP, CALL and WAIT. Associate conduct blowing of connector due to encountered foreign material on ECT process, last **August 24, 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 Two 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: 

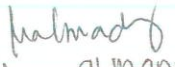
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

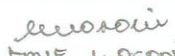
NOTED BY: for: kbdeborax 10-2-19

Ms. Chady Dosono

MDHII BRANCH MANAGER


MARILOU ALMADRONES

Employee's Signature Over Printed Name/Date

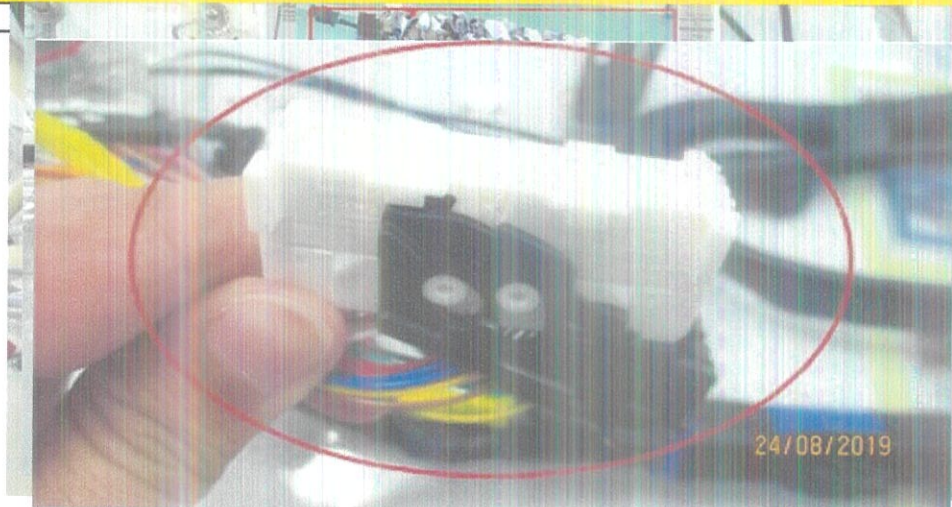
Received by: 
EMILY L. OSORIO 09-14-19

Signature Over Printed Name/Date

i_Alert Audit Report

Car Model / Line No.	Subaru/7107
Date / Time	August 24,2019/07:10am
Name / ID No.	Almadrones,Marilou/BF-11286
Shift / Group	DS/A
Batch No.	231
Process	ECT process
FAS or Agency: specify	MDHII
Person Informed	L.Nicole
Audited by:	E.Artuz
Details	

Not following STOP, CALL and WAIT
Associate conduct blowing of connector YSK-TSN-LIF24 due to encounter foreign material (Fiber of gloves)on ECT process.



Action Taken