

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ENDECIO, DIANA LYN

EMPLOYEE NUMBER: BF-17002

DEPARTMENT: SUBARU 7105 (B)

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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct mass pulling on conn. YSKTSN Y6-Lrf24FC during resub last January 31, 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:

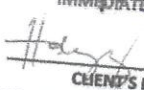

Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo
MDHII HEAD COORDINATOR

 02-26-2020
DIANA-LYN ENDECIO.

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>July 30, 2020</u>
DATE RETURNED TO WORK	<u>July 31, 2020</u>
SHIFT:	<u>DS</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> 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 Ban/pm.	

Received by:

 02/17/2020

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: ENDECIO, DIANA LYN

EMPLOYEE NUMBER: BF-17002

**DEPARTMENT: SUBARU 7105
2020**

DATE: FEBRUARY 17,

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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct mass pulling on conn. YSKTSN Y6-Lrf24FC during resub last **January 31, 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. Gombe

MDHII HR COORDINATOR

NOTED BY:

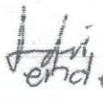

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

sa kadahilanang sa pagmamadali po hindi maiwasan ang mass pulling at ito po ay hindi na muling maukit pa. Pinapangako ko po na surunod ako sa standard operation procedures at sisiguraduhin na standard lahat ng kilos o galaw during production

NOTE: You may use an extra sheet as needed

 02-26-2020
Diana-Lyn Endencio

Employee's Signature Over Printed Name/Date

Received by:


ANGIE T. GOMBE
02/17/2020

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR 18-2001-0345

☐ AGENCY

Please Specify: (MDH)

<i>J. Alvarado</i> Audited By:	<i>J. Reyes/K. Hernandez</i> Checked by:	<i>G. Magadia</i> Noted By:
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Name: Inde Co. (Miami)
Position: Associate
ID Number: 87-13002
Batch No.: 210
Car Model/Line: Subaru 7105

Process: Sub. ass.
Group/Shift: NS/A
Date/ Time: Jan. 21, 2020 / 6:30
No. of Offense: 1
Superior Name: J. Gallardo

Non-compliance Reference/Document Control Number:

HR6A-2018-04-11
Memorandum for Major Non-compliance

Details of Audit Findings:

Not pulling on conn. ticket file - 1824tc during re-sub Non-compliance by Insert Full Method

WRITTEN EXPLANATION

Accidentally miss pulling during re-sub because I have no enough
buffer and barch on my procect. And I promised this kind of NG is not
happening again

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).

<i>DIANA Hernandez</i> Employee <u>08-04-20</u> Date: <u>04-05-20</u>	<i>J. Gallardo</i> Jr Staff Date: <u>04-05-20</u>	<i>E. Lumbing</i> Staff Date: <u>02-04-20</u>	<i>J. Reyes</i> Supervisor Date: <u>02-04-2020</u>	<i>J. Magadia</i> Manager Date: <u>2/7</u>
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