



Branch office:  
500 N. 7th Street, Suite 100, Milwaukee, WI 53233  
414-222-8888 (toll-free) 414-222-8888 (local)

## DISCIPLINARY ACTION MEMORANDUM

DATE : September 13, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Espiritu, Ronalyn A.

EMPLOYEE NO.: AEFL20251

DEPARTMENT : PD5/ 'Assembly/ HONDA

SHIFT: B

### RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Add Even Manpower Resources and Solutions Employee Code of Conduct and Discipline Article.

### IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

Details: 'Un-Authorized Person Doing the Process

Doing taping process even he is only certified on ECT process

Audited by: I-ALERT ( AUG 17, 2020)

### VIOLATION COMMITTED:

It is clearly stated in Add Even Manpower Resources & Solutions 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 line with this, you are hereby given 3 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: CURTIS OLIVERA ROSE  
AEM COORDINATOR/SUPERVISOR

NOTED BY : ARLYN M. ALCARAZ  
AEM SUPERVISOR

Espiritu 09/14/21  
Employee's Signature over Printed Name/Date

RECOMMENDATION	
NO. OF OFFENSE:	<u>1st offense</u>
DATE OF SUSPENSION:	<u>Oct. 6, 7, 8</u>
RETURNED TO WORK:	<u>Oct. 9, 2020</u>
SIGNATURE OF EMPLOYEE	
<u>ARLYN M. ALCARAZ</u> 9/17	
APPROVED BY:	IMMEDIATE SUPERVISOR
<u>[Signature]</u>	

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas  
Telephone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

To : Espiritu, Ronalyn A.  
Position : Production Associate  
ID Number : AEFL20251  
Client Company : FALP  
Date : September 13, 2020,  
Re : **NOTICE TO EXPLAIN**

Dear Mr. Espiritu,

It has been reported that you had committed the following violation/s against the Rules and Regulations of our client company to wit:  
*(Indicate exactly the infraction/s committed and under what offense in the Code of Discipline).*

#### **IV. PERFORMANCE/WORK/ATTITUDE**

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

**Details: 'Un-Authorized Person Doing the Process**  
**Doing taping process even he is only certified on ECT process**  
**Audited by: I-ALERT ( AUG 17, 2020)**

In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available documents and records or evidences at hand.

For your information and strict compliance.

Served by:

CUTIAS, DANA ROSE  
Supervisor/Dept. Head

Received by:

RONALYN ESPIRITU

Signature Over Printed Name

Date/ Time: 09/14/20 5:35

# I-ALERT WRITTEN EXPLANATION

Control No: FAIP-1A-2006-1777

AS

## AGENCY

Please Specify: addev

<u>[Signature]</u> Audited By:	<u>[Signature]</u> K. Hernandez Checked by:	<u>[Signature]</u> J. Reyes Noted By:
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Name: Bonilyn Espiritu  
Position: Associate  
ID Number: AEH 20251  
Batch No.: 919  
Car Model/Line: Honda 300s

Process: assembly  
Group/Shift: NS-B  
Date/ Time: Aug 17, 2020 / 1130  
No. of Offense: 1st  
Superior Name: N. De Torres

Non-compliance Reference/Document Control Number:

FAIP-NI-PND AP 10.1  
Assembly Process

## Details of Audit Findings:

un- authorized Person doing the Process  
Doing taping process even he is only certified on tkt process

## WRITTEN EXPLANATION

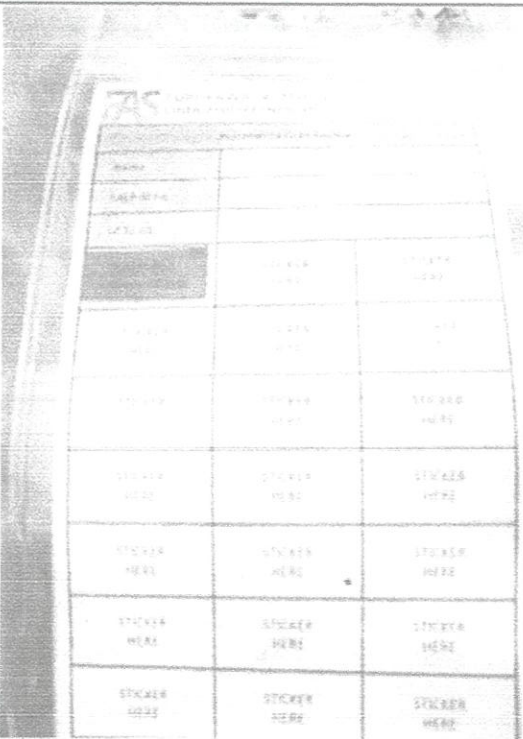
Iko po si Bonilyn A. Espiritu ECT ng Honda TRFA line 300s na nakuku ng  
I-alert sa kadahilanan po na ako ay may hawak na tape, dahil po sa wala pa  
po ako ginagawa, naisip ko lang po kano mag try mag close taping pero wala  
naman po akong intention na pasapatuloy ang gagawin ko kare alam ko naman pang  
basal napag abutan lang po talaga ako ng I-alert kaya ako na audit.  
pag paumanhin po ninyo kano ang nangyari makakaasa po kayo na hindi na ito  
manulit at makakaasa po kayo na curuned na ako sa cop na naayun sa  
palakaran ng company.

## REMARKS/ EVALUATION

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

<u>[Signature]</u> Employee Date: <u>08-19-20</u>	<u>[Signature]</u> Jr Staff Date: <u>8-19-20</u>	<u>[Signature]</u> Staff Date: <u>8/19/20</u>	<u>[Signature]</u> Supervisor Date: <u>8/19/20</u>	<u>[Signature]</u> Manager Date: <u>8/20</u>
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Date & Time	August 17, 2020/11:30	Illustration	Action Taken
Shift & Group	NS-B		
Car Maker/ Model	Honda		
Line No.	3006		
Name	Ronalyn Espiritu		
ID No	AEFL20251		
Batch No.	317		
Process	Assembly		
FAS or Agency: specify	Addeven		
Person Informed	N.De Torres		
Audited by:	R.Leynes		
Reason/Risk:			
<b>Audit Details</b>			
Un-Authorized Person Doing the Process			
Doing taping process even he is only certified on ECT process			

EXPLANATION SHEET

Involve Employee: **ESPIRITU JONALYN A.**

Company Assigned:

Position: **ECT**

Date Hired: **JUNE 20, 2021**

Date:

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

sa foto lang po hindi naman po talaga ako natatape  
lumapit lang po ako sa asy namin at nagtanung tanung lang naman  
po ako about sa pagtatape sabi po ng asy na kailangan one tape  
lang ang sukat ng class taping or end tape kaya po ako humawak  
ng tape kasi sukat ko lang naman po ang ginawa nila kung  
one tape talaga yung agwat kaso nakita po ako ng I alert na may  
hawak na tape gusto ko nga po mag try pero di ko naman po  
talaga ginagawa kas alam kong bawal ipinagdidinain lang po  
talaga ng I alert sa kas na na may hawak na akong tape kasinod  
daw po nro eh magtatape na ako wala naman po sayang nakita  
na nagtatape talaga ako eh kinakawap ko lang po yung asy namin  
habang hawak ko ang tape di po ako pinatunggan sa explain ko ng  
I alert ganun ndin daw po yun may hawak akong tape kaya  
magtatape narin daw po ako diha lang po ako umimik wala naman  
po ako magagawa eh. harder ko na lang pong tanggapin ang 3  
day suspension kung yun ang ndin nyo wala naman po ako maggawa  
patenaga na po sa nangyari luto po akong humihingi ng  
pawmanhira sa nangyari sanay maunawaan nyo po ako silamat po.

*Esperito*  
Employee's Signature

Recommendation: