

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: RAMIREZ, TYRON

EMPLOYEE NUMBER: BF-118576

DEPARTMENT: HONDA TKRA 3126

DATE: AUGUST 14, 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: UN-AUTHORIZED REPAIR/HIDDEN REPAIR. Associate conduct pulling of branch due to encountered short dimension near set 24, last **July 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 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: reviewed

Emily L. Osorio

MDHII HR COORDINATOR

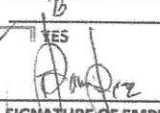

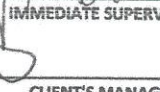
NOTED BY: _____


Michelle A. Fajardo

MDHII HEAD COORDINATOR

Tyron B. Ramirez

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	September 28, 2020
DATE RETURNED TO WORK	September 29, 2020
SHIFT:	B
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
	
	SIGNATURE OF EMPLOYEE
APPROVED BY:	
	IMMEDIATE SUPERVISOR
	
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: ANUGUE  08/24/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: RAMIREZ, TYRON

EMPLOYEE NUMBER: BF-118576

DEPARTMENT: HONDA TKRA 3126

DATE: AUGUST 14, 2020

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: UN AUTHORIZED REPAIR/HIDDEN REPAIR. Associate conduct pulling of branch due to encountered short dimension near set 24, last **July 10, 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: reosorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Ako po si Tyron B. Ramirez ay naaudit na naghihila ng branch, hindi ko naman po totally na hinihila, inayos ko lang po yung branch sa kadahilatang naipit ito ng bandit at hindi ko makukuha ng ayos ang sukat ang kamalisan ko lamang ay hindi ako tumawag ng JR Staff o Expert para ipaayos ito.

Sa Sunod ay tatawag ako ng JR Staff at Expert at mag Stop Call and Wait.

NOTE: You may use an extra sheet as needed

Tyron B. Ramirez

Employee's Signature Over Printed Name/Date

Received by: ANGLA B. BONGA 08/14/20

Signature Over Printed Name/Date

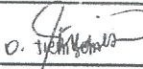


I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP. 1A-2009-1379
1379
13784

☐ AGENCY

Please Specify: MDH11

 O. J. Hernandez	 K. Hernandez	 J. Reyes
Audited By:	Checked by:	Noted By:

Name: Ramirez, Tyron
Position: associate
ID Number: BF 18576
Batch No.: 309
Car Model/Line: Honda 1KRA 13126

Process: Dimension
Group/Shift: D3-D
Date/ Time: July 10, 2020 8:30
No. of Offense: 1st
Superior Name: L. Figueras

Non-compliance Reference/Document
Control Number:

HRRA - 2018-04-14
Penalty for Major Non Compliance

Details of Audit Findings:

Un authorized Repair / Hidden Repair
Conduct pulling of branch due to encountered short dimension near rod 24.

WRITTEN EXPLANATION

Ako po si Tyron B. Ramirez ay na-audit na naghihila ng branch, hindi ko naman po totally hinahila, ipanyos ko lang po yung branch sa kadahilaganang ito ay naiipit ng bandic at hindi ko makukuha ang ayos ang sukat ang kamalian ko lamang ay hindi ako tumawag ng Jr Staff o Expert para ipanyos ito.

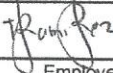
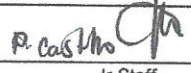
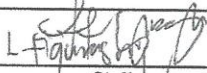


REMARKS/ EVALUATION

☒ i-Alert written only



Agency/FALP Written Only (based on handbook)

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

 Employee Date: <u>07/22/20</u>	 Jr Staff Date: <u>7/22/20</u>	 Staff Date: <u>7/22</u>	 Supervisor Date: <u>7/22</u>	 Manager Date: <u>7/29</u>
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