

**DISCIPLINARY ACTION MEMORANDUM**

EMPLC YEE NAME: ILACAS, GRETHYLE

EMPLOYEE NUMBER: BF-17277

DEPARTMENT: SUZUKI Y2R

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: NOT FOLLOWING SOP.** Associate did not conduct measurement of W/H and W/W in the beginning of operation, last July 01, 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

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	September 11, 2020
DATE RETURNED TO WORK	September 12, 2020
SHIFT:	IN
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
	<u>[Signature]</u>
	SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>[Signature]</u>
	IMMEDIATE SUPERVISOR
	<u>[Signature]</u>
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Grethyle Ilacas

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMARA 08/24/20

Signature Over Printed Name/Date

# NOTICE TO EXPLAIN

EMPL YEE NAME: ILACAS, GRETHYLE

EMPLOYEE NUMBER: BF-17277

DEPARTMENT: SUZUKI Y2R

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: NOT FOLLOWING SOP.** Associate did not conduct measurement of W/H and W/W in the beginning of operation, last **July 01, 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo

MDHII HEAD COORDINATOR

## EMPLOYEE'S EXPLANATION:

Hindi po ako nakapagukat ng W/H at W/W in the beginning of operation sa dahilang nakaligtan ko lamang po na lagyan ito, nagmamadali po kasi ako nung oras na yun tapos po sumabay din po ng pagbabarcode yung Q.A sa aking P.C kaya nakalimutan ko na po

## COUNTER MEASURE:

Susunod na po ako sa SOP

NOTE: You may use an extra sheet as needed

GRETHYLE ILACAS

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. BERNALDO 08/24/20

Signature Over Printed Name/Date



FAS

Control No: FALP-1A-2007-1296

AGENCY

Please Specify: MDHII

<i>R.A. Manjaraz</i> Audited By:	<i>K. Hernandez Reyes</i> Checked by:	<i>G. Magadia</i> Noted By:
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Name: Ilacna Grethyle  
 Position: Associate  
 ID Number: BF-17277  
 Batch No.: 285  
 Car Model/Line: Suzuki Y2R

Process: Joint Resistance Welding  
 Group/Shift: NS-B  
 Date/ Time: July 01, 2020 / 08:21  
 No. of Offense: First Offense  
 Superior Name: L. Castro

Non-compliance Reference/Document  
 Control Number:

FALP-WI-ENG-CC-008  
FALP-WI-ME1-17005

Details of Audit Findings: Not Following SOP - Associate did not conduct measurement of w/w and w/w in the beginning of operation.

## WRITTEN EXPLANATION

lagaumanhin po ninyo ang nangyaring hindi ko paglalagay ng measurement ng w/w at w/w in the beginning of operation sa dahilang nakaligtas ko lamang pong lagyan ito sa dahilang nagmamadali din po ako at sumabay din po ang bar code ng QA sa aking pc.

## REMARKS/EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only (based on handbook)

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

<i>Milaid</i> Employee Date: <u>20/07/03</u>	<i>L. Castro</i> Jr Staff Date: <u>07/03/2020</u>	<i>G. Magadia</i> Staff Date: <u>07/06/2020</u>	<i>L. Alano</i> Supervisor Date: <u>07/06/2020</u>	<i>G. Catala</i> Manager Date: <u>7/21/20</u>
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