



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DELA TORRE, CRISTINA

EMPLOYEE NUMBER: BF-16818

DEPARTMENT: SUZUKI Y2R 5128

DATE: DECEMBER 27, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 not using reference jig during attachment of STU on assembly process, last October 09, 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 **WRITTEN WARNING** 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 HR COORDINATOR

NOTED BY:

Ms. Michelle E. Fajardo

MDHII ONSITE SUPERVISOR

- Cristina Dela Torre

RECOMMENDATION	
DATE OF SUSPENSION:	8/1
DATE RETURNED TO WORK	8/1
SHIFT:	A
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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: 01-05-2021

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: DELA TORRE, CRISTINA

EMPLOYEE NUMBER: BF-16818

DEPARTMENT: SUZUKI Y2R 5128

DATE: DECEMBER 27, 2020

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 not using reference jig during attachment of STU on assembly process, last October 09, 2020, which subject you in WRITTEN WARNING.

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 HR COORDINATOR

NOTED BY:



Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

### EMPLOYEE'S EXPLANATION:

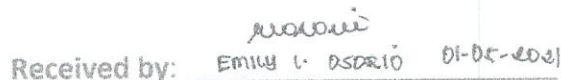
Ako si Cristina C. Dela Torre ang audit ng I-Alert. Sa pagdiriwang ko ay hindi gumagamit ng reference jig. Marami pang hindi ko po kumaganti sa jig dahil kung po ko ay gumagamit ng reference jig, hindi ko po makakaganti sa jig.

Pangangailangan ko po ako gumagamit ng reference jig para di ko po makakaganti sa I-Alert at dadalhan din ko po ang paglalagay ng stu para hindi madamag.

NOTE: You may use an extra sheet as needed

  
Cristina C. Dela Torre

Employee's Signature Over Printed Name/Date

  
Received by: EMILY L. OSORIO 01-DE-2021

Signature Over Printed Name/Date

# I-ALERT WRITTEN EXPLANATION

Control No: FALP-W-2010-4224

☐ FAS

☒ AGENCY

Please Specify: MDHII

<u>For M. Liave</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Pela Torre Cristina  
 Position: Associate  
 ID Number: EF-6818  
 Batch No.: 219  
 Car Model/Line: Suzuki Y2R/5128

Process: Assembly  
 Group/Shift: NS/A  
 Date/ Time: October 9, 2020/04:30  
 No. of Offense: 1st offense  
 Superior Name: A. Montego

Non-compliance Reference/Document  
 Control Number:  
FALP-WI-RRS-AV-101

Details of Audit Findings: Not using reference jig during attachment of STM on Assembly process

## WRITTEN EXPLANATION

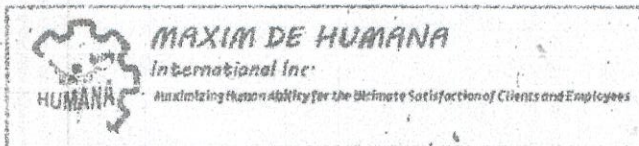
ALO po si Cristina dela Torre na line 5128 na audit nasa hindi daw po nagamit na reference jig. Nalo po ang nagamit naman po ako ng reference jig. Bago la potanggalin ang front sheet ko magamit sa katatulangan nang nagadama ang STM, pag hindi ko ito tinanggal dahil sa crowded pero pagkatapos ko naman po ito attach bimbale ko po ulit.

## 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).

<u>Signature</u>	<u>Signature</u>	<u>For M. Liave</u>	<u>Signature</u>	<u>Signature</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>10-22-20</u>	Date: <u>10/22/20</u>	Date: <u>10/23/20</u>	Date: <u>10-27-202</u>	Date: <u>10/26</u>





## NOTICE OF DECISION

Date : January 5, 2021  
To : Dela Torre Richard  
(Name of the employee who needs to write the explanation)  
Thru : Katherine Cabrera  
(Write the name and position of the superior of the employee being investigated)  
From : Maxim de Humana Int. Inc.  
(Ideally, from HR Head, or head of the investigating committee)

RE : **NOTICE OF DECISION**

Relative to the notice to explain memo issued to you on  
January 5, 2021  
at FAI regarding Absence Against MHR / business standard

Per our company code of conduct and Discipline this falls under Article 2, Section no. 7  
With the corresponding disciplinary action of Written Warning

We received your written explanation on January 5, 2021, and we also invited you for administrative meeting held on Admin 1st Floor to which you have given another opportunity to explain your side.

In this regard, please be advised that based on the facts and evidences at hand, we concluded that you committed the infractions as stated on the notice to explain issued to you. You are further advised of this memorandum.

A similar infraction in the future shall be dealt with heavier sanction, per our code of conduct and Discipline  
N/A from state date to end date N/A effective effectivity date  
January 5, 2021

Please be guided accordingly.

*Richard*  
Dela Torre

Coordinator Name/Position Title/Signature

Noted by:

*fr*  
Florantina Toranzo

Human Resource Manager

CC: 201 File

GF-MGT-003(REV1)08-01-2020