



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TROPA, CRISTINA CASSANDRA

EMPLOYEE NUMBER: BF-12228

DEPARTMENT: SUBARU 7105 Shift A

DATE: SEPTEMBER 01, 2019

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: Associate not following SOP not pressing of end tape, last August 19, 2019.

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 Two 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:

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Desono

MDHII BRANCH MANAGER

RECOMMENDATION

Suspension Dates: November 14 and 15, 2019

Noted by:

Immediate Supervisor

Approved by:

Manager



MAXIM DE HUMANA International Inc.
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: TROPA, CRISTINA CASSANDRA

EMPLOYEE NUMBER: BF-12228

DEPARTMENT: SUBARU 7105

DATE: SEPTEMBER 01, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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: Associate not following SOP not pressing of end tape, last August 19, 2019, 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 EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono
Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

ako po si kristina cassandra tropa ng Subaru 7105 na na-audit
dahil po sa hindi po nag pre-press ng tape. Hindi po kasi makapit
yung tape na ginagamit namin kaya po pi-pull-off yung tape.
nakita po yun ng ialert sa kabilang board na PD. kill-off na po
yung tape. Lage naman po ako nag repress ng tape during
tapeng

NOTE: You may use an extra sheet as needed

Kristina cassandra Tropa
Kristina cassandra Tropa

Employee's Signature Over Printed Name/Date

Received by:

Emily L. Osorio
EMRIC L. OSORIO 09-14-19

Signature Over Printed Name/Date

1 ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-V-1904-904

☒ AGENCY

Please Specify: MHDII

<u>Adrian</u> L. De Castro Audited By:	<u>Magadia</u> Noted By:
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Name: Trope Kristina Cassandra
Position: Associate
ID Number: 05-179722
Batch No.: 270 240
Car Model/Line: Subaru / 1.700E

Process: Assy
Group/Shift: DS-A
Date/ Time: Aug 19, 2019 / 09:30
No. of Offense: 1st offense
Superior Name: M. Rodriguez

Audit Findings: Not following SOP

Details: Not pressing of end tape






WRITTEN EXPLANATION

Ako po si Kristina Cassandra Trope ng 7105 na na-audit Aug 19 dahil natila yung portion ko na hindi na press yung tape naag po-press naman po ako ng tape. Hindi lang talaga makapit yung tape na gamit namin.

sa susunod e-double check ko na po yung portion ko para hindi na makailagras yung fill-up tape.

Remarks/ Evaluation:

Issue Penalty - JR

 Signature of Employee Date: <u>8/20/19</u>	 Jr Staff Date: <u>8/20/19</u>	 Staff Date: <u>8-20-19</u>	 Supervisor Date: <u>8/20/19</u>	 Manager Date: _____
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