

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CAUNCA, JOHNAS

EMPLOYEE NUMBER: BF-18651

DEPARTMENT: HONDA TKRA 3127

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-AUHTORIZED REPAIR/HIDDEN REPAIR. Associate conduct rotating of clamp NB-143 PK-1 due to encountered long dimension from center of clamp to TB-6-1PK -B to center of clamp, last **July 22, 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:	<u>September 24, 2020</u>
DATE RETURNED TO WORK	<u>September 30, 2020</u>
SHIFT:	<u>6</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>Caunca</u>	
SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>Michelle A. Fajardo</u>
IMMEDIATE SUPERVISOR	
<u>Caunca</u>	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Johnas + Caunca

Employee's Signature Over Printed Name/Date

Received by: AUGIE 08/24/20

Signature Over Printed Name/Date

**NOTICE TO EXPLAIN****EMPLOYEE NAME: CAUNCA, JOHNAS****EMPLOYEE NUMBER: BF-18651****DEPARTMENT: HONDA TKRA 3127****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 rotating of clamp NB-143 PK-1 due to encountered long dimension from center of clamp to TB-6-1PK -B to center of clamp, last **July 22, 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: Emilio**Emily L. Osorio****MDHII HR COORDINATOR****NOTED BY:** Michelle A. Fajardo**Michelle A. Fajardo****MDHII HEAD COORDINATOR****EMPLOYEE'S EXPLANATION:**

Ako po si Johnas Caunca Dimension ng Line 3127 TKRA ay nagkarat na nagkarat ng clamp. habang nag inspect po ako Naka encounter po ako ng tabing. yung clamp at maximum po ang rotat. Naisip ko po na ayusin na lang ang clamp para na good na yung harness. Hindi na po ako nakatawag sa ating Jr staff kase nagmamadali din po ako sa ating process. Sa respond po na makaincourt po ulit ako ng XG agad po akong tatagawag sa ating Jr staff report

NOTE: You may use an extra sheet as needed

Caunca
Johnas F Caunca

Employee's Signature Over Printed Name/Date**Received by:** ANGIL August 14, 2020**Signature Over Printed Name/Date**

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2007-1510

☐ AGENCY

Please Specify: MDTH

<u>L. Cabatana</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Laura, John Process: Dimension
Position: Associate Group/Shift: NS-B
ID Number: BF-10051 Date/Time: July 22, 2020 10:40
Batch No.: 300 No. of Offense: 1st
Car Model/Line: Honda TRX 13127 Superior Name: L. Figueroa

Non-compliance Reference/Document
Control Number:

HR 611-2018-04-141

Penalty on major non-compliance

Details of Audit Findings:

Unauthorized Repair / Hidden Repair Associate conduct rotating of clamp
NS-149, PK-1 due to encountered long dimension from center of clamp to 10-6.1PK-1 to center of clamp.

WRITTEN EXPLANATION

Ako po si John Laura Dimension ng Line 312.7 TRX
ay nakuha na nag-ikot ng clamp. Habang nag-iinspect po ako
Naka-encounter po ako ng tabing yung clamp at maximum po
ang sukat. Naisip ko po na ayusin ang clamp para magpad na yung
hanger. Hindi na po ako na Natatag saking Jr-Staff Kasi nagmamadali
din po ako sa aking process.
Pa sumad po na maincounter po ulit ako ng ng good po akong
tatagay sa aking instaff o Expert. Sasured na po ako sa SOP

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>Laura</u> Employee Date: <u>09-28-20</u>	<u>G. Arizola</u> Jr Staff Date: <u>07-28-20</u>	<u>L. Figueroa</u> Staff Date: <u>7/24</u>	<u>3rd</u> Supervisor Date: <u>7/28</u>	<u>10</u> Manager Date: _____
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