

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CELESTIAL, NICA

EMPLOYEE NUMBER: BF-16178

DEPARTMENT: D01L INITIAL

DATE: NOVEMBER 5, 2019

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.**

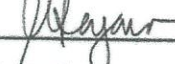
VIOLATION COMMITTED: Associate not updating of machined checksheet missing badge dated last October 11, 2019.

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 1 day suspension for the said violation of our Employee Code of Conduct.




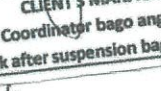
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY: 
Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY: 
Michelle A. Fajardo
MDHII HEAD COORDINATOR


NICA CELESTIAL

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	Feb 4, 2020 Dec 17, 2019 Dec 18, 2019
DATE RETURNED TO WORK	DS
SHIFT:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input 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: ANGIE T. GOMBA 11/15/19

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: CELESTIAL, NICA

EMPLOYEE NUMBER: BF-16178

DEPARTMENT: D01L INITIAL

DATE: NOVEMBER 5, 2019

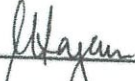
SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1ST OFFENSE)

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: Associate not updating of machined checksheet missing badge dated last October 11, 2019 which subject you in **1 to 6 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: 
Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY: 
Michelle A. Fajardo
MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Nawala po kase yung I.D ko weeks bago mag mag-audit. Nawala po yun sa shuttle, nahulog po doon. Napansin ko lang po na nawawala yung I.D ko nang nakaupo na ako sa bahay. Kinabukasan, sinubokan ko pong mag report agad sa guard, ngunit wala daw pong nag surrender, hanggang sa tuluyan kung pong di nahahanap.

NOTE: You may use an extra sheet as needed


NICA CELESTIAL

Employee's Signature Over Printed Name/Date

Received by:  **ANGIE T. GOMBA** 11/15/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDHI

Control No: FAIP-1A-1910-1756

<u>R. Manjarez</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Nica Celertial
 Position: Associate
 ID Number: BF-16178
 Batch No.: 272
 Car Model/Line: DOIL Initial

Process: auto crimping
 Group/Shift: DLA
 Date/ Time: October 11 2019 9:09 am
 No. of Offense: 1st offense
 Superior Name: Rosevie Pitg

Audit Findings: not updating of machine checksheet

Details: Date: October - 8 - 11

* Missing Badge

WRITTEN EXPLANATION

Pauwi na po ako sa bahay ng diko umalayan na wala na pala yung I.D ko at badge. Ang natia na lang po ay yung cord ng I.D. sinubok ko para balikan doon sa binaban namin ng shuttle. Ngunit wala, kumbukason pagparok ko, asad kong nireport sa guard yung nawala kong I.D ngunit wala rin daw po sakanila ng supervisor. Hanggang sa di kora po naharap yung I.D at badge ko.

Tas pagdating ko po ng production area. Mas inuuna ko po kase and pag set-up ng component kase sa pag fill-up ng checksheet. Chinachedo kavin po kung nasa proper label ang mga tools kays nakalimutan kora po mag fill-up ng checksheet. kase sa isip ko po, pwede ko nahan po yungawin during breaktime hanggang sa nakalimutan kora po.

Remarks/ Evaluation:

Issue Penalty

[Signature]
 Signature of Employee
 Date: 10/21/19

[Signature]
 Jr Staff
 Date: 10/21/19

[Signature]
 Staff
 Date: 10/22

[Signature]
 Supervisor
 Date: 10/22

[Signature]
 Manager
 Date: 10/22