

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: OGMA, JEAN CRYSTELLE

EMPLOYEE NUMBER: BF-16547

DEPARTMENT: SUZUKI 5125

DATE: NOVEMBER 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2<sup>nd</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 multiple picking of parts during assembly process, last September 29, 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.

REPAIRED BY: awosid

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: tr-f

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

Jean Crystelle B. Ogma 11-21-20

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Dec. 14, 2020</u>
DATE RETURNED TO WORK	<u>Dec. 15, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
	IMMEDIATE SUPERVISOR
	<b>KATHERINE O. CABRERA</b>
	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: awosid

EMILY L. OSORIO

Signature Over Printed Name/Date



## NOTICE TO EXPLAIN

EMPLOYEE NAME: OGMA, JEAN CRYSTELLE

EMPLOYEE NUMBER: BF-16547

DEPARTMENT: SUZUKI 5125

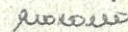
DATE: NOVEMBER 15, 2020

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2<sup>nd</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.**

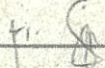
**VIOLATION COMMITTED: NOT FOLLOWING SOP.** Associate multiple picking of parts during assembly process, last September 29, 2020, which subject you in to 15 Days Suspension.

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

MDHII HR COORDINATOR

NOTED BY: 

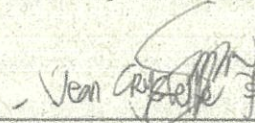
Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

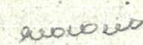
### EMPLOYEE'S EXPLANATION:

Ako po si Jean Crystelle Ogma, Na-Audit ng I-Alert dahil sa Xrakita na dalawa ang hantak ko na parts. Nalaglag po kasi sa catcher ang parts kaya nilimot ko po at di na binalik kaya dalawa po ang hantak ko. Pansamang ng po, di na manalik. Sa susunod po eh ibabalik ko na pag may nalaglag na parts.

NOTE: You may use an extra sheet as needed

 - Jean Crystelle Ogma 11/21-20

Employee's Signature Over Printed Name/Date

Received by:  Emily L. OSORIO

Signature Over Printed Name/Date



# I-ALERT WRITTEN EXPLANATION

Control No: FMP-1A-2009-3966

☐ FAS  
☒ AGENCY  
Please Specify: MDWII

<u>For: Royal</u> <u>L. De Villa</u>	<u>Checked by:</u> <u>K. Hernandez</u>	<u>Noted By:</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Ogma, Jean Crystelle Process: Assembly process  
Position: Associate Group/Shift: NS/A  
ID Number: BE-16547 Date/ Time: September 29, 2020/09:00  
Batch No.: 276 No. of Offense: 1st offense  
Car Model/Line: Suzuki 42R/ 5125 Superior Name: N. Reyes

Non-compliance Reference/Document  
Control Number:

FMP-WI-TRD-AP-701

Details of Audit Findings: Multiple picking of parts during assembly  
NCOT - FALP 200 and NCOT - FALP 100

## WRITTEN EXPLANATION

Naghiyan to kasi sa catcher xing isang NCOT, at hawak  
to mpo sa isang nilimot to po at hindi m'ibigay sa parts box  
ay, hawak to po dahil sa pasensya na po, hindi to dapat po  
sa kasi naghiyan na audit to para iyon, 1st nilimot to bilang po.  
Pasensya na po.

## 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> Employee Date: <u>10-05-20</u>	<u>[Signature]</u> Jr Staff Date: <u>10-05-20</u>	<u>[Signature]</u> Staff Date: <u>10/06/20</u>	<u>[Signature]</u> Supervisor Date: <u>10/6/20</u>	<u>[Signature]</u> Manager Date: <u>10/11/20</u>
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