

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: FAJILAN, JHON VIC

EMPLOYER NUMBER: PH-17376

DEPARTMENT: MAZDA 1102

DATE: DECEMBER 27, 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: NOT FOLLOWING STOP, CALL AND WAIT. Associate did not use locking jig during locking of connector, last September 26, 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.

REPAIRED BY:

Emily L. Osorio

MDNH HR COORDINATOR

NOTED BY:

Ms. Michelle F Fajardo

MDHI ONSITE SUPERVISOR

UHOH VIC 4. PAVILAN / JAN. 05 2021

Employee's Signature Over Printed Name/Date

RECOMMENDATION

DATE OF SUSPENSION: 11

DATE RETURNED TO WORK 11

SHIFT: A

NEED FOR REFRESHER: YES

SIGNATURE OF EMPLOYEE
[Signature]

APPROVED BY: [Signature]

IMMEDIATE SUPERVISOR
[Signature]

CLIENT'S MANAGER
[Signature]

Remindert: Iwanan ang ID sa Coordinator bago ang suspension date at
kunin ito pagbaili after suspension bago mag bayad.

Received by: EMILY L. ASDRUP 01-05-2000

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: FAJILAN, JHON VIC

EMPLOYEE NUMBER: BF-17576

DEPARTMENT: MAZDA 1102

DATE: DECEMBER 27, 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: NOT FOLLOWING STOP, CALL AND WAIT. Associate did not use locking jig during locking of connector, last September 26, 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

Emily L. Osorio

MDHI HR COORDINATOR

NOTED BY: Ms. Michelle F. Fajardo

Ms. Michelle F. Fajardo

MDHI ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po si Jhon Vic A. Fajilan ako po ay hindi po sumunod sa STOP, CALL, WAIT at hindi tumanggap pag lock ng connector noong Sept 26, 2020 dahil sa masakit po ang ating likod noon at walang nagmamay-ayon po ako sa pagkuha ng pang-lock kasi po nasa ilalim po ako ng sub pc ko. Ako po ay nangangako na susunod na sa SOP at nangangako po ako na hindi na po magmamay-ayon ito. Mangaming Salamat po.

NOTE: You may use an extra sheet as needed

JHON VIC A. FAJILAN / JAN. 05, 2021

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 27-DE-2021

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

Control No: FALP-14-2009-3813

FAS

AGENCY

Please Specify: MDA II

<i>[Signature]</i> A. Mijangas	<i>[Signature]</i> K. Hernandez	<i>[Signature]</i> J. Reyes
Audited By:	Checked by:	Noted By:

ame: Fajilan Jan Vic
osition: Associate
J Number: BT-17576
atch No.: 197
ar Model/Line: Mazda J12 /1102

Process: Sub-assembly process
Group/Shift: 05/A
Date/ Time: September 26, 2020
No. of Offense: 1st offense
Superior Name: B. Maramba

Non-compliance Reference/Document
Control Number:
FALP-14-2013-4894

Details of Audit Findings: Associate did not use locking jig during locking of connector.

WRITTEN EXPLANATION

[Handwritten explanation in Tagalog: Si ako po na iyon masakit po ang ating libat kaya po dahil nakung ang ating gawain na pang loke at nakuhaan po ako sa pagkukun ng pang loke kaya po maaaring itatim po na sub po.]

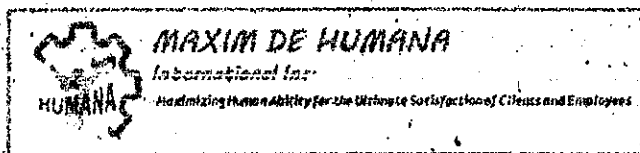
REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FAIP Written Only(based on handbook)

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<i>[Signature]</i> Fajilan Jan Vic	<i>[Signature]</i> B. Maramba	<i>[Signature]</i> J. Mijangas	<i>[Signature]</i>	<i>[Signature]</i>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>10/22/2020</u>	Date: <u>10-23-20</u>	Date: <u>10-23-2020</u>	Date: <u>10/24/2020</u>	Date: <u>10/24</u>



NOTICE OF DECISION

Date : January 5, 2021
To : Fajilan, John Vic
(Name of the employee who needs to write the explanation)
Thru : Rochelle Didevillas
(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 FAS regarding OFFENSES AGAINST WORK/BUSINESS STANDARD

Per our company code of conduct and Discipline this falls under Article No. VIII Section No. VII
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.

Emile A. Asdrad

Coordinator Name/Position Title/Signature

Noted by:

Florentina Marcangco

Human Resource Manager

CC: 201 File

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