

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DELOS ANGELES, BEVERLY

DEPARTMENT: SUBARU 7104

EMPLOYEE NUMBER: BF-14646

DATE: JANUARY 30, 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 AUTHORIZED/HIDDEN REPAIR. Associate using clamp tail to remove clamp due to encountered un-combined branch, last January 6, 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 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 HR COORDINATOR

NOTED BY: Ms. Chady Dosono
MDHII BRANCH MANAGER

Beverly K. Delos Angeles
Employee's Signature Over Printed Name/Date

RECOMMENDATION <u>20-216</u>	
DATE OF SUSPENSION:	<u>April 2-2, 2020</u>
DATE RETURNED TO WORK	<u>April 24, 2020</u>
SHIFT:	<u>B</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
CLIENT'S MANAGER <u>[Signature]</u>	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm:	

Received by: Emily L. Osorio 02-04-2020
Signature Over Printed Name/Date



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

NOTICE TO EXPLAIN

EMPLOYEE NAME: DELOS ANGELES, BEVERLY

EMPLOYEE NUMBER: BF-14646

DEPARTMENT: SUBARU 7104

DATE: JANUARY 30, 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/HIDDEN REPAIR. Associate using clamp tail to remove clamp due to encountered un-combined branch, last **January 6, 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

= Ako po si Beverly M. Delos Angeles ay nakita ng i-alert na may
lawak na band tail ko po nakaencounter po ako na hindi nakacombine
ang branch dahil po may nag support sa akin kaya po susubuk-
tan po po siyang ayusin na bigla po may dumating na i-alert.
Pareng sa na po sa ginawa kong pagkakamali di ko na po
nilitos.

NOTE: You may use an extra sheet as needed

Beverly M. Delos Angeles

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 01-04-2020

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-14-0001-2776 0061

☐ AGENCY

Please Specify: MOH

<u>G. Magadia</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: De Los Angeles Beverly
Position: associate
ID Number: DE 14046
Batch No.: 258
Car Model/Line: Subaru 7104

Process: assembly process
Group/Shift: 06-B
Date/Time: Jan. 6, 2020 9:45
No. of Offense: 01
Superior Name: J. Mendoza

Audit Findings: un authorized / Hidden Repair

Details:

using clamp tail to remove clamp due to encountered un combined branch.

Alko po si Beverly M. De Los Angeles ay nakita ng i-alert na (clamp tail) may buwak na clamp tail. Kc po nacheckout po ako na hindi nakakombine ang branch kung po kumulu ako na bang tail para sundutin. Ho pero di ko po naagawan eh nakita ko po na mayi-alert alag ataka po eh nacaulat kona yang clamp na hindi nakakombine.

Counter measure:

Hindi ko na po uulitin tatawag po agad ng expert or Jr. Staff. para ma aware po yang right support sa akin at lalagyan na po ng redtag.

- ☐ I-Alert Written Explanation Only
- ☐ Agency/FALP Written Explanation Only (based from Handbook)
- ☒ Need day/s Suspension (based from FALP Handbook & Memo for Major Non-Compliance)

2 days

[Signature]
Signature of Employee
Date: 01-23-20

[Signature]
Jr Staff
Date: 01-24-20

[Signature]
Staff
Date: 1/24/20

[Signature]
Supervisor
Date: 1/25

[Signature]
Manager
Date: 1/27