

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: VILLANUEVA, JAQUELINE

EMPLOYEE NUMBER: BF-11518

DEPARTMENT: SUZUKI 5022

DATE: OCTOBER 11, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

RECOMMENDATION:

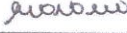
This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

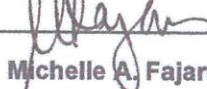
VIOLATION COMMITTED: UN AUTHORIZED PERSON DOING THE PROCESS. Associate doing the process but she's not certified, last **September 7, 2020.**

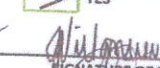

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

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
MDHII HR COORDINATOR

NOTED BY: 
Michelle A. Fajardo
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	NOV. 17, 2020
DATE RETURNED TO WORK	NOV. 18, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
 SIGNATURE OF EMPLOYEE	
APPROVED BY:	 IMMEDIATE SUPERVISOR
KATHERINE O. CABRERA CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

JACQUELINE VILLANUEVA 10/15/20

Employee's Signature Over Printed Name/Date

Received by: EMILY L. OSORIO

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: VILLANUEVA, JAQUELINE

EMPLOYEE NUMBER: BF-11518

DEPARTMENT: SUZUKI 5022

DATE: OCTOBER 11, 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 PERSON DOING THE PROCESS. Associate doing the process but she's not certified, last **September 7, 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

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

✓ Ako po si Jacqueline D. Villanueva ay naaudit po nung Sept. 7, 2020 dahil nagpaprocess po ako ng hindi ako certified sa process. Tumulong po ako nung tym na un sa support namin ECT dahil wala pa po ako ginagawa ng oras na un.

Hindi ko na po ulitin ang pagpaprocess sa process na hindi po ako certified para maiwasan din po ang ma audit.

NOTE: You may use an extra sheet as needed

— JACQUELINE VILLANUEVA 10/15/20

Employee's Signature Over Printed Name/Date

Received by: _____

EMILY L. OSORIO

Signature Over Printed Name/Date



WRITTEN EXPLANATION

DATE Sept. 18, 2020
NAME Jacqueline D. Villanueva
CATEGORY/AGENCY Maxim ID NUMBER: DF-11518
LINE NUMBER and SHIFT 5022 A
DATE HIRED Sept. 3, 2018
PROCESS Dimension Audited By: Shaine A. Homilla
VIOLATION/DEFECT Doing not certified process
CONTROL NO. OFFENSE NO. 1

EXPLANATION

Bakit ka naaudit?

kasi nagawa ako ng hindi certified na process

Ano sa palagay mo ang epekto ng violation na ginawa mo sa harness?

maaari po na magkaroon ng NA ang harness

Aware ka ba sa memo about sa penalty na pedeng ipataw sayo pag naudit ka?

Opo

COUNTERMEASURE

Hindi na po ako gagawa ng hindi certified sa process, gusto ko lang po kasi makatulong kasi wala pa naman po ako ginagawa. Hindi ko na po ulitin para hindi na po ako naudit.

STAFF REMARKS

SV REMARKS

Affected inspector is assigned on 36820 & 36843, She was audited in product 36757 which has original dimension & ECT inspector also for checking of cycle time if 36880 product can be included on her workload.

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

J Villanueva
Sign of Employee

ISSUED BY:

J Villanueva
Jr. Staff

CHECKED BY:

J Villanueva
Staff

VERIFIED BY:

S Homilla
Supervisor

For IE of Agency
KOMPONENT 9/21/2020
9/21/2020
9/21/2020