

## DISCIPLINARY ACTION MEMORANDUM

DATE : October 22, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Fortes, Evelyn K.

EMPLOYEE NO.: AEFL20252

DEPARTMENT : PD5/ HONDA TKRA 3130

SHIFT: A

### RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Add Even Manpower Resources and Solutions Employee Code of Conduct and Discipline Article.

### IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

**Details: Not following STOP-CALL\_WAIT**

**Associate removed the retainer lock due to not properly fit/attached on conn.**

**And re-attach again without confirmation of Jr staff**

**Audited by I-ALERT (September 11, 2020)**

### VIOLATION COMMITTED:

It is clearly stated in Add Even Manpower Resources & Solutions 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 line with this, you are hereby given 6 (six) 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: CUEVAS, RICHARD ROSE  
AEM COORDINATOR/SUPERVISOR

NOTED BY : ARLYN M. ALCARAZ  
AEM SUPERVISOR

Fortes, Evelyn K.

Employee's Signature over Printed Name/Date

| RECOMMENDATION FORM                              |                       |
|--|-----------------------|
| NAME:  | <u>Fortes, Evelyn</u> |
| EMPLOYEE NO.:                                    | <u>AEFL 20252</u>     |
| VIOLATION:                                       | <u>2nd offense</u>    |
| SUSPENSION DATE:                                 | <u>NOV. 23 - 28</u>   |
| RETURN DATE:                                     | <u>NOV. 30</u>        |
| RETURN SHIFT:                                    | <u>DS</u>             |
| EMPLOYEE SIGNATURE<br><u>[Signature]</u>         |                       |
| PRODUCTION SUPERVISOR<br><u>[Signature]</u> 11/4 |                       |



Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas  
Cellphone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

To : **Fortes, Evelyn K.**  
Position : **Production Associate**  
ID Number : **AEFL20252**  
Client Company : **FALP**  
Date : **October 22, 2020**  
Re : **NOTICE TO EXPLAIN**

Dear Ms. Fortes,

*It has been reported that you had committed the following violation/s against the Rules and Regulations of our client company to wit:  
(Indicate exactly the infraction/s committed and under what offense in the Code of Discipline).*

#### **IV. PERFORMANCE/WORK/ATTITUDE**

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

**Details: Not following STOP-CALL\_WAIT**  
**Associate removed the retainer lock due to not properly fit/attached on conn.**  
**And re-attach again without confirmation of Jr staff**  
**Audited by I-ALERT (September 11, 2020)**

In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available documents and records or evidences at hand.  
For your information and strict compliance.

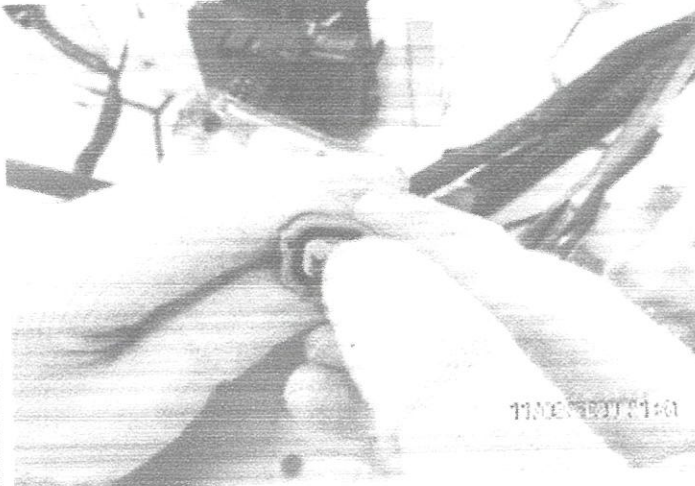
Served by:

CUEVAS, DIANA ROSE  
Supervisor/Dept. Head

Received by: EVELYN K. FORTES

Signature Over Printed Name

Date/ Time: \_\_\_\_\_

|  |                          |  |
|--|--------------------------|--|
| Date & Time  | September 11, 2020/07:50 | <b>Illustration</b><br> |
| Shift & Group  | NS/A                     |  |
| Car Maker/ Model   | Honda TKRA               |  |
| Line No.   | 3130                     |  |
| Name   | Forle Evelyn             |  |
| ID No.   | AEFL-20252               |  |
| Batch No.  | 327                      |  |
| Process  | ECT                      |  |
| FAS or Agency: specify   | Addeven                  |  |
| Person Informed  | R.Mendoza                |  |
| Audited by:  | M.Casama                 |  |
| Reason/Risk:   |                          |  |
| <b>Audit Details</b><br>Associate removed the retainer lock due to not properly fit/attached on conn. And re-attach again without confirmation of Jr staff |                          |  |



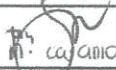


# I-ALERT WRITTEN EXPLANATION

Control No: FAIP-11-2009-5200

FAS

AGENCY

Please Specify:

|   |   |   |
|---|---|---|
| <br>M. Calambica | <br>K. Hernandez | <br>J. Reyes |
| Audited By:   | Checked by:   | Noted By:   |

Name: Forbe Evelyn  
Position: Assistant  
ID Number: PEFL-20252  
Batch No.: 323  
Car Model/Line: Honda TRX/3130

Process: ECI  
Group/Shift: NL-A  
Date/Time: Sept 11, 2020 (7:50)  
No. of Offense: 1st  
Superior Name: R. Mendoza

Non-compliance Reference/Document  
Control Number:

## Details of Audit Findings:

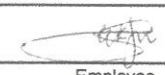
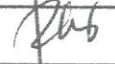

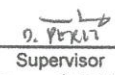

Not following STOP CALL WAIT / Assistant removed the retainer lock  
since to not properly fit / attached on room: and to attach again with out confirmation of JM staff

## WRITTEN EXPLANATION

Ako po si Evelyn Fortes ay naaangit sa kadalihanang hindi daw po paghina sa  
STOP CALL WAIT. Maa po sa lahat ilalaki po naman po talaga nakatutal sa yung retainer sa  
connector. Nagkotom lang po na kung ilalagay ko palang po ay tumakbo yung retainer  
pero hindi ko po po naiisipin yun kung kaya po hindi po po ipin nakaluck. Nagpansin  
po yun ng lahat akala nga po sigur e nakaluck na tapos inalis ko po. Pansin  
na po kung namisinterpret nung lahat ang pagpapansin ko na retainer. Sinigurahin  
ko po na ayonin ko na po ang paglalagay upang hindi na maaudit po at  
mawala na po ako sa STOP CALL WAIT. Thank you 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).

|   |  |  |  |  |
|---|--|--|--|--|
| <br>Employee<br>Date: <u>09-14-20</u> | <br>Jr Staff<br>Date: <u>9-24-20</u> | <br>Staff<br>Date: <u>9/25</u> | <br>Supervisor<br>Date: <u>09/25</u> | <br>Manager<br>Date: _____ |
|---|--|--|--|--|

# EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: **ORTES, EVELYN K.**

Company Assigned: **FURUKAWA**

Position: **ASSOCIATE**

Date Hired: **JUNE 20, 2020**

Date: **10-30-20**

Date of Incident/Accident: **09-11-2020**

Details of Explanation: (Use additional page if necessary)

Ako po si Evelyn Fortes ay naudit sa kadahilanang hindi pagsunod sa stop call wait. Na audit po ako sa kadahilanang naglalagay ng retainer sa connector at natobing ito. Hindi po ako tumawag agad ng jr. staff kaya na audit ako. Hindi ko na po ulitin ang ganung pangyayari at susunod na sa stop call wait.

Details of Countermeasure: (Use additional page if necessary)

Tatawag na po ng jr. staff at susunod na po sa stop call wait.

Employee's Signature

Recommendation: