

Date: January 27, 2020

To: Relos, Roselle C.

EN No.: EN69-0150

No. of Offence: 1st offence

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on November 09, 2019. You hereby allegedly violated:

One Source Code of Discipline Section:

3.2. Use of Company Property (3.2.14 Not following company standards, operating procedures, work instruction and practices which may or may not result to damage of company property.)

In line with the violation, this memorandum will serve as your

| | |
|--|---|
| <input type="checkbox"/> Written Warning | <input type="checkbox"/> 10-days Suspension |
| <input checked="" type="checkbox"/> 1-day Suspension | <input type="checkbox"/> 15-days Suspension |
| <input type="checkbox"/> 2-days Suspension | <input type="checkbox"/> 30-days Suspension |
| <input type="checkbox"/> 3-days Suspension | <input type="checkbox"/> Warning to Dismissal Depending to gravity of offense |
| <input type="checkbox"/> 5-days Suspension | <input type="checkbox"/> Dismissal Effective _____ |
| <input type="checkbox"/> 7-days Suspension | <input type="checkbox"/> For record purposes only |

For your reference. Thank you

Best Regards,

PROJECT SUPERVISOR

Received by:

SIGNATURE OVER PRINTED NAME

RECOMMENDATION FORM

NAME: Relos, Roselle C.
 EN No.: EN69-0150
 VIOLATION: Not Following SOP
 SUSPENSION DATE: Jan 16 -
 RETURN DATE: Jan 17
 RETURN SHIFT: Day Shift
 SHIFT/SCHEDULE: Shift B
 PD/LINE: GC3 - Industrial

Employee Signature: [Signature]
 Production Supervisor: [Signature]
 Production Manager: [Signature]

Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok
 Palling sa suspension kukanin ang ID sa Coordinator bago mag Re-

Employee Signature: [Signature]
 Immediate Supervisor: [Signature]
 Client Manager: [Signature]

ing sa suspension kukan in ang ID sa

9981977-4625

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: PAIP-18-1911-2177

☒ AGENCY

Please Specify: One Source

| | |
|-----------------|-------------------|
| <u>Abanador</u> | <u>S. Magadia</u> |
| Audited By: | Noted By: |

Name: Roselle, Relos

Process: Shikaroni Handling

Position: Associate

Group/Shift: NL 10

ID Number: EN09050

Date/Time: Nov-9, 2019 4:30

Batch No.: 262

No. of Offense: 1st

Car Model/Line: Subaru initial process

Superior Name: J. Abanador

Audit Findings: Not following SOP

Details:

associate did not conduct checking of shikaroni condition after encountering wire tangled

Remark: already have warning

WRITTEN EXPLANATION



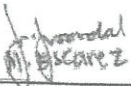
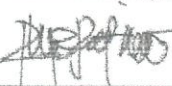

na audit po ako dahil hindi ako nakamagcheck ng shikaroni after long ipick ang tangled or bulk na wire dahil po namamarkala kong tapos ipick ang wire. Ako po ay humingi ng pahintulag sa hindi magpasa sa SOP dahil presidente magkaroon ng dent or bend terminal. Hindi na po mamulat para po hindi na magtangle ang wire ilalapat ko na mag ayos ang wire at magdedeck na rin po lagi ng shikaroni after mag pick.

Corrective measure: Ilalatag na ayos ang wire para maiwasan mag tangled at pagaling mag check ng shikaroni and binibigla habang magpipick at pagkatapos mag pick.

Remarks/ Evaluation:

Written

- Issue faulty based from PEP Handbook

| | | | | |
|---|--|---|---|--|
|  Signature of Employee Date: <u>11-12-2019</u> |  Jr Staff Date: <u>11-12-19</u> |  Staff Date: <u>12/04/19</u> |  Supervisor Date: <u>12/05/19</u> |  Manager Date: <u>12/24</u> |
|---|--|---|---|--|

One Source

NOTICE TO EXPLAIN

DATE:

EMP NAME:

Relos, Roselle C.

PROJECT:

Furukawa

EMP NO:

EN69-0150

DEPT:

POSITION:

Associate

SUPERIOR:

As your immediate superior I am putting you on notice that based on preliminary investigations, you allegedly violated the following provision in the One Source Specialized Services Inc. Code of Discipline; see attached Incident Report (HRF004-00).

[Cite Code of Discipline provision here]

November 9, 2019

on [date/time] at [location, if applicable].

Not following company standards operating procedures.

For this reason, One Source is considering the following disciplinary action against you:

| Provision/Policy | Original No. of Offense (within the prescriptive period) | Disciplinary Action Per Code of Discipline |
|------------------|---|--|
| 3.2.14 | First | Suspension |

Please submit this within five (5) days upon receipt of this Notice of your written explanation, reasons, and justifications as to why the disciplinary action stated above should not be taken against you.

Employee's Explanation:

Ala po si Roselle Relos na audit po ako sa Kadahilawang Hindi ka po makiusap ang shikapani (condition upon leaving / parking ng unit dahil kumada po along pakikipag-ugnayan na hindi na ako ang shikapani which is na good po talaga. Ala po ang kumapag ng pagmamahon at mangangailang hindi na mamalit pa ang hindi pagmamahon sa SDP

Note: You may use an extra sheet as needed.

[Signature] 11-17-2019
Employee signature and date

[To be filled up by One Source HR only.]

Superior's Recommendation:

In writing, we find that you violated the 3.2.14 provision in the One Source Code of Discipline:

For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

- | | | |
|--|---|---|
| <input type="checkbox"/> Written Warning | <input type="checkbox"/> 15-day Suspension and Warning of Dismissal | <input type="checkbox"/> For Records Only |
| <input checked="" type="checkbox"/> 1-day Suspension | <input type="checkbox"/> Dismissal | |
| <input type="checkbox"/> 10-day Suspension | <input type="checkbox"/> For Further Investigation | |

[Signature]
Immediate Superior (Signature over Printed Name)

Noted by: *[Signature]*
Manager, HR & Admin. Department

1. Proper way for erasures

12335
123434 *[Signature]* Correction signature
2 lines

2. Standard way of writing date.

ex. 2010-07-14 (year-month-day)