

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ARANZADO, ELVEN

EMPLOYEE NUMBER: BF-13253

DEPARTMENT: HONDA TKRA INITIAL

DATE: NOVEMBER 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2<sup>nd</sup> OFFENSE)

### RECOMMENDATION:

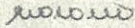
This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions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

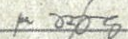
**VIOLATION COMMITTED: NOT FOLLOWING STOP, CALL AND WAIT.** Associate conduct unlocking of TCM lock protected by Equipment password. last **September 18, 2020.**

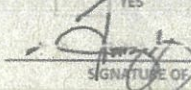


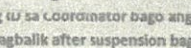
It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a 10 DAYS SUSPENSION for the said violation of our Employee Code of Conduct.

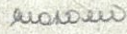
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

REPAIRED BY:   
Emily L. Osorio  
MDHII HR COORDINATOR

NOTED BY:   
Ms. Michelle F. Fajardo  
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Dec. 27, 2020</u>
DATE RETURNED TO WORK:	<u>Dec. 10, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
SIGNATURE OF EMPLOYEE:	<u></u>
APPROVED BY:	<u></u>
IMMEDIATE SUPERVISOR:	<u></u>
CLIENT'S MANAGER:	<u></u>
Reminder: iwanan agtu sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Employee's Signature Over Printed Name/Date

Received by:   
Emily L. Osorio  
Signature Over Printed Name/Date



## NOTICE TO EXPLAIN

EMPLOYEE NAME: ARANZADO, ELVEN

EMPLOYEE NUMBER: BF-13253

DEPARTMENT: HONDA TKRA INITIAL

DATE: NOVEMBER 15, 2020

**SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2<sup>nd</sup> 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 conduct unlocking of TCM lock protected by Equipment password, last **September 18, 2020**, which subject you in **14 to 15 Days Suspension.**

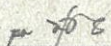
Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY:

  
Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

  
Ms. Michelle F. Fajardo

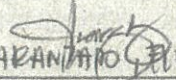
MDHII ONSITE SUPERVISOR

**EMPLOYEE'S EXPLANATION:**

AKO PO SI ELVEN D. ARANZADO NA AUDIT NG 1 ALERT NOONG SEPT. 18, 2020  
NG NOT FOLLOWING STOP, CALL AND WAIT, NABAWA KO PO YON DAHIL ANG TABAL MAG  
RESPONSE NG EQUIPMENT. PUMPTING NA PO YUNG MACHINE KO MADAMI PA PO AKONG LOAD.

HINDI KO NA PO UNLITIN MAG HANAPON NA PO AKO SA (UNLITIN) AD TATAWAG NA  
PO AKO NG STAFF OR UP-STAFF.

NOTE: You may use an extra sheet as needed

  
2. ARANZADO ELVEN D. 11/10/2020

Employee's Signature Over Printed Name/Date

Received by:

  
EMILY L. OSORIO

Signature Over Printed Name/Date



## I-ALERT WRITTEN EXPLANATION

FAS

AGENCY

Please Specify: MDHII

Control No: FALP-W-2007-3628

<u>R.A. Manjarez</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Aranzado, Elven Process: Auto Crimping  
 Position: Associate Group/Shift: BS-A  
 ID Number: BF-13253 Date/ Time: Sept. 18, 2020 / 11:25  
 Patch No.: 250 No. of Offense: 1st  
 Car Model/Line: Honda TRKA / Initial Superior Name: L. Baldrias

Non-compliance Reference/Document  
Control Number:

FALP-WI-ENG - CC-008

### Details of Audit Findings:

Not following STOP CALL and NAR  
 Associate conduct unlocking of TCM work & TCM lock protected by Equipment password

### WRITTEN EXPLANATION

PAGSUSA PO KUNG HINDI KO NASUNOD ANG C.O.P. DAHIL SA PAGMAMABALI AKO NUNG  
 TIME NA YUN AT TCM UNLOCK NG TCM UNLOCK ANG MACHINE KO NA DA-DOWNTIME YUNG MACHINE  
 KO SA PAGHINTAY NG MAINTENANCE PARA LANG MAGPA-DAROTE NG TCM UNLOCK KAYA NAISIP KONG  
 GAMUTIN NA LANG YUNG PASSWORD NA I-U WHICH IS ALAM KO PANG BAWAL KAYA PAGESUSA 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).

<u>[Signature]</u> Employee Date: <u>09-26-2020</u>	<u>[Signature]</u> Jr Staff Date: <u>09-28-20</u>	<u>[Signature]</u> Staff Date: <u>09-28-20</u>	<u>[Signature]</u> Supervisor Date: <u>09/2020</u>	<u>[Signature]</u> Manager Date: <u>10/2</u>
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