

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GAPAS, RUBY

EMPLOYEE NUMBER: BF-12211

DEPARTMENT: HONDA 3114 (A)

DATE: December 19, 2019

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: NOT FOLLOWING SOP. Associate not updating pulling strength body sensation dated last November 19, 2019.

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 one 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:


Angie T. Gomba

MDHII HR COORDINATOR


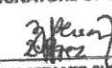

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR


RUBY P. GAPAS 1-4-20

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	February 26, 2020
DATE RETURNED TO WORK	February 27, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
	IMMEDIATE SUPERVISOR
	
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date : ikunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:

ANGIE T. GOMBA 11/4/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: GAPAS, RUBY

EMPLOYEE NUMBER: BF-12211

DEPARTMENT: HONDA 3114

DATE: December 19, 2019

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: NOT FOLLOWING SOP. Associate not updating pulling strength body sensation dated last **November 19, 2019** which subject you to **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: _____


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Ako po si Ruby P. Gapas ay nandit sa kadahilanang hindi ako nakapag update ng aking pulling strenght body sensation dahil paspasok ko po ay inaayos ko na po ang mga parts na gagamitin ko at iyon nga po kakalimutan ko.

Pasensya na po at nakalimutan sa susunod po ay gagawin ko na at lagi po ako mag update ng pulling strenght ko at di ko na kakalimutan.

NOTE: You may use an extra sheet as needed

Rpgapas / RUBY P. GAPAS 1-4-20

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 1/4/20

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1911-3279

☒ AGENCY

Please Specify: Maxim

R. ALEGRO	<u>90</u> S. Magadia
Audited By:	Noted By:

Name: Gapas, Ruby
Position: Associate
ID Number: BE-12211
Batch No.: 24D
Car Model/Line: Honda 13114

Process: Sub-Assembly
Group/Shift: A/NS
Date/ Time: 11-19-19 18:45pm
No. of Offense: First Offense
Superior Name: P. Magundayao

Audit Findings: Not following SOP.
Details: Not updating pulling strength body sensation.

WRITTEN EXPLANATION

Ako po si Ruby P. Gapas ay na audit sa kadalilangang hindi ako nakapag update ng aking pulling strength body sensation dahil pagpapaduk po ako inaalas ko na po ang mga parts na gagamitin ko, at unon nga po hanggang sa makalimutan ko na mag-update.

Pasensya na po at sa susunod gagawin ko na po at lagi po ako mag update ng pulling strength ko at di ko na kakalimutan.

Remarks/ Evaluation:

Issue penalty based from FAIP Handbook.

<u>Rpgapas</u> Signature of Employee Date: <u>11/26/19</u>	<u>[Signature]</u> Jr Staff Date: <u>11/26/19</u>	<u>[Signature]</u> Staff Date: <u>11/26/19</u>	<u>[Signature]</u> Supervisor Date: <u>11/27/19</u>	<u>[Signature]</u> Manager Date: <u>11/28/19</u>
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