

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ALISOSO, MARIO

EMPLOYEE NUMBER: BF-18531

DEPARTMENT: SUZUKI MAIN 5101

DATE: OCTOBER 20, 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. Doing option taping on dimension even not certified last July 29, 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 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 On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	<u>December 01, 2020</u>
DATE RETURNED TO WORK	<u>December 02, 2020</u>
SHIFT:	<u>b</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
	IMMEDIATE SUPERVISOR
	<u>[Signature]</u>
	CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at

Employee's Signature Over Printed Name/Date

Received by:

ANGIE T. GOMBA 11/18/19

NOTICE TO EXPLAIN

EMPLOYEE NAME: ALISOSO, MARIO

EMPLOYEE NUMBER: BF-18531

DEPARTMENT: SUZUKI MAIN 5101

DATE: OCTOBER 20, 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. Doing option taping on dimension even not certified last July 29, 2020, 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 On-Site Supervisor

EMPLOYEE'S EXPLANATION:

Ako po si Mario Alisoso Jr. ay na audit dahil nag option po ako
Nagdi ako CERTIFIED SA OPTION TAPING. SINUPORT KO LANG NAMAN PO ANG PARTNER KO KASI PO
DELAY AT TAMBAK NAPO KASI KAMU, HINDI KO NAMAN PO ALAM NA PAWAL MAG OPTION TAPING
NG. HINDI CERTIFIED ANG THINKING KO PO KASI SINCE NASA DIMENSION AT NAG-OPTION YUNG
KASAMA KO AKALA KO PO PUDE PIN AKO, DI KO PO ALAM NA MAY CERTIFIED PROCESS
PARA SA OPTION

NOTE: You may use an extra sheet as needed

Employee's Signature Over Printed Name/Date

Received by: _____

Signature Over Printed Name/Date

FAS
AGENCY
Please Specify: MDP#11

<u>[Signature]</u> Audited By:	<u>[Signature]</u> K. Hernandez Checked by:	<u>[Signature]</u> J. Reyes Noted By:
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Name: Alonso Mario Process: Dimension
Position: Associate Group/Shift: NS/B
ID Number: BF-18531 Date/Time: July 29, 2020/08:00
Batch No.: 306 No. of Offense: First Offense
Car Model/Line: Suzuki V7 main 301 Superior Name: E. Santos / E. De Castro

Non-compliance Reference/Document Control Number:
FALP-WI-PRD-IP-044

Details of Audit Findings: Un-Authorized person doing the process
Doing option taping on dimension even not certified.

WRITTEN EXPLANATION

Ang po si Mario T. Alonso Jr ay na audit dahil nag option po ako
Ng. Di ako certified sa option taping. Cinhubot ko lang naman po ang partner ko kasi po
Delay na at tambak na po kami hindi ko naman po alam na banal mag-option taping ng
Hindi certified. Ang thinking po ko kasi once nasa dimension at mag-option yung kasama ko
Deala ko po pwede din ako di ka po alam na may certified process para sa option.

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>8-14-20</u>	<u>[Signature]</u> Jr Staff Date: <u>8-14-20</u>	<u>[Signature]</u> Staff Date: <u>8-16-20</u>	<u>[Signature]</u> Supervisor Date: <u>8/16/2020</u>	<u>[Signature]</u> Manager Date: <u>8/16/20</u>
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