

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MORALES, DANICA

EMPLOYEE NUMBER: BF-14307

DEPARTMENT: SUBARU 7105 (B)

DATE: OCTOBER 09, 2019

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. 6; Non-Compliance or failure to follow standard operational procedure in inspecting the product.**

VIOLATION COMMITTED: Not following SOP. Associate did not using clamp jig during assembly process, last **August 20, 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 1 day suspension for the said violation of our Employee Code of Conduct.

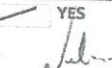
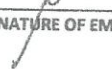

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY: 
Mary Alanis Prago
MDHII HR COORDINATOR

NOTED BY: _____
Ms. Chady Dosono
MDHII BRANCH MANAGER

 DANICA JANO MORALES Jan 04 2020

Employee's Signature Over Printed Name/Date

RECOMMENDATION: <u>30 days</u>	
DATE OF SUSPENSION:	<u>Jan 22 2020</u>
DATE RETURNED TO WORK	<u>Jan 29 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u></u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u></u> IMMEDIATE SUPERVISOR
<u></u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: EMILY L. ASDRID 01-04-20

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAUP-1A-1903-8918

☒ AGENCY

Please Specify: MDPIII

<i>[Signature]</i> D. TIEMSEM	<i>[Signature]</i> G. Magadia
Audited By:	Noted By:

Name: MORALES, DANICA
Position: ASSOCIATE
ID Number: DE 14307
Batch No.: 266
Car Model/Line: SUBARU 1705

Process: ASSEMBLY
Group/Shift: NSIB
Date/ Time: AUGUST 20, 2019 / 08:35
No. of Offense: 1ST OFFENSE
Superior Name: N. CAMACHO

Audit Findings: NOT FOLLOWING SUP
NOT USING CLAMP JIG DURING PROCESS
Details:

WRITTEN EXPLANATION

Ako si Danica ay humihingi ng pumapalitan sa audit silan na hindi gumagamit ng jig kung nagkakabit ng clamp. Ng po kase ang silan ay hindi ko po nakita sa ILO STAFF kase umalis po sila nang time na puno. At nakahimutan ko sa pang ulitan sa kanyang. Hindi ko po makita ang gagang gaman. Humihingi ko po ang inyong pang unang pakiramay po.

Remarks/ Evaluation:

1 day suspension *[Signature]*

<i>[Signature]</i> Danica Morales Signature of Employee Date: <u>8-20-19</u>	<i>[Signature]</i> JIM Jr. Staff Date: <u>8-23-19</u>	<i>[Signature]</i> Staff Date: <u>9-2</u>	<i>[Signature]</i> Supervisor Date: <u>9-3</u>	<i>[Signature]</i> Manager Date: <u>9/3</u>
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