

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CASALLA, ANGELICA

EMPLOYEE NUMBER: BF-15668

DEPARTMENT: D01L INITIAL

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. Associate doing point marking even she's only certified on joint welding process last **August 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:

Angle T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII On-Site Supervisor

ANGELICA CASALLA

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>December 04</u>
DATE RETURNED TO WORK	<u>December 05</u>
SHIFT:	<u>D</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>Angelica Casalla</u>
APPROVED BY:	<u>Michelle A. Fajardo</u> 11/26/2020
IMMEDIATE SUPERVISOR	
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:

NGIL T. GOMBA 11/11/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: CASALLA, ANGELICA

EMPLOYEE NUMBER: BF-15668

DEPARTMENT: D01L INITIAL

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. Associate doing point marking even she's only certified on joint welding process last August 29, 2020, which subject you **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: _____

Angle T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII On-Site Supervisor

EMPLOYEE'S EXPLANATION:

Nagaudit po ako noong August 29, 2020 dahil nagpoint mark po ako ng wire kahit hindi naman certified sa process, kailangang - kailangan na po kasi ng araw na yun ang wire kaga kami ako na po ang nagpoint mark.
Hindi ko na po ulitin sa susunod ang pagpro-process sa hindi naman po ako authorized / certified susunod na po ako sa SOP para hindi na muling maaudit. Pasensya na po

NOTE: You may use an extra sheet as needed

Received by: _____

ANGIE T. GOMBA njjaho

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PAWAT MAXIM

Control No: FALP 1A-2008-2143

<u>Capurinis</u> <u>M. Marillo</u>	<u>Chamorro</u> <u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Angelica Cardillo
Position: Associate
ID Number: 0115648
Batch No.: 063
Car Model/Line: Painted post / initial

Process: welding
Group/Shift: DS-A
Date/ Time: Aug. 29, 2020 4:30
No. of Offense: 1st
Superior Name: J. Alcarde

Non-compliance Reference/Document
Control Number:

Details of Audit Findings:

Associate doing point marking on sheet only certified on joint welding process
Un-authorized person doing the process

WRITTEN EXPLANATION

Ako po si Angelica M. Cardillo ay nag-audit noong August 29, 21
Katungang kailangan na po kasi namin ang wire ng hindi namin certified na process.
Kami ako na po ang nag point mark sa sucat na wire ng taas na yun kaya
ang pinsunod sa standard para di na mali mag-audit.

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>Angelica</u> Employee Date: <u>Sept 04 2020</u>	<u>J. Alcarde</u> Jr Staff Date: <u>09/04/2020</u>	<u>J. Alcarde</u> Staff Date: <u>09/04/2020</u>	<u>J. Alcarde</u> Supervisor Date: <u>9/14/2020</u>	<u>J. Alcarde</u> Manager Date: <u>9/29/2020</u>
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