

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TAPERO, JOHN EMERSON

EMPLOYEE NUMBER: BF-13695

DEPARTMENT: SUZUKI 5120

DATE: OCTOBER 09, 2019

RECOMMENDATION:

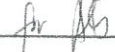
This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions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


VIOLATION COMMITTED: COMPLIANCE AUDIT. Associate not conduct insert pull method doing advance insertion during process in sub assy, might cause of wrong insert and TBO, last **September 26, 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 6 days suspension for the said violation of our Employee Code of Conduct.

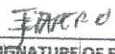


You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.


PREPARED BY: 
Emily L. Osorio
MDHII EMPLOYEE RELATION OFFICER

NOTED BY: 
Ms. Chady Dosono
MDHII BRANCH MANAGER

 JOHN Emerson C. TAPERO

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	Dec 9-16, 2019
DATE RETURNED TO WORK	Dec 17, 2019
SHIFT:	DS
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u></u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u></u> IMMEDIATE SUPERVISOR
<u> 12/7/19</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:  NIGIE 11/27/19

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: TAPERO, JOHN EMERSON

EMPLOYEE NUMBER: BF-13695

DEPARTMENT: SUZUKI 5120

DATE: OCTOBER 09, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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: COMPLIANCE AUDIT. Associate not conduct insert pull method doing advance insertion during process in sub assy, might cause of wrong insert and TBO, last **September 26, 2019**, which subject you in **6 to 10 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 EMPLOYEE RELATION OFFICER

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Nakapagadvance insertion po ako dahil delay po kami nang
galing iyon at wala din po kami buffer. Pinilit ko lamang pong maghanda
dahil mag-isa lang po akong nagkasub, gusto ko lamang pong
makahalong sa pagbibigay sa buffer sa lay-out.

NOTE: You may use an extra sheet as needed


JOHN EMERSON C. TAPERO

Employee's Signature Over Printed Name/Date



Received by:


Angie S. Comba 11/07/19

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
 (NS - Mharg Marquez)

Date: September 26, 2019

Date/Shift	Process / Area	Loc. detail	Actual Image	Feedback/Action to Improvement	CR	Action Taken	Category	Operator / Other Concern Reason	Site Clearance	Person Identified	Employee's Job Model / Designated	Person for Interview	Status/Remarks
9/26/19 N/S	Suzuki line 5120 BF-13695			Associate not conduct insert pull method during advance insertion during process in sub assy, might cause of wrong insert and TBO	NG	Informed Junior staff regarding this matter and advised associate to follow SOP in sub assy process	SOP		N/S	Russel Valerio	Suzuki	Ma'am Kait	for monitoring