

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MENDOZA, PAOLA ANDREA

EMPLOYEE NUMBER: BF-10003

DEPARTMENT: SUZUKI INITIAL

DATE: SEPTEMBER 10, 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: NOT FOLLOWING SOP. Associate did not re barcoded of wire lot when encountered run out of wire, last June 24, 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 3 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>September 25, 2020</u>
DATE RETURNED TO WORK:	<u>September 26, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE <u>[Signature]</u>	
APPROVED BY: <u>[Signature]</u> IMMEDIATE SUPERVISOR KATHERINE O. CARPENA CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at tumun-ito pagbalik after suspension bago mag Cam/pm.	

PAOLA ANDREA P. MENDOZA

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: MENDOZA, PAOLA ANDREA

EMPLOYEE NUMBER: BF-10003

DEPARTMENT: SUZUKI INITIAL

DATE: SEPTEMBER 10, 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: NOT FOLLOWING SOP. Associate did not re barcoded of wire lot when encountered run out of wire, last **June 24, 2020**, which subject you in **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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

1. Nangalitan po kasi ako noon ng wire, nagmamadali po ako at hiniram
ko lang din po yun. Chineda ko naman po bago ko gamitin, kaya
nakaampante po ako mag mag production.

NOTE: You may use an extra sheet as needed

PAOLA ANDREA MENDOZA

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MOTH

Control No: FAIP-1A-2006-1154 ¹²³⁴

<u>A.A. Manorez</u>	<u>Schmader</u> K. Hernandez/ J. Reyes	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Mendoza Paola Andrea
Position: Associate
ID Number: DF-10003
Batch No.: 211
Car Model/Line: Suzuki dd/ initial

Process: Autocrimping TRD 192
Group/Shift: OS/A
Date/ Time: June 24, 2020 / 1:19
No. of Offense: 19
Superior Name: C. Magnoye

Non-compliance Reference/Document
Control Number:

FAIP-WI-ENG-CC
Cutting 9 Crimping

Details of Audit Findings:

Did not conduct rebarcode of wire lot when encountered run out of wire
Not following SOP

WRITTEN EXPLANATION

Ako po si PAOLA ANDREA P. MENDOZA, na na-audit dahil hindi nagbarcode, nang nauusap
ako ng wire. Nagmamadali po kaya ako kaya hiniram ko lang po yung wire, chined na
nauusap po kaya ko ganitin, kaya nakaumpante na ako di naka nakaupagbarcode.

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).
☐ Agency/FALP Written Only(based on handbook)

<u>[Signature]</u> Employee Date: <u>06/29/20</u>	<u>[Signature]</u> Jr Staff Date: <u>06/29/20</u>	<u>[Signature]</u> Staff Date: <u>06/29/2020</u>	<u>[Signature]</u> Supervisor Date: <u>06/29/2020</u>	<u>[Signature]</u> Manager Date: <u>8-11-20</u>
---	---	--	---	---