

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: LABRADOR, AIZA

EMPLOYEE NUMBER: BF-10524

DEPARTMENT: SUZUKI 5117

DATE: OCTOBER 11, 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 in correct fill up on check sheet, ok on check sheet but no good on actual condition, last **September 18, 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 1 DAY suspensions 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: Emilio L. Osorio

Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	NOV. 12, 2020
DATE RETURNED TO WORK:	NOV. 13, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY: <u>KATHERINE O. CABRERA</u>	
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.	

AIZA S. LABRADOR

Employee's Signature Over Printed Name/Date

Received by: Emilio L. Osorio

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: LABRADOR, AIZA

EMPLOYEE NUMBER: BF-10524

DEPARTMENT: SUZUKI 5117

DATE: OCTOBER 11, 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 in correct fill up on check sheet, ok on check sheet but no good on actual condition, last **September 18, 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

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo


MDHI ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po si AIZA LABRADOR ng SIM, AY NA AUDIT SA KADAHILANGAN MALI PO ANG AKING PAGFILL-UP, MAY MALI PO AKO RIN AKO PAHIL HINDI PO AKO NAKAPACTANONG SA NAKAKATAPAS SA AKIN SUSUNOD KO NA LANG PO ANG ALAM KO.

SA SUSUNOD PO BAGO PO KO MAGFILL-UP AY MAGTATANONG NA PO KO SA AKING LEADER OR STAFF SA TAMANG PAG FILL UP NG AKING CHECKSHEET

NOTE: You may use an extra sheet as needed


AIZA S. LABRADOR

Employee's Signature Over Printed Name/Date

Received by: _____

Emily L. Osorio

Signature Over Printed Name/Date



WRITTEN EXPLANATION

DATE SEPTEMBER 18, 2020
NAME LABRADOR, AIZA S
CATEGORY/AGENCY MAXIM ID NUMBER: FE-10524
LINE NUMBER and SHIFT 5117 / SHIFT A
DATE HIRED MAY 1, 2018
PROCESS QA - ISS / AIRBAG Audited By: L. LANE
VIOLATION/DEFECT ok on checksheet but no good on actual condition
CONTROL NO. _____ OFFENSE NO. _____

EXPLANATION

Bakit ka naaudit?

mali po ang fill up sa checksheet

Ano sa palagay mo ang epekto ng violation na ginawa mo sa harness?

maaring magkaroon ng NG

Aware ka ba sa memo about sa penalty na pedeng ipataw sayo pag naaudit ka?

Opo

COUNTERMEASURE

Sa totoo lang po ay hindi ko po alam ang iba sa checksheet dahil d pa po kame na orient sa bagong checksheet, tzaka po di ko po alam na dapat may master sample ang airbag.

STAFF REMARKS

Will conduct orientation on the content of sub assy checksheet. ^h 9/18/2020
target date: ^h 9/22/2020

SV REMARKS

They know

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

Labrador
Sign of Employee

ISSUED BY:

Maxim Jr. Staff
Jr. Staff

CHECKED BY:

L. LANE
Staff

VERIFIED BY:

Supervisor
Supervisor

to MAXIM,

Pls. issue lr on this audit

9/22/2020