

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CASTILLANES, REDHELY

EMPLOYEE NUMBER: EF-13622

DEPARTMENT: MAZDA 1101

DATE: DECEMBER 27, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 conduct multiple picking of parts during assembly, last October 16, 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 WRITTEN WARNING 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.

REPAIRED BY:

*Emily L. Osorio*

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

*Ms. Michelle F. Fajardo*

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

*Redhely Castillanes*  
Redhely Castillanes  
01-05-21

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	N/
DATE RETURNED TO WORK	A
SHIFT:	A
NEED FOR REFRESHER:	YES
SIGNATURE OF EMPLOYEE	<i>Redhely Castillanes</i>
APPROVED BY:	<i>Emily L. Osorio</i>
IMMEDIATE SUPERVISOR	<i>Ms. Michelle F. Fajardo</i>
CLIENT'S MANAGER	<i>Ms. Michelle F. Fajardo</i>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension (ate at kumita ito pagbalik after suspension bago mag 2am/4am).	

Received by: *Emily L. Osorio* 01-05-2021

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: CASTILLANES, REDHELY

EMPLOYEE NUMBER: BF-13622

DEPARTMENT: MAZDA 1101

DATE: DECEMBER 27, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 conduct multiple picking of parts during assembly, last October 16, 2020, which subject you in WRITTEN WARNING.

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: osorio

Emily L. Osorio

MDHI HR COORDINATOR

NOTED BY:

Michelle F. Fajardo  
Ms. Michelle F. Fajardo

MDHI ONSITE SUPERVISOR

### EMPLOYEE'S EXPLANATION:

ako po si Redhely A. Castillanes ng Mazda J12 ang na-Audit po  
noonang October 16, 2020, dahil hindi pang follow ng S.O.P. Pinaaglabang ko po  
nilagay ang S.T.V sa board kahit hindi po pareho ang Sukat, nilagay  
ko po para madali ko na pong kukanin (bait) at ilagay sa barrel.

- Sisiguraduhin ko po na hindi na mauulit ang pagkakatamang dinuli  
ko po pang-sana sa S.O.P. isa-isa rin ko na pang kukanin sa parts box  
para hindi na po ako na-Audit

NOTE: You may use an extra sheet as needed

Redhely A. Castillanes  
Employee's Signature

Received by: osorio  
Emily L. Osorio 01-05-2021

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

# I-ALERT WRITTEN EXPLANATION

Control No: FALP-IA-2010-445

FAS

AGENCY

Please Specify: MDHII

<u>R. Llanes</u>	<u>R. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Castillanes, Redhely  
 Position: Associate  
 ID Number: DF-13622  
 Batch No.: 252  
 Car Model/Line: Mazda J12 / J11

Process: Assembly  
 Group/Shift: DC-A  
 Date/Time: Oct 16, 2020 / 10:10  
 No. of Offense: 1st  
 Superior Name: M. Monez

Non-compliance Reference/Document  
 Control Number:

FALP-WI-PRD-A-100

## Details of Audit Findings:

Multiple picking of parts during assembly  
MUSX70X130 ACVN 5113X130X120 ACVN

## WRITTEN EXPLANATION

gungabang ko pang kinuha ang U-T-O ng hindi pareho ang sukang para sa ilalagay sa board ng module ko ng lantana po sila ang hindi ko po alam na bawal pagkatapos ang parts na hindi pareho ang sukang ng gungabang ko po na hindi ko na ulit gagawin yung pagkakatapos ko po sa ilalagay ng mga kinuha ang mga parts ko para hindi ko ak magkaroon ng wrong use of parts

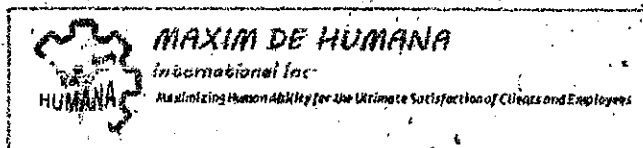
## REMARKS/EVALUATION

☐ i-Alert written only

☒ Agency/FALP Written Only (based on handbook)

☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Employee	Jr Staff	U. Monez	Supervisor	Manager
Date: <u>10-26-20</u>	Date: <u>10-23-20</u>	Date: <u>10-23-2020</u>	Date: <u>10/24/2020</u>	Date: <u>10/24</u>



## NOTICE OF DECISION

Date : January 5, 2021  
To : CASTELLANES, REBEELY  
(Name of the employee who needs to write the explanation)  
Thru : Rochelle B. Delevillas  
(Write the name and position of the superior of the employee being investigated)  
From : Maxim de Humana Int. Inc.  
(Ideally, from HR Head, or head of the investigating committee)

RE : **NOTICE OF DECISION**

Relative to the notice to explain memo issued to you on  
January 5, 2021  
at FAS regarding OFFENSES AGAINST WORKS/BUSINESS STANDARDS

Per our company code of conduct and Discipline this falls under Article No. VIII Section No. VII  
With the corresponding disciplinary action of FAILURE TO NOT FOLLOWING CDP

We received your written explanation on January 5, 2021, and we also invited you for administrative meeting held on Admin 1st floor to which you have given another opportunity to explain your side.

In this regard, please be advised that based on the facts and evidences at hand, we concluded that you committed the infractions as stated on the notice to explain issued to you. You are further advised of this Memorandum.

A similar infraction in the future shall be dealt with heavier sanction, per our code of conduct and Discipline  
N/A from state date to end date N/A effective effectivity date  
January 5, 2021

Please be guided accordingly.

EMILY L. BORDIO

Coordinator Name/Position Title/Signature

Noted by:

Florentina Manzanedo  
Human Resource Manager

CC: 201 File

GF-MGT-003(REV1)08-01-2020