

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: NOBLEJAS, LUCKY JOSHUA

EMPLOYEE NUMBER: BF-18609

DEPARTMENT: HONDA OLD 3114

DATE: OCTOBER 11, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 clamp during assy process, last September 11, 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 7 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
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: Michelle A. Tajardo
Michelle A. Tajardo
MDHII ONSITE SUPERVISOR

Lucky Joshua E. Noblejas
Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	NOV 12-25 '2020
DATE RETURNED TO WORK	NOV 26, 2020
SHIFT:	A
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	<u>[Signature]</u>
CLIENT'S MANAGER	<u>[Signature]</u>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/om.	

Received by: Emily L. Osorio
Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: NOBLEJAS, LUCKY JOSHUA

EMPLOYEE NUMBER: BF-18609

DEPARTMENT: HONDA OLD 3114

DATE: OCTOBER 11, 2020

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: NOT FOLLOWING SOP. Associate conduct multiple picking of clamp during assy process, last September 11, 2020, which subject you in **6 to 15 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: _____

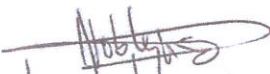
Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po si Lucky Joshua E. Nobles Ay na audit naong
September 11, 2020. dahil po sa sabay na pagkuha ng Clamp
dahil po sa nahihikapan Ako sa pagbalik balik. Sa pagkuha
ng Clamp dahil wala namon po kaniing parts. Ako po ay
Humihingi ng Pasensya. dahil sa Aking magandang pagkuha ng
Clamp.

NOTE: You may use an extra sheet as needed


- Lucky Joshua E. Nobles

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:

Control No: FAIR-1A-2009-3251

T. Sevilla	<i>K. Hernandez</i>	<i>J. Reyes</i>
Audited By:	Checked by:	Noted By:

Name: Lucky Jashua Noblejas Process: Assembly
 Position: Associate Group/Shift: NC-A
 ID Number: 01-18609 Date/Time: Sept 11, 2020 / 01:10
 Patch No.: 302 No. of Offense: 1st
 Car Model/Line: Honda Civic Superior Name: P. Magundayao

Non-compliance Reference/Document Control Number:

Details of Audit Findings:

Not following SOP

associate conduct multiple picking of clamp NB-71 PK-W & NB-80PK-B during assy process

WRITTEN EXPLANATION

Ako po si Lucky Jashua ay na Audit dahil sa pagkita ko po ng makunang parts. Dahil ako po ay nahihirap sa pagkita ng parts, kaya nasa sa ating station ang looban ko para Overseas Parts kade po ang meron kani sa line may isang memo sa mga laro nito sa last station ng pinakalong looban. Kuntin po yun sa part ko. Kaya hindi naman po ako mawawrong pick sa looban sa ibangwa ko. Kasi po black at white po ang kulay hang hawak ko, may kulang maykaba ang 12 type at kulay. Saka tinitiyak ko pong gumamit ng jay kung nakalagan ako. Sama sa lubos kung itong mawawrong sa pagkumunang ating nagawa Marahing salamat po.

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).

<i>[Signature]</i> Employee Date: <u>9/22/20</u>	<i>[Signature]</i> P. Magundayao Jr Staff Date: <u>09/23/20</u>	<i>[Signature]</i> H. B. L. Staff Date: <u>9/23/20</u>	<i>[Signature]</i> A. Perez Supervisor Date: <u>9/24</u>	<i>[Signature]</i> Manager Date: <u> </u>
--	--	---	---	--