

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GUERZON, LYN MARIE

EMPLOYEE NUMBER: BF-15841

DEPARTMENT: SUZUKI Y2R 5127

DATE: OCTOBER 20, 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 update final assembly process minor repair record when encountered insufficient taping last **August 25, 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.

PREPARED BY:

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	<u>11/11/20</u>
DATE RETURNED TO WORK	<u>11/11/20</u>
SHIFT:	<u>2</u>
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
<u>[Signature]</u>	
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	
<u>[Signature]</u>	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag Sam/pm.	

LYN MARIE S. GUERZON / 11-11-20

Employee's Signature Over Printed Name/Date

Received by:

EMILY L. OSGRIDD

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: GUERZON, LYN MARIE

EMPLOYEE NUMBER: BF-15841

DEPARTMENT: SUZUKI Y2R 5127

DATE: OCTOBER 20, 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 update final assembly process minor repair record when encountered insufficient taping last **August 25, 2020**, which subject you to **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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

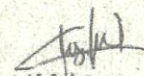
MDHII On-Site Supervisor

EMPLOYEE'S EXPLANATION:

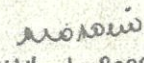
Ako po si Guerzon, Lyn Marie S. na Audit ng I-alert noon August 25, 2020. dahi sa pag sulat sa minor repair record dahil po kami po ay nag kumadahi na noon dahil po sa aming tambak at puro nAPO ang aming hanger wala napang mapaglagaan ng harness kaya nawala nAPO sa isip ko ang pag sulat sa minor repair record.

Ako po ay humihingi ng paumanhin sa ating nagawa. Ako po ay nangangako na hindi koma po ito ulitin masamang salamat po sa pangunahing.

NOTE: You may use an extra sheet as needed


LYN MARIE S. GUERZON 11-19-20

Employee's Signature Over Printed Name/Date


Received by: EMILO L. ASORIO

Signature Over Printed Name/Date

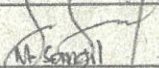
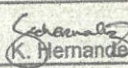

I-ALERT WRITTEN EXPLANATION

Control No: FAIP-1A-2008-2038

☐ FAS

☒ AGENCY

Please Specify: NPAH

 Audited By:	 Checked by:	 Noted By:
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Name: Emerson Lito Marie Process: Appearance
 Position: Associate Group/Shift: NL-B
 Number: BF-15811 Date/Time: Aug 25, 2020 / 11:11
 Tech No.: 269 No. of Offense: 1st
 Job Model/Line: Suzuki YZR / 5123 Superior Name: P. Sanchez

Non-compliance Reference/Document Control
Number: FAIP-WJ-PPO-IP-007

Details of Audit Findings: Not Following SOP

Not updating final Assembly Process Minor Repair Record when encounter insufficient timing

WRITTEN EXPLANATION


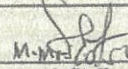
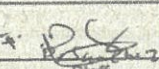
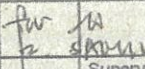
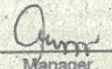
Ako po si Lyn Marie S. Guerson kumitang ng pumapunta sa hindi pag sumagat sa sop sa pag salot sa
 or Repair Record Kapag kami ay may pinapanatilihan. Sa kadalasan kami po ay Tambak na wala naging
 apang kanyan ng aming harness dahil puno na aming hangar. Kaya na wala napa sa isip namin na
 karami ang aming minor Repair Record. Hindi napa namin kumitang ang aming ginawa kasi kami ay Tambak
 susunod napa kami loko sa SOP.

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).

 Employee Date: <u>08/25/20</u>	 Jr Staff Date: <u>8/28/20</u>	 Staff Date: <u>8/28/20</u>	 Supervisor Date: <u>8/28/20</u>	 Manager Date: <u>9/10/2020</u>
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