



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: AGUILAR, RANDELL LUIS

EMPLOYEE NUMBER: BF-18500

DEPARTMENT: SUZUKI 5121

DATE: OCTOBER 20, 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: UN-AUTHORIZED/HIDDEN REPAIR.** Associate caught in act using ballpen to check the condition of terminal inside connector which is slightly bend last **March 04, 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.

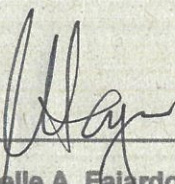
In view of this, you are hereby given a one day suspension for the said violation of our Employee Code of Conduct.

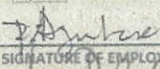

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

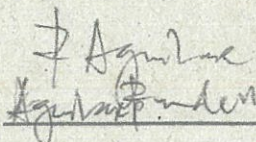
PREPARED BY:

  
Angie T. Gomba  
MDHII HR COORDINATOR

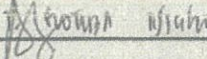
NOTED BY:

  
Michelle A. Fajardo  
MDHII On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	<u>December 07</u>
DATE RETURNED TO WORK	<u>December 08</u>
SHIFT:	<u>7</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
	KATHERINE O. CABRERA
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

  
Randell Luis Aguilar 11/19/2020

Employee's Signature Over Printed Name/Date

Received by: 

Signature Over Printed Name/Date



## NOTICE TO EXPLAIN

**EMPLOYEE NAME: AGUILAR, RANDELL LUIS**

**EMPLOYEE NUMBER: BF-18500**

**DEPARTMENT: SUZUKI 5121**

**DATE: OCTOBER 20, 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: UN-AUTHORIZED/HIDDEN REPAIR.** Associate caught in act using ballpen to check the condition of terminal inside connector which is slightly bend last **March 04, 2020**, which subject you **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:** \_\_\_\_\_

**Angie T. Gomba**

**MDHII HR COORDINATOR**

**NOTED BY:** \_\_\_\_\_

**Michelle A. Fajardo**

**MDHII On-Site Supervisor**

**EMPLOYEE'S EXPLANATION:**

Hindi ko na po makita ang pangyayaring  
non-Maghihintay na lumang po do ng Authorized  
person upang mag-repair ng harness. Kabit na  
ang harness na po do ay (an) need for  
shipment

**NOTE: You may use an extra sheet as needed**

**R. Aguilar**

**Received by:** \_\_\_\_\_





## WRITTEN EXPLANATION

DATE 10-13-2020  
NAME Aguilar Randen Jr.  
CATEGORY/AGENCY Maxim ID NUMBER: BF-18500  
LINE NUMBER and SHIFT 5121 / MC  
DATE HIRED March 04, 2020  
PROCESS APP Audited By: i-Alent  
VIOLATION/AUDIT unauthorized / hidden repair  
CONTROL NO. \_\_\_\_\_ OFFENSE NO. \_\_\_\_\_

### EXPLANATION

Bakit na-audit ka? Hindi po ako sumakod sa SOP hindi na pin  
po ako na katawag ng po: staff kaya nansipan ko po na  
ayusin na lamang ito dahil for shipment na po yung  
harness na i-put po namin.

Ano sa palagay mo ang epekto nito sa harness?

May tendency po na magkaroon ng customer claim dahil  
sa hidden repair.

Aware ka ba sa Memo ng Non Compliance? Kung oo, ano sa palagay mo ang pwede ipataw sayo? Kung hindi, sinong Jr. staff o staff mo?

Opo ma'am po ako sa non compliance, 1-5 days suspension or  
dismissal hindi naman pinag babalang ang staff / Jr. staff sa  
pagmamandag sa amin - nasa amin po ang katatagan kung kito  
ito nagamit.

### COUNTERMEASURE

Hindang hindi po na po unahan ang pangyayakong  
pag-repair dahil hindi namin po ako authorized dito  
maghahanap na lamang po ako ng mag-aayos dahil na  
ito ay for shipment or tambutan po ako ng harness.

### STAFF REMARKS

### SV REMARKS

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

R. Aguilar Jr.  
Sign of Employee

CHECKED BY:

Mary Grace  
Jr. Staff


NOTED BY:

Charm  
Staff

APPROVED BY:

B. DE CASTA  
Supervisor



Date & Time	October 13, 2020/09:55	Illustration		Action Taken
Shift & Group	NS/B			
Car Maker/ Model	Suzuki YOC			
Line No.	5121			
Name	Randel, Luis Aguilar			
ID No.	BF-18500			
Batch No.	306			
Process	Appearance Inspection			
AS or Agency: specify	MDHII			
Person Informed	C. Ramos			
Audited by:	R. Leynes			
Reason/Risk:				
Audit Details				
Unauthorized/Hidden Repair Associate caught in act using ballpen to check the condition of terminal inside connector SSG/TSN10-18M which is slightly bend. Defected product: 36630-76RFD-2-P/59VN58/00014				