

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MERCADER, MANUEL

EMPLOYEE NUMBER: BF-19180

DEPARTMENT: SUZUKI 5127

DATE: OCTOBER 11, 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.**

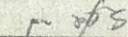
**VIOLATION COMMITTED: NOT FOLLOWING SOP.** Associate conduct twisting of wire on assembly jig, last August 21, 2020.



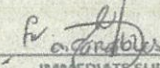
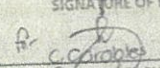
It is clearly stated in Maxim de Humana Int'l Inc. Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

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:   
Emily L. Osorio  
MDHII HR COORDINATOR

NOTED BY:   
Michelle A. Fajardo  
MDHII ONSITE SUPERVISOR

RECOMMENDATION		RECOMMENDATION	
DATE OF SUSPENSION:	<u>December 15, 2020</u>	DATE OF SUSPENSION:	<u>December 11, 2020</u>
DATE RETURNED TO WORK	<u>December 16, 2020</u>	DATE RETURNED TO WORK	<u>December 12, 2020</u>
SHIFT:		SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u></u>	SIGNATURE OF EMPLOYEE	<u></u>
APPROVED BY:	<u></u>	APPROVED BY:	<u></u>
IMMEDIATE SUPERVISOR		IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER		CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.		Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

MANUEL L. MERCADER  
Employee's Signature Over Printed Name/Date

Received by: ANGIE  11/15/20  
Signature Over Printed Name/Date





## NOTICE TO EXPLAIN

EMPLOYEE NAME: MERCADER, MANUEL

EMPLOYEE NUMBER: BF-19180

DEPARTMENT: SUZUKI 5127

DATE: OCTOBER 11, 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 twisting of wire on assembly jig, last August 21, 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:

*f. Osorio*

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

*m. A. Fajardo*

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

### EMPLOYEE'S EXPLANATION:

Tungkol po doon sa nangyari, pagpaumanhin nyo po na hindi na nauulit ang nali kong nagawa sa trabaho at dahil po dito nangangako po ako na hindi ko na uulitin ang naling gawain nang sagana. naging mayas ang aking trabaho na dapat gampanan, nauay ako po ay mayong munaawan. Marating salamat po.

NOTE: You may use an extra sheet as needed

*MANUEL*

*Ch*

L. MERCADER

Received by:

*Angie* *11/11/20*

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date



# I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2008-1942

FAS

AGENCY

Please Specify: MDH11

<u>M. S. RANGIL</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Process: Layout  
 Group/Shift: DS-A  
 Date/ Time: Aug 31, 2020 / 05:40  
 No. of Offense: 1ST Offense  
 Superior Name: A. Gutierrez

Non-compliance Reference/Document  
 Control Number:

FALP-WI-QCA-15007

## Details of Audit Findings:

Not Following SOP: Associate conduct twisting of wire on assembly jig. Remarks: Missing Tormentor.

## WRITTEN EXPLANATION

Quina ko na trabaho, naya po buhat kun pulita ang naling  
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## REMARKS/ EVALUATION

☐ 1-Alert written only



Agency/FALP Written Only (based on handbook)

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

<u>Employee</u>	<u>Jr Staff</u>	<u>Staff</u>	<u>Supervisor</u>	<u>Manager</u>
Date: <u>09/02/2020</u>	Date: <u>09/02/2020</u>	Date: <u>11/2/2020</u>	Date: <u>9/2/20</u>	Date: <u>9/8/2020</u>