

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ILAGAN, BEVERLY

EMPLOYEE NUMBER: BF-10294

DEPARTMENT: SUZUKI 5108

DATE: OCTOBER 11, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

RECOMMENDATION:

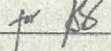
This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS;** section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.

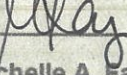
VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate improvised wire holder on sub assy process, last September 17, 2020.

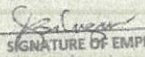
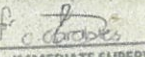
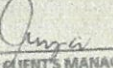
It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

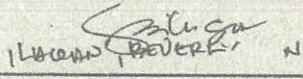
In view of this, you are hereby given a one day suspension for the said violation of our Employee Code of Conduct.


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	
DATE OF SUSPENSION:	<u>December 03, 2020</u>
DATE RETURNED TO WORK	<u>December 04, 2020</u>
SHIFT:	<u>1D</u>
NEED FOR REFRESHER:	<u>80%</u> YES <input type="checkbox"/>
SIGNATURE OF EMPLOYEE	<u></u>
APPROVED BY:	<u></u>
	IMMEDIATE SUPERVISOR
	<u></u>
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at	


Employee's Signature Over Printed Name/Date

Received by:  ANON 1/18/2020 11/18/20
Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: ILAGAN, BEVERLY

EMPLOYEE NUMBER: BF-10294

DEPARTMENT: SUZUKI 5108

DATE: OCTOBER 11, 2020

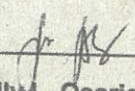
SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

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 improvised wire holder on sub assy process, last September 17, 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:


Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

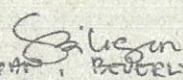
MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

NA AUDIT PO AKO DASHI SA VO NA NAKATAGAY SA PRODSPLIT SA AKIN PROG SUGERAN. HINDI PO KO AKO YUNG NAKAFORTON DURING TIME NA YUN PIVOLIPAT LANG PO AKO.

COUNTER MEASURE KO PO AY TATAGAWIN KO NA LAGU YUNG MUA BAWAY NA DIKAWAIS - NAK SA AREA NG PROCESS KO.

NOTE: You may use an extra sheet as needed


ILAGAN, BEVERLY N

Employee's Signature Over Printed Name/Date

Received by:

 11/11/20

Signature Over Printed Name/Date



WRITTEN EXPLANATION

DATE Sept. 17, 2020
NAME LAPEAN, BEVERLY H
CATEGORY/AGENCY MAXIM ID NUMBER: BF-10294
LINE NUMBER and SHIFT 508 B/ NS
DATE HIRED MAY 2, 2016
PROCESS Sub assy
VIOLATION/AUDIT Improvised wire holder (VO w/ PD tape) Audited By: C. Garabito
CONTROL NO. GPP- Sept - 03 OFFENSE NO. 451

EXPLANATION

Bakit na-audit ka?

Dahil sa VO na nakalagay sa downspout, na kung sub assy ang naglagay dahil di naman ako ang dating nakaportion dun. Hindi ko rin naman po alam na bawal yun, dahil nakasabayon ng mga napawala dun ginaya ko lang po. Ano sa palagay mo ang epekto nito sa harness?
Pwedeng tumigil ang line kung sakaling maubusan ng tape at VO

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, written o suspension

COUNTERMEASURE

tatanggapin ko po sa area ko ang mga hindi kanais - nais na bagay at sasabihin kay Jr. staff.

STAFF REMARKS

- VO used was NG. Aware the associate / Jr. Staff on proper treatment of NG parts.

SV REMARKS

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

[Signature]
Sign of Employee

CHECKED BY:

[Signature]
M. PEREZ
Jr. Staff

NOTED BY:

[Signature]
Staff

APPROVED BY:

[Signature]
C. Garabito
Supervisor

for Jt. of AGENCY
TUBSHEN
9/21/20
PD4-Sm