

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: VELASCO, ROSLYN

EMPLOYEE NUMBER: BF-37746

DEPARTMENT: HONDA TKRA 3128

DATE: NOVEMBER 15, 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 not using clamp jig during taping of clamp, last September 28, 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 1 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:

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

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

ROSLYN VELASCO / NOV. 17

Employee's Signature Over Printed Name/Date

Received by:

EMILY L. OSORIO

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: VELASCO, ROSLYN

EMPLOYEE NUMBER: BF-37746

DEPARTMENT: HONDA TKRA 3128

DATE: NOVEMBER 15, 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 not using clamp jig during taping of clamp, last September 28, 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Ms. Michelle F. Fajardo

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po si Roslyn Velasco na nakasagip sa Honda TKRA 2128 na magulang ng hindi gumagamit ng clamp jig during taping of clamp. Gumagamit ko po ang ibang clamp jig gamit ko na po kaya ko po binaba dahil nagdadagla lang po ako ng tape meron na din pang tape yung kasilang clamp kaya na alam ko po kaya lang na wala yung jig.

- Gumagamit ko na po ang clamp jig hanggang sa natapos kung itape lahat at nagdagdag na hindi na muling magulang ng pangyayaring ito.

NOTE: You may use an extra sheet as needed

Roslyn Velasco / Nov. 17

Employee's Signature Over Printed Name/Date

Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FMP-1A-2009-3933

☒ AGENCY

Please Specify: MDHII

<u>Wanda L. Cometa</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Velasco, Rochyn Process: Assembly
 Position: Associate Group/Shift: N5-A
 ID Number: DE-37746 Date/ Time: Sept. 28, 2020 / 9:45
 Batch No.: 326 No. of Offense: 1st Offense
 Car Model/Line: Honda TRX / 3128 Superior Name: R. Rejo

Non-compliance Reference/Document
Control Number:

FMP-101-PED-1P-101

Details of Audit Findings: Not using clamp jig during taping of clamp CL-91552TR000-W

WRITTEN EXPLANATION

AKO PO @ ROACH VELASCO SA LINE 3128 HONDA TRX DA NABUAT
 SA LADAHILADANS HINDI DAWI PO AKO GUMAMIT NG CLAMP VLG NABUAT
 PO NA DAWAN PO UN KAYA LANG PO NAKAHEA LANG VLG PAHIL
 NAGDADAGOG LANG PO AKO NUN PPE
 NAGTATAPPE NA PO AKO NG NAKAHEA UN VLG

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).

<u>Rochyn Velasco</u> Employee Date: <u>10-5-20</u>	<u>[Signature]</u> Jr Staff Date: <u>10/5/20</u>	<u>[Signature]</u> E/DE SILVER Staff Date: <u>10/9/2021</u>	<u>[Signature]</u> Supervisor Date: <u>10/9/2021</u>	<u>[Signature]</u> Manager Date: <u>10/9/2021</u>
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