

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: RIVADULA, ANA MARIE

EMPLOYEE NUMBER: BF-10621

DEPARTMENT: SUZUKI INITIAL

DATE: January 24, 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 conduct terminal touches the floor on sub-assy process dated last **October 24, 2019.**

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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

ANA MARIE

RIVADULLA

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	February 21, 2020
DATE RETURNED TO WORK	February 22, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> N
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension d kunin ito pagbalik after suspension bago mag 8am/p	

Received by: ANGIE T. GOMBA 01/24/20

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: RIVADULA, ANA MARIE

EMPLOYEE NUMBER: BF-10621

DEPARTMENT: SUZUKI INITIAL

DATE: January 24, 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 conduct terminal touches the floor on sub-assy process dated last **October 24, 2019** which subject you to **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 HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Ako po si Ana Marie Rivadulla na naudit dahil nakapat po ang terminal sa sahig. Ngunit nang time po na yan ay hindi pa ako nakakapad sa sub na iyon, na sigurado po ay nahula ng sub nasy sa wire ay nahulog. Ito ay trend uli sa hanger na sa pagmamadali ay di napansin nang nakapat sa palang terminal sa sahig. Hindi ko nanan po napansin sapagkat nagtatak din po ako sa ibang sub. Kaya sa susunod po ay magcheck na ako ng mga nakapat na wire sa hanger buni nakakapat oh hindi para hindi na naudit.

NOTE: You may use an extra sheet as needed

ANAMARIE RIVADULLA
ANA MARIE RIVADULLA

Received by:

ANGIE T. GOMBA 01/24/20

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

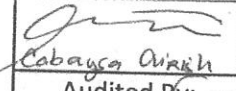
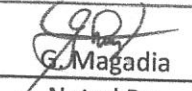
I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1910-1741

☒ AGENCY

Please Specify: MDHII

 Cabayga Aquirri Audited By:	 G. Magadia Noted By:
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Name: Rivaania Lina Marie
Position: Associate
ID Number: BF-10621
Batch No.: 220
Car Model/Line: Suzuki initial

Process: setter
Group/Shift: A/NS
Date/ Time: 10/24/19 / 11:05 am
No. of Offense: 1.1 EP - 1.1 B
Superior Name: J. Bonsoi

Audit Findings: not following SOP

Details:

Terminal touches up - look on sub-assy process

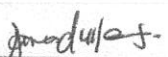
WRITTEN EXPLANATION

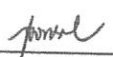
Ako po si Ana Marie Rhodulla na naudit dahil nakalapad po ang terminal sa sahig. ngunit nang time po na yan ay hindi pa ako nakakapanset sa sub ngayon, na sigurto po ay paghila o pangamit ni sub assy sa wire ay nahulog ito at reset uli sa hanger, na sa pagmamadati po sigurto ay hindi napansin na may nakalapad po sa terminal sa sahig. Hindi ko na naman po napansin kapag ito ako po ay nagseset din sa pang sub.


- Lagi na ako magchecked ng wire na nakasabit kahit ako ay nagseset sa ibang sub.

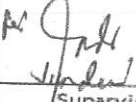
Remarks/ Evaluation:


Issue penalty based from FAIP handbook


Signature of Employee
Date: 11-08-19


Jr Staff
Date: 11-08-19


Staff
Date: 11-18-19


Supervisor
Date: 11-20-19


Manager
Date: 12/9/19