



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SOSOSCO, JANILLE

EMPLOYEE NUMBER: BF-18470

DEPARTMENT: SUZUKI 5117

DATE: SEPTEMBER 10, 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. Sub- Associate not updated check sheet for terminal guide system type of PC for normal sub daily inspection from July 27-29, last **July 29, 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 6 DAYS 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

Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo
MDHII ONSITE COORDINATOR

Sososo, Janille A.

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>October 15-21, 2020</u>
DATE RETURNED TO WORK	<u>October 22, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<u>YES</u>
<u>[Signature]</u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
<u>KATHERINE O. CABRERA</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: Emily L. OSORIO

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: SOSOSCO, JANILLE

EMPLOYEE NUMBER: BF-18470

DEPARTMENT: SUZUKI 5117

DATE: SEPTEMBER 10, 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. Sub- Associate not updated check sheet for terminal guide system type of PC for normal sub daily inspection from July 27-29, last **July 29, 2020**, which subject you in **6 to 10 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:

ako si Janille A. Sososco na Andith dahil hindi ako
cheeksheet dahil humingi po ang kasama ko ng check sheet tapos
hindi sya nakahingi dahil wala pa daw ang check sheet
kaya na Andith po ako ^{napig} na Andith na po ako
chara po ako na bigyan ng check sheet.

NOTE: You may use an extra sheet as needed

Janille A. Sososco

Employee's Signature Over Printed Name/Date

Received by:
Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2007-1580

☐ FAS

☒ AGENCY

Please Specify: MDH II

Audited By: <u>Arifical</u>	Checked by: <u>K. Hernandez</u>	Noted By: <u>J. Reyes</u>
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Name: Janille Sasosco Process: Sub: Assembly Process
 Position: Associate Group/Shift: D1/A
 ID Number: _____ Date/ Time: July 29, 2020 / 08:15
 Batch No.: 305 No. of Offense: 1st offense
 Car Model/Line: Suzuki YOI / S113 Superior Name: M-Uruga

Non-compliance Reference/Document Control Number:

FALP-W1-PRO-SA-643

sub assembly by P.R. Cruz

Details of Audit Findings:

Not following SOP. Not updated check sheet for 0:04 terminal guide system type of PC for normal sub daily inspection from July 23-29, 2020

WRITTEN EXPLANATION

Ako po si Janille Sasosco na Audit na ngay July 27, 2020 dahil di po ako naka pull-up ng check sheet dahil di po ako naka hingi.

Na sumagod po pag wala na atong check sheet ay hiningi na Export of Junior staff para di makalimutan ang pag pull-up ng daily check sheet.

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).

Sasosco, Janille A. Employee Date: <u>07-30-20</u>	M-Uruga Jr Staff Date: <u>07/30/20</u>	J. Cruz Staff Date: <u>8-20-20</u>	S. Horwila Supervisor Date: <u>8-6-2020</u>	Y. Cortala Manager Date: <u>8-11-20</u>
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