

DISCIPLINARY ACTION MEMORANDUM

DATE : April 17, 2021 **CLIENT: FURUKAWA**

EMPLOYEE NAME : Banawa, Shereffa R. **EMPLOYEE NO.:** AEFL21123

DEPARTMENT : PD1/SEC 1 SUZUKI 5125 **SHIFT:** ~~A~~ B

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Add Even Manpower Resources and Solutions Employee Code of Conduct and Discipline Article.

IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

Details: 'Not following Visual Inspection Rule
Associate consistently comparing to master sample during appearance process.
Audited by I- ALERT (Mar 17, 2021)

VIOLATION COMMITTED:

It is clearly stated in Add Even Manpower Resources & Solutions 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 line with this, you are hereby given 3 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: CHIEF OF DIVISION ROSE
AEM COORDINATOR/SUPERVISOR

NOTED BY : Arlyn M. Alcaraz
AEM SUPERVISOR

Banawa, Shereffa R.
Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME:	Banawa Shereffa
EMPLOYEE NO.:	AEFL21123
NO. OF OFFENSE:	1st offense
SUSPENSION DATE:	May 17-19
RETURN DATE:	May 20, 2021
RETURN SHIFT:	A
SHIFT/SCHEDULE:	DS 1B
PD/ LINE:	5125
EMPLOYEE SIGNATURE	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>[Signature]</u>
MANAGER	<u>[Signature]</u>

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

To : **Banawa, Shereffa R.**
Position : **Production Associate**
ID Number : **AEFL21123**
Client Company : **FALP**
Date : **April 17, 2021**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Banawa,

It has been reported that you had committed the following violation/s against the Rules and Regulations of our client company to wit:
(Indicate exactly the infraction/s committed and under what offense in the Code of Discipline).

IV. PERFORMANCE/WORK/ATTITUDE

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Details: 'Not following Visual Inspection Rule
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In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available documents and records or evidences at hand.

For your information and strict compliance.

Served by:

CUEVAS, DIANA ROSE
Supervisor/Dept. Head




Received by:






BANAWA, SHEREFFA R.
Signature Over Printed Name

Date/ Time: April 20, 2021

FAS

AGENCY

 A. Garcia	 K. Hernandez	 J. Reyes
Audited By:	Checked by:	Noted By:

 Employee Date: <u>3/24/21</u>	 Jr Staff Date: <u>3/24/21</u>	 Staff Date: <u>3/24/21</u>	 Supervisor Date: <u>3/27/21</u>	 Manager Date: <u>3/24/2021</u>
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EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: SHERIFFA P. BANAWA

Company Assigned: PAC

Position: Production Associate

Date Hired: January 30, 2021

Date: March 17, 2021 ^{bsr} April 20, 2021

Date of Incident/Accident: March 17, 2021

Details of Explanation: (Use additional page if necessary)

Nung Time po na yung di po ako nakapag hanap ng Master sample
Nag katan lang po talaga na Marami po Harness at Hindi po
na po naisip gumamit ng Master sample, pero gumagamit
naman po ako, sorry po at hindi na po mauuut yung
ginawa ko po.

Details of Countermeasure: (Use additional page if necessary)

bagamit na po ako ng Master sample sa tuling mag
checked po ako ng Harness, ayusin at sustinod
na po ako sa policy ng company.

SHERIFFA P. BANAWA

Employee's Signature

Recommendation: