

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SUMILLANO, LORAINE

EMPLOYEE NUMBER: BF-10689

DEPARTMENT: SUZUKI YD1 5116

DATE: MARCH 09, 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 wire catcher during Bukumi process last January 07, 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 3rd 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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

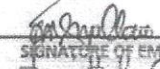
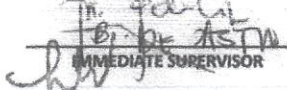

Michelle A. Fajardo

MDHII HEAD COORDINATOR

Employee's Signature Over Printed Name/Date

Received by:

Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	Aug. 5-7, 2020
DATE RETURNED TO WORK	Aug. 8, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
KATHERINA O. CABRERA CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date: kumin ito pagbalik after suspension bago mag 8am/pm.	

NOTICE TO EXPLAIN

EMPLOYEE NAME: SUMILLANO, LORAINE

EMPLOYEE NUMBER: BF-10689

DEPARTMENT: SUZUKI YD1 5116

DATE: MARCH 09, 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 wire catcher during Bukumi process last January 07, 2020 with subject you to 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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

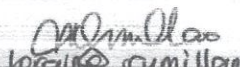

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Naisipat po ako ng 1-Alerf sa kadamitanang hindi sumagot sa SOP. Hindi ko na po kani namatayan na hindi ko na po nailagay sa catcher ang aking wire sa kadamitanang ako po ay delay. Hindi na po ito maiulat, i-check ko po muna kung ako magmamula.

NOTE: You may use an extra sheet as needed


Lorraine Sumillano

Employee's Signature Over Printed Name/Date

Received by:

 03/11/20

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: NDHII

Control No: FALP-1A-2002-0310

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
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Name: Sumilano, Lorraine
Position: Assistant
ID Number: PT-10457
Batch No.: 221
Car Model/Line: SUZUKI YDI / 516

Process: Bakura
Group/Shift: NS-A
Date/ Time: February 02, 2020 / 8:55
No. of Offense: 1st
Superior Name: R. Gamboa

Non-compliance Reference/Document Control Number:

FALP-CP-SCA-18103

Details of Audit Findings:

Not following SOP
Not using nine catcher during Bakura process

WRITTEN EXPLANATION

Ako po si Lorraine Sumilano na audit na hindi sumunod sa SOP sa aking pagmamadali hindi ko na po namalayan na hindi ko na po palat ho nailagay sa aking catcher sa kasamang po nagmamadali sa aking proses ito sa aking catcher kung ako nagmamadali sa

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>[Signature]</u> Employee Date: <u>02-05-2020</u>	<u>[Signature]</u> R. Gamboa Jr Staff Date: <u>02-05-2020</u>	<u>[Signature]</u> JOSPE A. CONSUMA Staff Date: <u>02-05-2020</u>	<u>[Signature]</u> Supervisor Date: <u>02-05-2020</u>	<u>[Signature]</u> Manager Date: <u>02-05-2020</u>
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