

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BROSO, JHONA

EMPLOYEE NUMBER: BF-10493

DEPARTMENT: SUZUKI YD1 INITIAL

DATE: AUGUST 4, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 did not conduct saving and barcode the next Kanban, last JUNE 3, 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 one 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:

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

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

  
Jhona Broso 08/05/20

Employee's Signature Over Printed Name/Date

Received by: ANGIE 1/50 NADA 08-05-20

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: BROSO, JHONA

EMPLOYEE NUMBER: BF-10493

DEPARTMENT: SUZUKI YD1 INITIAL

DATE: AUGUST 4, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 did not conduct saving and barcode the next Kanban, last JUNE 3, 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

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

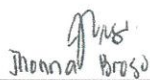
MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ang li ginawa broso hindi sumunod sa SOP. Sakadatingang ako pi ay nakalimot. In dapat ay maw-araw ginagawa. May kumausap po sa akin nun tas nalagay ko naling po -yang wires sa hanger na hindi ko na po na barcode yang kasunod.

Hindi na po mamulit pipilitin ko in pang gawin yang dapat sa akin process. Hindi na makakalimot t at sumunod sa SOP.

NOTE: You may use an extra sheet as needed

  
Jhona Broso

08-05-20

Employee's Signature Over Printed Name/Date

Received by:



08-05-20

Signature Over Printed Name/Date

# I-ALERT WRITTEN EXPLANATION

FAS

Control No: FAIP-1A-2005-1123

## AGENCY

Please Specify: NOH

<u>R.A. Montano</u> Audited By:	<u>K. Hernandez / J. Reyes</u> Checked by:	<u>G. Magadia</u> Noted By:
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n: Braso Thora Process: Manual Crimping  
 ber: Associate Group/Shift: NS/B  
 No.: DE 10493 Date/ Time: June 3, 2020 10:35  
 No.: 219 No. of Offense: 1st  
 del/Line: Swanki 401 initial Superior Name: N. Aguilera

Non-compliance Reference/Document Control Number:

FMP-WI-ENB-HC-009

## Details of Audit Findings:

Not following SOP  
Did not conduct saving and barcode the next kanban

## WRITTEN EXPLANATION

Ako po si Jhonna Braso, Hindi nakapag save at nakapag barcode,  
sa kadahilananag, ako po ay nakalimot. Pasangya na po hindi na mauulit.

## REMARKS/ EVALUATION

i-Alert written only

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Agency/FALP Written Only(based on handbook)

Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Jhonna Braso</u> Employee Date: <u>06-06-2020</u>	<u>N. Aguilera</u> Jr Staff Date: <u>06-06-2020</u>	<u>R. Montano</u> Staff Date: <u>06-06-2020</u>	<u>K. Hernandez</u> Supervisor Date: <u>06-06-2020</u>	<u>G. Magadia</u> Manager Date: <u>7-23-20</u>
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