

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MACARAIG, JEMARY

EMPLOYEE NUMBER: BF-13853

DEPARTMENT: HONDA 3126

DATE: OCTOBER 20, 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 multiple picking of parts last September 5, 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 WRITTEN WARNING 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: [Signature]
Angle T. Gomba
MDHII HR COORDINATOR

NOTED BY: [Signature]
Michelle A. Fajardo
MDHII On-Site Supervisor

JEMARY MACARAIG

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	N/A
DATE RETURNED TO WORK	N/A
SHIFT:	B
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SIGNATURE OF EMPLOYEE <u>[Signature]</u>	
APPROVED BY:	D. PEREZ
IMMEDIATE SUPERVISOR	
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: NOTE [Signature] 11-12-20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: MACARAIG, JEMARY

EMPLOYEE NUMBER: BF-13853

DEPARTMENT: HONDA 3126

DATE: OCTOBER 20, 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 multiple picking of parts last September 5, 2020, which subject you to **WRITTEN WARNING.**

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 On-Site Supervisor

EMPLOYEE'S EXPLANATION:

Pinagbabay ko po kumain ang r-cof na 19 at 29 dahil nagmamadali po ako kare delay na po.

CM Hindi ko na po pag sasabayin ang pag kuku-pasensiya na po

NOTE: You may use an extra sheet as needed

JEMARY MACARAIG

Employee's Signature Over Printed Name/Date

Received by: _____

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: _____

Control No: FALP-1A-2009-3301

<u>J. Lallo</u> J. Ceulica	<u>K. Hernandez</u> K. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Yemany Macarong
Position: Associate
ID Number: BF-12853
Batch No.: 304
Car Model/Line: Honda 304

Process: Assembly
Group/Shift: D5-B
Date/ Time: Sept 5, 2020 | 4:23
No. of Offense: 1st
Superior Name: P. Castillo

Non-compliance Reference/Document
Control Number: _____

Details of Audit Findings:

Not following Sap

conduct multiple picking of parts from 1-150, 1-151, 1-152 during work

WRITTEN EXPLANATION

Pinalagabayan ko po yung arcof na kunin sa parts box pero hindi naman po ako nagkakamali ng lagay kase po yung number 19 na arcof ay sobrang laki kesa sa number 29 na arcof pero mali pa din ako kase pinalagabayan ko! Parinay na po

Counter measure: Hindi ko na pag-sarabayin ang pag-luha ng arcof!

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>9-14-20</u>	<u>[Signature]</u> Jr Staff Date: <u>9/14</u>	<u>[Signature]</u> Staff Date: <u>9/14</u>	<u>[Signature]</u> Supervisor Date: <u>9/14/20</u>	<u>[Signature]</u> Manager Date: _____
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