

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: OLI, FRANCIA

EMPLOYEE NUMBER: BF-12609

DEPARTMENT: HONDA INITIAL

DATE: MARCH 9, 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: UN-AUTHORIZED PERSON DOING THRE PROCESS. Associate caught doing gomusen insertion without authorization badge last **February 7, 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:


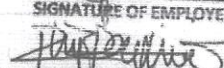


Angie T. Gomba

MDHII HR COORDINATOR

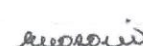
NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>August 5, 2020</u>
DATE RETURNED TO WORK	<u>August 6, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
	IMMEDIATE SUPERVISOR
	
	CLIENT MANAGER
Reminder: iwanan ang ID sa Coordinator bago ang suspension date a kunin lto pagbalik after suspension bago mag 8am/pm.	

Received by:


Emily I. Osorio 03-11-2020

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: OLI, FRANCIA

EMPLOYEE NUMBER: BF-12609

DEPARTMENT: HONDA INITIAL

DATE: MARCH 9, 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: UN-AUTHORIZED PERSON DOING THRE PROCESS. Associate caught doing gomusen insertion without authorization badge last **February 7, 2020** which subject you to **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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

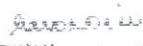
MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Ako po si Francia a. Oli ng Honda thra initial. Na-audit ng
I-alert dahil nag-process po ako na di certified. Tinatanggap
ko po ang disciplinary action na inyong pinataw sakin.

NOTE: You may use an extra sheet as needed


Employee's Signature Over Printed Name/Date


Received by: Emily L. Exonid 03-11-2020
Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☒ FAS

☒ AGENCY

Please Specify: MDH II

Control No: FALP-1A-2020-0511

Audited By: <u>M. Magadia</u>	Checked by: <u>Reyes R. Hernandez</u>	Noted By: <u>G. Magadia</u>
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Name: Ol. Francia
 Position: Associate
 ID Number: 24-12604
 Batch No.: 24
 Car Model/Line: Honda Initial

Process: Joint Exhaust Welding
 Group/Shift: BS/B
 Date/ Time: Feb 7 2020 / 04:15
 No. of Offense: 1st offense
 Superior Name: R. E. Salboni

Non-compliance Reference/Document
 Control Number:

HRCP - 2018-04-14
Memorandum for major non-compliance

Details of Audit Findings:

Un-authorized person doing the process
Doing exhaust welding without authorization badge

WRITTEN EXPLANATION

ako po si Ol. Francia ng Honda then initial na - audit dahil nag process po ako na hindi ako authorized. Iba po ay ang common insertion. Naghinintay po kami ako ng wire galing NSC. Kaya nagpwesto po muna ako sa gomisen kahit alam ko pong hindi ako authorized. Gusto ko lamang po kasing makatulong ang dami po kasing wire na lalagyan ng gomisen. Ipagpaumanhin ninyo ang negada kong pagkakamali. Asahan ninyong hindi na ito mauulit.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only (based on handbook)

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

<u>[Signature]</u> Employee Date: <u>02/22/20</u>	<u>[Signature]</u> Jr Staff Date: <u>02/22/20</u>	<u>[Signature]</u> Staff Date: <u>02/22/20</u>	<u>[Signature]</u> Supervisor Date: <u>02/24/2020</u>	<u>[Signature]</u> Manager Date: <u>2/24</u>
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