



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: LINA, LESTER JEROME

EMPLOYEE NUMBER: BF-18130

DEPARTMENT: INITIAL GC7

DATE: SEPTEMBER 10, 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 conduct advance input on data of wire length even he did not measured actual length of shikakari, last **August 11, 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 2 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:

Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>October 2-3, 2020</u>
DATE RETURNED TO WORK	<u>October 5, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<u>YES</u>
<u>Lina</u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
<u>[Signature]</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Lester Jerome M. Ling

Employee's Signature Over Printed Name/Date

Received by:

Emily L. Osorio

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: LINA, LESTER JEROME

EMPLOYEE NUMBER: BF-18130

DEPARTMENT: INITIAL GC7

DATE: SEPTEMBER 10, 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 conduct advance input on data of wire length even he did not measured actual length of shikakari, last **August 11, 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: leonor

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Pajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

✓ nakalimutan ko po maglabas muna ng wire bago po maglagay  
ng wire length

NOTE: You may use an extra sheet as needed

✓ Lester Jerome M. Lina

Employee's Signature Over Printed Name/Date

Received by: leonor  
EMILY L. OSORIO

Signature Over Printed Name/Date

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDHII

Name: Lester Jerome King  
 Position: Associate  
 ID Number: BF 18130  
 Batch No.: 302  
 Car Model/Line: Subaru GC7/initial

Process: Auto crimping  
 Group/Shift: NS/A  
 Date/ Time: August 11, 2020/9:25  
 No. of Offense: 1st Offense  
 Superior Name: B. Polliz

Control No: FALP 1A-2008-1721

<u>Salmunin</u> M. murillo	<u>R. Hernandez</u> R. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Non-compliance Reference/Document Control Number:

FALP-W 1-ENL-CC-008

## Details of Audit Findings:

Not following SOP. Associate conduct advance input on data of wire length even she did not measure actual length of crimping.

## WRITTEN EXPLANATION

Nakalimutan ko magsukat bago maglagay ng sukat

## REMARKS/ EVALUATION

☐ i-Alert written only

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

☐ Agency/FALP Written Only(based on handbook)

<u>Symkinal</u> Employee Date: <u>08/14/20</u>	<u>[Signature]</u> Jr Staff Date: <u>08/14/20</u>	<u>[Signature]</u> Staff Date: <u>08/18/20</u>	<u>[Signature]</u> Supervisor Date: <u>08/28/2020</u>	<u>[Signature]</u> Manager Date: <u>7-2-2020</u>
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