

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TROPA, CRISTINA CASSANDRA

EMPLOYEE NUMBER: BF-12228

DEPARTMENT: SUBARU 7105 B

DATE: SEPTEMBER 01, 2019

### 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:** Associate not following **SOP** when encountered excess part, directly give the excess **SLIT VO** to parts distributor, last **July 04, 2019**.

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:

  
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

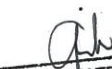

NOTED BY:

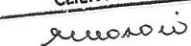
  
Ms. Chady Dosono

MDHII BRANCH MANAGER

  
Tropa Cristina Cassandra

Employee's Signature Over Printed Name/Date

APPROVAL FORM	
NOTED BY:	DATE OF APPLICATION
 IMMEDIATE SUPERVISOR	
APPROVED BY:	
 CLIENT'S MANAGER	

Received by:   
EMILIE L. OSORIO 09-14-19

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: TROPA, CRISTINA CASSANDRA**

**EMPLOYEE NUMBER: BF-12228**

**DEPARTMENT: SUBARU 7105**

**DATE: SEPTEMBER 01, 2019**

**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:** Associate not following **SOP** when encountered excess part, directly give the excess **SLIT VO** to parts distributor, last **July 04, 2019**, which subject you in **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:** 

**Emily L. Osorio**

**MDHII EMPLOYEE RELATION OFFICER**

**NOTED BY:** 

**Ms. Chady Dosono**

**MDHII BRANCH MANAGER**

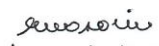
**EMPLOYEE'S EXPLANATION:**

ako po si kristina cassandra ng subaru 7105 during process ko po. tapos ko na po yung portion ko etape nag lagay po ulit ng slit vo ang parts sa board ko. kinuha ko po iyon at binalik ko sa parts distributor. ang pagkakamali ko po dun hindi ko po binigay sa Jr staff namin dahil po sa pagmamadali ko po para hindi po ako madelay sa ginagawa ko.

**NOTE: You may use an extra sheet as needed**

 Kristina Cassandra Tropa

**Employee's Signature Over Printed Name/Date**

**Received by:**  EMILY L. OSORIO 09-14-19

**Signature Over Printed Name/Date**



## ! ALERT WRITTEN EXPLANATION

☐ **FAS**

Control No: FAUP-1A-1907-452

☐ AGENCY

Please Specify: Maxim

Name: Trapa Krishna Cassandra

Position: Associate

ID Number: BF-1228

Batch No.: 240

Car Model/Line: Subaru 7105

Process: assembly

Group/Shift: N/S A

Date/ Time: 16/11/2019 / 9:45 PM

No. of Offense: 1

Superior Name: G. Mindanao

Audit Findings: Not following STOP-Call-Wait when encountered excess parts

Details: associate directly give the excess SLT to parts distributor

### WRITTEN EXPLANATION


Ako po si Kristina Cassandra (Tropa) ng 7105 na na-audit ng  
Alert sa kadahilanan na nag-~~test~~ po ako ng excess parts sa  
parts distributor. Habang inaccess ko yung portion ko hindi napansin  
na parts na nalagayan na nyo yung board ng slit na huming  
nakita kong may vo sa board kinuha ko ito at ibinalik  
sa kanila at hindi ko ito sinabi sa jr staff na may  
excess parts sa board






Humingi po ako ng pakiusap at hindi na ito magulit.

## Remarks/ Evaluation:

Written

→ Next time we will issue penalty for this one.

STOP - CALL - WAIT 

 Signature of Employee Date: <u>7-19-19</u>	 Jr Staff Date: <u>7-19-19</u>	 Staff Date: _____	 Supervisor Date: <u>8/1/19</u>	 Manager Date: <u>8/14</u>
--	---	---	---	---