

Branch Office: Unit 2, Romanellie Commercial Oldg., San Pernando, Malver, Helunget Cellphone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE

: October 17, 2019

CLIENT: FURUKAWA

EMPLOYEE NAME

: Macasaet, Mark Louie

EMPLOYEE NO.: AEFL19170

DEPARTMENT

: PD5/HONDA TKRA / GA

SHIFT: A

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Add Even Manpower Resources and Solutions Employee Code of Conduct and Discipline Article.

IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

Details: NON-Compliance or failure to follow the standard procedure in inspecting the product.

- Inspector did not compare Actual harness to Master Sample
- Inspector did not double check the product details VS. Polycard after packing.
- -Audited by I-alert

VIOLATION COMMITTED:

It is clearly stated in Add Even Manpower Resources & Solutions 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 line with this, you are hereby given <u>two (2) days suspension</u> 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:

AEM COORDINATOR/SUPERVISOR

NOTED BY

îvîay@warjorje`S. Tabunan

AEM ASSISTANT GENERAL MANAGER

Macasaet, Mark Louie

Employee's Signature over Printed Name/Date

COMMENTS/ ASSESSMENT

No. of Offense:

151 Offense:

151 Offense:

151 Offense:

151 Offense:

152 Offense:

153 Offense:

154 Offense:

155 O

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Serving numbers
with retegrity.

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas Cellphone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

To . Macasaet, Mark Louie

Position : Production Associate

ID Number : AEFL19170

Client Company : FALP

Date : October 17, 2019

Re : **NOTICE TO EXPLAIN**

Dear Mr. Macasaet

It has been reported that you had committed the following violation/s against the Rules and Regulations of our client company to wit:

(Indicate exactly the infraction/s committed and under what offense in the Code of Discipline).

IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two-year period.

Details: NON-Compliance or failure to follow the standard procedure in inspecting the product.

- Inspector did not compare Actual harness to Master Sample
- Inspector did not double check the product details VS. Polycard after packing.
- -Audited by I-alert

In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available documents and records or evidences at hand.

For your information and strict compliance.

Supervisor/Dept. Head

Received by:

MRL LOUIS TOWNSHIP

Signature Over Printed Name

Date/ Time: Othology 17- Voug

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