

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MANOCHON, LADY LYN

EMPLOYEE NUMBER: BF-17517

DEPARTMENT: HONDA 3130

DATE: MARCH 02, 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: COMPLIANCE AUDIT. Associate not following **STOP, CALL, WAIT**, caught doing minor repair (using clamp to check foreign material in connector to clamp tail pointed end inserted inside connector) at sub assy process, last **February 22, 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	July 30, 2020
DATE RETURNED TO WORK:	July 31, 2020
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
APPROVED BY:	<u>change to: July 28, 2020</u> <u>Suspension</u> <u>return July 29, 2020</u> <u>Signature of Employee</u>
	<u>IMMEDIATE SUPERVISOR</u>
	<u>CLIENT'S MANAGER</u>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

NOTICE TO EXPLAIN

EMPLOYEE NAME: MANOCHON, LADY LYN

EMPLOYEE NUMBER: BF-17517

DEPARTMENT: HONDA 3130

DATE: MARCH 02, 2020

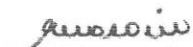
SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

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: COMPLIANCE AUDIT. Associate not following **STOP, CALL, WAIT**, caught doing minor repair (using clamp to check foreign material in connector to clamp tail pointed end inserted inside connector) at sub assy process, last **February 22, 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.

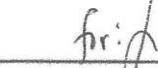
PREPARED BY:



Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:



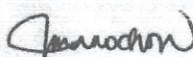
Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

ako po si ladylyn Manochon, ng sub key line ako ay na audit ng na may hawak ng brand tail. Ngunit wala po akong intention na gumawa ng anumang kahit anong anomalya nung araw na'yon dahil ginamit ko lang po yun bitang ipang takip sa isang cavity ng connector na hawak kung bakit ayaw mag-insert ng wire na kailangan kong insert. Nagkamali po ako kasi nakalimutan kong mag stop, call and wait. At hindi na muling naaunlit, nag-sabi na po ako sa lider namin kung may abnormality akong nakita.

NOTE: You may use an extra sheet as needed

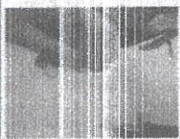


Manochon, Ladylyn 02/02/2020Received by: 
EMILY L. OSORIO

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
(DS - Gold Adriano)

Date: February 22, 2020

Item	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
13	02/22 DS	Honda line 3130 1754			Not following stop-call-wait caught associate doing minor repair (using clamp to check foreign material in connector clamp tail pointed end inserted inside connector) at sub assy process	NG	Immediately call the attention of junior staff and staff and advised to check wrong doing of associate	SOP	Manochon Ladyllyn-Maxim 	Lorena Figurasin	Honda	Sir Jhe	For Monitoring