

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ENRIQUEZ, JESSIE

EMPLOYEE NUMBER: BF-19891

DEPARTMENT: HONDA TKRA 3129

DATE: NOVEMBER 15, 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 REPAIR/HIDDEN REPAIR. Associate conduct repairing of no good taping when encountered during dimension process, last **September 19, 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 1 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.

REPAIRED BY: Emily L. Osorio
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: Ms. Michelle F. Fajardo
Ms. Michelle F. Fajardo
MDHII ONSITE SUPERVISOR

| RECOMMENDATION | |
|---|---|
| DATE OF SUSPENSION: | <u>Dec. 9, 2020</u> |
| DATE RETURNED TO WORK | <u>Dec. 10, 2020</u> |
| SHIFT: | <u>A</u> |
| NEED FOR REFRESHER: | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| SIGNATURE OF EMPLOYEE <u>[Signature]</u> | |
| APPROVED BY: | <u>[Signature]</u> O. PEREZ 11/24 |
| IMMEDIATE SUPERVISOR | |
| CLIENT'S MANAGER | |
| Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm: | |

Jessie L. Enriquez 11/20/20

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: ENRIQUEZ, JESSIE

EMPLOYEE NUMBER: BF-19891

DEPARTMENT: HONDA TKRA 3129

DATE: NOVEMBER 15, 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 REPAIR/HIDDEN REPAIR. Associate conduct repairing of no good tapping when encountered during dimension process, last **September 19, 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. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po ay si Enriquez Jessie ay nakita ng 1-Alert ^{noon Sept 19, 2020} na nag-aayos ng tape. Nagawa ko po yon dahil hindi ko po masukat ng ayos ang RCOT dahil banat po ang pagkakatape nito. Mangangako po ako na sa susunod na makaencounter po ako ng ganun ay tatawag na po ako sa expert o junior staff at hindi ko na po ulit gagawin ang ginawa kung pag-repair.

NOTE: You may use an extra sheet as needed

Jessie Enriquez, 11/20/20

Employee's Signature Over Printed Name/Date

Received by:

Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDH

Control No: FAP-IA-2009-3666

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| <u>M. A. Mendoza</u> Audited By: | <u>K. Hernandez</u> Checked by: | <u>J. Reyes</u> Noted By: |
|-------------------------------------|------------------------------------|------------------------------|

Name: Enriquez, Jessie
Position: Associate
ID Number: AF-19891
Batch No.: 315
Car Model/Line: Honda TRX 3129

Process: Dimension
Group/Shift: DS-A
Date/Time: Sep 19 20:20/08:50
No. of Offense: 1st OFFENSE
Superior Name: J. De. Guzman

Non-compliance Reference/Document
Control Number:

FAP-W-PCO-1P-044

Details of Audit Findings: Un-Authorized Repair/Hidden Repair

Associate conduct repairing of no good taping encountered during dimension process.

WRITTEN EXPLANATION

AKO PO AY NAKITANG NAG-AYOS NG TAPE NG RCOT, NAGAWA KO PO
YUN SA KADAHILANAN HINDI PO MAAPOS ANG PAGKAKATAPE NG B-TYPE SA RCOT
AT NAGMUKHA NA PO ITONG A-TYPE. HINDI KO PO MASUKAT NG AYOS ANG NAGA-
BING SEQUENCE KAYA SINULUKAN KO PO ITONG UNATIN/AYUSIN ANG RCOT SA
PAGBABALASAKALING MAAPOS ANG PAGKAKATAPE AT MASUKAT KO PO ANG NAGABING
SEQUENCE, SA CUSUNOD PO NAMAKAKALUKUTER PA AKO NG GAWIN AY ITAPAWAG
KO NA PO SA LEADER.

REMARKS/ EVALUATION

☐ i-Alert written only ☐ Agency/FALP Written Only (based on handbook)
☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

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|--|--|--|---|-------------------------------------|
| <u>Jessie</u> Employee Date: <u>10-05-20</u> | <u>Jessie</u> Jr Staff Date: <u>10-05-20</u> | <u>J. De. Guzman</u> Staff Date: <u>10/13/20</u> | <u>D. Pox</u> Supervisor Date: <u>10/14</u> | <u></u> Manager Date: <u></u> |
|--|--|--|---|-------------------------------------|