

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SOLOMON, RAQUEL

EMPLOYEE NUMBER: BF-14989

DEPARTMENT: HONDA TKRA 3129

DATE: NOVEMBER 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd OFFENSE)

RECOMMENDATION:

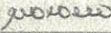
This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**


VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate used other's associate name on Sub PC at sub assy process, last September 26, 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.

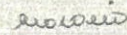
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

REPAIRED BY: 
Emily L. Osorio
MDHII HR COORDINATOR


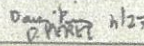

NOTED BY: 
Ms. Michelle F. Fajardo
MDHII ONSITE SUPERVISOR


RAQUEL SOLOMON

Employee's Signature Over Printed Name/Date

Received by: 
EMILY L. OSORIO

Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	Dec. 9, 2020
DATE RETURNED TO WORK:	Dec. 10, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
 SIGNATURE OF EMPLOYEE	
APPROVED BY:	 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.	

NOTICE TO EXPLAIN

EMPLOYEE NAME: SOLOMON, RAQUEL

EMPLOYEE NUMBER: BF-14989

DEPARTMENT: HONDA TKRA 3129

DATE: NOVEMBER 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 used other's associate name on Sub PC at sub assy process, last September 26, 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: emil osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: fr. fj

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

✓ Ako po si Solomon, Raquel na audit ng 1 alert noong Sept. 8 2020 sa paggamit ng ibang pangalan sa sub-pc sa kadahilanan hindi ko po alam na may nag-support sa p.c ko ng umalok ako at nagpunta sa ce. Ako po ay nangangalakang hindi na ito mauulit i-check ko na po ang p.c ko bago ko ito gamitin lalo na po lumang umalok sa line.

NOTE: You may use an extra sheet as needed

RAQUEL SOLOMON

Employee's Signature Over Printed Name/Date

emil osorio
Received by: Emily L. OSORIO

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-PA-2009-3822

☒ AGENCY

Please Specify: MD#11

<i>J. Hernandez</i> M. Hernandez	<i>K. Hernandez</i> K. Hernandez	<i>J. Reyes</i> J. Reyes
Audited By:	Checked by:	Noted By:

Name: *Roguel Solomon*

Process: *Sub-Assembly Process*

Position: *Associate*

Group/Shift: *DS/A*

ID Number: *BF140129*

Date/Time: *September 25, 2020 / 11:15*

Non-compliance Reference/Document
Control Number:

Batch No.: *201*

No. of Offense: *1st offense*

Car Model/Line: *Honda TKRA 6129*

Superior Name: *J. De Guzman*

Details of Audit Findings:

Not following SOP Associate used other's associate name on Sub PC at sub assy process.

WRITTEN EXPLANATION

Nag-ce po kasi ako hindi ko po alam na mag-sub po ung support na sub-assy / Lay-out mag-lahing ko po sa line hindi ko po napansin na iba na ung pangalan sa sub pc kaya di ko po mapalitan.

Counter-measure

I checked po muna ung sub pc kaya mag-sub lala na po at mapalitan sa line.

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).

<i>Roguel Solomon</i> Employee Date: <i>10-5-20</i>	<i>J. De Guzman</i> Jr Staff Date: <i>10-6-20</i>	<i>J. De Guzman</i> Staff Date: <i>10/13/20</i>	<i>O. Perez</i> Supervisor Date: <i>10/14/20</i>	<i>J. Reyes</i> Manager Date: _____
---	---	---	--	---