



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GONZALES, ROLAND

EMPLOYEE NUMBER: BF-13908

DEPARTMENT: SUZUKI 5116

DATE: JUNE 18, 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: NOT FOLLOWING SOP. Associate not reffering on sub PC and did not update product name during sub assy process, last **March 12, 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 **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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	N/A
DATE RETURNED TO WORK	A
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
<i>[Signature]</i>	
APPROVED BY:	<i>[Signature]</i>
IMMEDIATE SUPERVISOR	
KATHERINE O. CABRERA	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

GONZALES ROLAND J. 23-06-20

Employee's Signature Over Printed Name/Date

Received by: *Emily L. Osorio* 06-23-2020

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: GONZALES, ROLAND

EMPLOYEE NUMBER: BF-13908

DEPARTMENT: SUZUKI 5116

DATE: JUNE 18, 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: NOT FOLLOWING SOP. Associate not referring on sub PC and did not update product name during sub assy process, last **March 12, 2020**, 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Absent po kasi nun ang akaportion sa sub-pc na gona kayn ako po ang pinapawasta e nakalimutan ko po palitan ng product vng sub-pc kayn po ako nahuli ng i-absent.

NOTE: You may use an extra sheet as needed

GONZALES ROLAND J. 23-06-20

Employee's Signature Over Printed Name/Date

Received by: EMIE L. OSORIO

Signature Over Printed Name/Date

ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: NOH II

Name: Gonzales, Roland
 Position: Associate
 ID Number: BF-13908
 Batch No.: 254
 Car Model/Line: Suzuki / 5116

Process: Sub Assembly Process
 Group/Shift: DS/A
 Date/ Time: March 12, 2020 / 06:20
 No. of Offense: 1st offense
 Superior Name: R. Indur

Control No: FALP-IP-2003-00244

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
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Non-compliance reference document cont number:

FALP-WI-PRO-SA-043

Details of Audit Findings:

Not following SOP: Not referring on sub-pc and did not update product name during sub-assy process. OK: 30650-TAKAO DL: 30650-TAKAO

WRITTEN EXPLANATION

Absent po Kasi nun ang naka portion sa sub-pc na yun kaya ako po ang pinapuwesta e nasa naka-limutan ko pang portion ng pangyayari ko na sub-pc kaya po ako nagaudit ng araw na yun

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.

<u>[Signature]</u> Employee Date: <u>06-06-2020</u>	<u>[Signature]</u> Jr Staff Date: <u>6-8-2020</u>	<u>[Signature]</u> Staff Date: <u>06-08-2020</u>	<u>[Signature]</u> Supervisor Date: <u>6-9-2020</u>	<u>[Signature]</u> Manager Date: <u>06-11-2020</u>
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