

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: REYES, KAREN

EMPLOYEE NUMBER: BF-16381

DEPARTMENT: SUZUKI Y2R 5127

DATE: OCTOBER 20, 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 did not use reference jig for end taping application last September 02, 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:

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	N/A
DATE RETURNED TO WORK	A
SHIFT:	A
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input checked="" type="checkbox"/>
APPROVED BY:	<div>SIGNATURE OF EMPLOYEE <u>M. Fajardo</u> IMMEDIATE SUPERVISOR <div>CLIENT'S MANAGER</div></div>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

KAREN H. REYES

Employee's Signature Over Printed Name/Date

Received by:

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: REYES, KAREN

EMPLOYEE NUMBER: BF-16381

DEPARTMENT: SUZUKI Y2R 5127

DATE: OCTOBER 20, 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 did not use reference jig for end taping application last September 02, 2020, which subject you to **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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII On-Site Supervisor

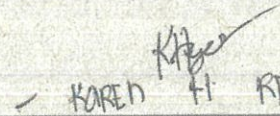
EMPLOYEE'S EXPLANATION:

Ako po si Karen H. Reyes na audit ng i-alert last September 02, 2020 sa kadahilananang hindi paggamit ng reference jig dahil sa pagmamadali, dahil po ako ay delay na.

ako po ay nangangako na hindi na ito mauulit at susundin ko na po at gagamitin ang lahat ng reference jig sa board.

Gagamitin ko na pangmamadali ang lahat ng reference jig sa board.

NOTE: You may use an extra sheet as needed


KAREN H. REYES

Received by: _____

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date


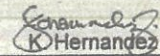

I-ALERT WRITTEN EXPLANATION

Control No: FAIR-1A.0009.21916

☐ FAS

☒ AGENCY

Please Specify: NDHII

 Audited By:	 Checked by:	 Noted By:
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Name: Reyes, Karen
Position: associate
ID Number: BF 16381
Batch No.: 274
Car Model/Line: CU2UK1-12R/5127

Process: assembly process
Group/Shift: DS/B
Date/Time: September 21, 2020 11:30
No. of Offense: 1st offense
Superior Name: P. Sanchez

Non-compliance Reference/Document
Control Number:

Falp. WI-PRO-AP-161

assembly process

Details of Audit Findings: not following SOP - associate did not use reference jig for end taping application.

WRITTEN EXPLANATION

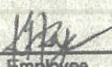
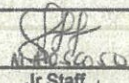
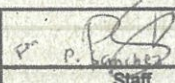
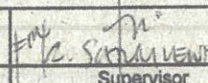
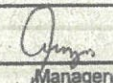
ako po ay humihingi ng paumanhin dahil po ako ay inyong naaudit nang nakaraang araw, dahil sa hindi paggamit ng reference jig habang nag-aassy. Nangyari po iyon dahil natapat ko lamang po ang pangpukulan ng tape sa jig pero hindi ko na po natatapos ang reference jig ng end tape. Hindi na po ito mauulit

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).

 Employee Date: <u>9/24/20</u>	 Jr Staff Date: <u>9/24/20</u>	 Staff Date: <u>9/24/20</u>	 Supervisor Date: <u>9/27/20</u>	 Manager Date: <u>9/27/20</u>
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