

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: TANIO, ANTONETTE

EMPLOYEE NUMBER: BF-13429

DEPARTMENT: MAZDA 1102

DATE: DECEMBER 27, 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 multiple picking of parts in assy process, last October 15, 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

MDHII HR COORDINATOR

NOTED BY:

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	NI
DATE RETURNED TO WORK	1/4
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago a-ig suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

TANIO ANTONETTE D. 01-06-21

Employee's Signature Over Printed Name/Date

Received by: EMILY L. OSORIO 01-06-21

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: TANIO, ANTONETTE

EMPLOYEE NUMBER: BF-13429

DEPARTMENT: MAZDA 1102

DATE: DECEMBER 27, 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 multiple picking of parts in assy process, last October 15, 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: Revised

Emily L. Osorio

MOHI HR COORDINATOR

NOTED BY: Wan

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

OKO	PO	SI	CANTONETTE	TAINO,	NOUDDIT	HOONG	OCTOBER 25,	2020,	DCHN	JA
MAKING	POKUHIA	NG	PARTS	C	REDDIMS	NL	POKUHIA	NG	PARTS - KAOI	OKO
ON	DELAY	NOON	ON	NOHH/PTON	POHU	KUMUKET	VA - NA	NG	PARTS.	
ANDI	NG	PO	MAHULIT	OKO	OKING	AUDIT,	SUSUNOD	NG	PO	OKO
TSAPENG	PROCESO	NG	POKUHIA	NG	PARTIS.	VALOMAT	PO.			

NOTE: You may use an extra sheet as needed

✓ Tommy + Antoinette D. 01-06-21

Received by: EMILIO L. BORIO 01-02-2025

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date


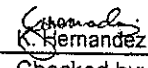
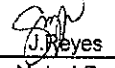
I-ALERT WRITTEN EXPLANATION

FAS

Control No: FALP-13-2010-4394

AGENCY

Please Specify: MDH

 Audited By:	 Checked by:	 Noted By:
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Name: Tinid, Antonette Process: Assembly
Position: Associate Group/Shift: DS-A
ID Number: BF-13420 Date/Time: 09-15-2020 / 7:59
Batch No.: 251 No. of Offense: 1st
Car Model/Line: Nazca J12 / 1102 Superior Name: B. Maramba

Non-compliance Reference/Document
Control Number:

FALP-GL-RPD-GR-092

Details of Audit Findings: Multiple Picking of Part in assy process

RCOT10-FALP L=200 and RCOT12-FALP L=110

WRITTEN EXPLANATION



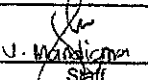
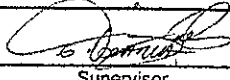
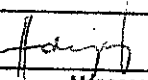
Ako na ay nag-aaudit dahil maraming pagkakataon ng hindi tamang paggana ng mga part at paglago ng mga ito sa maling lokasyon ng mga paggana. Sa pagkasing kumita ang dating RCOT at paglago ng mga ito sa mga paggana na sa maling pagkakataon sa maling paggana. Ang mga paggana ay hindi na sa maling paggana. Ang mga paggana ay hindi na sa maling paggana.

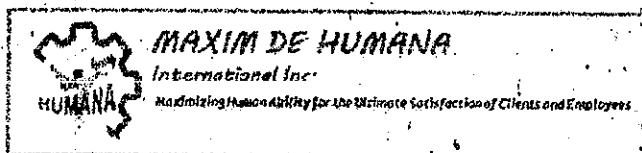
REMARKS/ EVALUATION

☐ 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: _____	 B. MARAMBA Jr Staff Date: <u>10-24-20</u>	 J. Maramba Staff Date: <u>10-23-2020</u>	 Supervisor Date: <u>10/24/2020</u>	 Manager Date: <u>10/24/20</u>
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NOTICE OF DECISION

Date : January 04, 2021
To : Tania, Antonette
(Name of the employee who needs to write the explanation)
Thru : Rochelle Bidevilbas
(Write the name and position of the superior of the employee being investigated)
From : MAXIM DE HUMANA INT. INC.
(ideally, from HR Head, or head of the investigating committee)

RE : **NOTICE OF DECISION**

Relative to the notice to explain memo issued to you on
January 04, 2021
at 11:00 AM regarding NOT FOLLOWING SOP

Per our company code of conduct and Discipline this falls under Article NO-VIII Section NO-VII ^{OFFENSES AGAINST} Attendance and Punctuality
With the corresponding disciplinary action of written warning

We received your written explanation on January 5, 2021 and we also invited you for administrative meeting held on Admin Mtg Room to which you have given another opportunity to explain your side.

In this regard, please be advised that based on the facts and evidences at hand, we concluded that you committed the infractions as stated on the notice to explain issued to you. You are further advised of this Memorandum

A similar infraction in the future shall be dealt with heavier sanction, per our code of conduct and Discipline
N/A from state date to end date N/A effective effectivity date
January 5, 2021

Please be guided accordingly.

Below
EMILY I. ROSARIO
Coordinator Name/Position Title/Signature

Noted by: for: Florentina Tanangco
Human Resource Manager

CC: 201 File