

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GONZALES, LEA LYN

EMPLOYEE NUMBER: BF-37222

DEPARTMENT: HONDA TKRA 3130

DATE: NOVEMBER 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3rd 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 no good condition of master sample but still marked as good on check sheet, last **September 25, 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.

PREPARED BY: [Signature]  
Emily L. Osorio  
MDHII HR COORDINATOR

NOTED BY: [Signature]  
Ms. Michelle F. Fajardo  
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Dec. 15, 2020</u>
DATE RETURNED TO WORK:	<u>Dec. 16, 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> D. PEREZ
	IMMEDIATE SUPERVISOR
	CLIENT'S MANAGER
man ang ID sa Coordinator bago ang suspension date at min ito pagbalik after suspension bago mag 8am/pm.	

[Signature]  
LEA LYN GONZALES / 12-02-20

Employee's Signature Over Printed Name/Date

Received by: [Signature]  
EMILY L. OSORIO

Signature Over Printed Name/Date



## NOTICE TO EXPLAIN

EMPLOYEE NAME: GONZALES, LEA LYN

EMPLOYEE NUMBER: BF-37222

DEPARTMENT: HONDA TKRA 3130

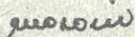
DATE: NOVEMBER 15, 2020

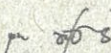
**SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3<sup>rd</sup> OFFENSE)**

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 no good condition of master sample but still marked as good on check sheet, last September 25, 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

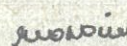
NOTED BY:   
Ms. Michelle F. Fajardo  
MDHII ONSITE SUPERVISOR

**EMPLOYEE'S EXPLANATION:**

AKO PO SI LEA LYN SA GONZALES NA NAGUNIT NG EYE NG I-ALERT SA KADAHILANG MALI PO  
ANG JUDGEMENT KO SA CHECKSHEET BAYE SA ACTUAL NA MASTER SAMPLE SA GINAGAMIT NAGUNIT HINDI KO MAN PO  
NAGPANSIN DATA NAGUNIT NG PAGNANANALISA TERO MAN KO POOL NG NA YUNG MASTER SAMPLE AY YUN.

**NOTE: You may use an extra sheet as needed**

 LEA LYN GONZALES / 12-02-20  
Employee's Signature Over Printed Name/Date

Received by:  EMILY L. OSORIO  
Signature Over Printed Name/Date



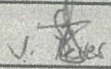
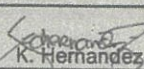
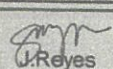
# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-2009-3787

☒ AGENCY

Please Specify: MDHII

		
Audited By:	Checked by:	Noted By:

Name: Gonzales, Lea Lyn  
 Position: Associate  
 ID Number: BF-37222  
 Batch No.: 316  
 Car Model/Line: Honda TKRA/3130

Process: Appearance Inspection  
 Group/Shift: DA  
 Date/ Time: September 25, 2020 / 08:45  
 No. of Offense: 1st offense  
 Superior Name: R. Mendoza

Non-compliance Reference/Document  
 Control Number:

Details of Audit Findings:  
on check sheet.

No good condition of master sample but still marked as good

## WRITTEN EXPLANATION

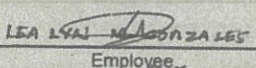
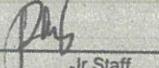
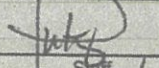
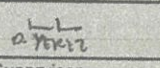
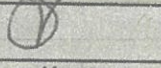
AKO PO SI LEA LYN GONZALES, NA NA-AUDIT JA KADAHILANANG MALI PO ANG JUDGEMENT KO SA CHECKSHEET BASE SA NALABENG MASTER SAMPLE. HINDI KO NA PO KASI NADOBLE CHECK YUNG NILACAY KO SA CHECKSHEET PERO ALAM KO NAMAN PO NA NO GOOD NA YUNG MASTER SAMPLE SIGURO DAKIL NADIN PO SA PAGMAMA-DAY KO KASI NUNG TIME PO NA YUN PUND PO ANG HANGER NA FOR APPEARANCE.

## 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>10-05-20</u>	Jr Staff Date: <u>10-05-20</u>	Staff Date: <u>10/5/20</u>	Supervisor Date: <u>10/5</u>	Manager Date: <u></u>