

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: JAVIER, JIMUEL

EMPLOYEE NUMBER: BF-18118

DEPARTMENT: SUZUKI OLD INITIAL

DATE: OCTOBER 20, 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 did not conduct barcoding of Kanban affected double clamp only quality check not was barcoded last **September 09, 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 six days 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.

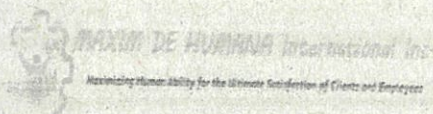
PREPARED BY: [Signature]
Angle T. Gomba
MDHII HR COORDINATOR

NOTED BY: [Signature]
Michelle A. Fajardo
MDHII On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	<u>December 7-12, 2020</u>
DATE RETURNED TO WORK	<u>December 19, 2020</u>
SHIFT:	<u>10</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	<u>[Signature]</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
	<u>[Signature]</u> CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

[Signature]
JAVIER JIMUEL S
Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 11/15/20
Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: JAVIER, JIMUEL

EMPLOYEE NUMBER: BF-18118

DEPARTMENT: SUZUKI OLD INITIAL

DATE: OCTOBER 20, 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 did not conduct barcoding of Kanban affected double clamp only quality check not was barcoded last **September 09, 2020**, which subject you **6 to 10 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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

MDHII On-Site Supervisor

EMPLOYEE'S EXPLANATION:

AND PO SI JIMUEL S. JAVIER NAAUDIT SA KADAHILANANG HINDI ARD SUMUNOD
SA STANDARD. SOBRANG DAMI PO BASING AND KANBAN NOON TAPAS DALAWA
LANG PO KAMI OPERATOR KAYA DIKO NAPO BINARCODE (GAG) YUNG MINAMANDAL
KO PERO SINIGURADO KO NAMAN PO MUNA NA TAPAS ANG LAHAT NG
GAGAPUTIN KUNG PAIS UPANG MAIWASAN ANG MGA DEFECT

NOTE: You may use an extra sheet as needed

AGENCY

Please specify: MDHII

Control No: FALP-14-2020-3221

<u>R.A. Monjares</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
-------------------------------------	------------------------------------	------------------------------

Name: Javier, Imuel
Position: Associate
ID Number: EF-12118
Batch No.: 302
Car Model/Line: Suzuki Old/Initial

Process: Manual Climbing
Group/Shift: DS-E
Date/ Time: Sat. 9.2020 / 10:13
No. of Offense: 14
Superior Name: T. Sumiento

Non-compliance Reference/Document
Control Number:

FALP-WI-ENG-MC-004

Details of Audit Findings:

Associate did not conduct bandaging of Kamban - 6 Kamban affected - chibokump only quality check not was conducted.

WRITTEN EXPLANATION

ALO PO SI JIMUEL S. JAVIER AY NA AUDIT SA KADAHILANANG HINDI
PO AKO SUMIUNOD SA SOP GUSTO KO NAPO KASING MATAPOS KAGAO ANG
AKING WORK LOAD UPANG MAKAPAG SUPT NAPO AKO SA KADILANG MACHINE
DAWA LAHA PO KASING MANUAL KAMI NODNA ARAW NA IKON AT NAKA
RAMI PA PONG OLD KANBAN SINIGURADO KO NAMAN PO MUNA NA TAMA ANG
LAHAT NA GAGAMITIN KUNG PARTS UPANG MAHAWAS SA MBA MAJOR
DEFECT.

REMARKS/EVALUATION

☐ i-Alert written only
☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).
☐ Agency/FALP Written Only(based on handbook)

<u>[Signature]</u> Employee Date: <u>9/21/20</u>	<u>[Signature]</u> Jr Staff Date: <u>09-21-20</u>	<u>[Signature]</u> Staff Date: <u>09/21/2020</u>	<u>[Signature]</u> Supervisor Date: <u>9/21/2020</u>	<u>[Signature]</u> Manager Date: <u>9/22/2020</u>
--	---	--	--	---