

1st Issue

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ALEX, ELIZABETH

EMPLOYEE NUMBER: BF-11071

DEPARTMENT: SUZUKI 5123

DATE: JULY 01, 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 call the attention of JR. staff when encountered damaged STU instead she get another STU on other parts box on next board, last **February 28, 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 one 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>July 16, 2020</u>
DATE RETURNED TO WORK	<u>July 17, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
<u>[Signature]</u>	
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	
KATHERINE O. CARRERA	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Alex Elizabeth M.

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

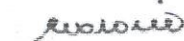
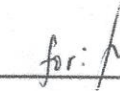
Signature Over Printed Name/Date

NOTICE TO EXPLAIN**EMPLOYEE NAME: ALEX, ELIZABETH****EMPLOYEE NUMBER: BF-11071****DEPARTMENT: SUZUKI 5123****DATE: JULY 01, 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 call the attention of JR. staff when encountered damaged STU instead she get another STU on other parts box on next board, last February 28, 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:****Michelle A. Fajardo****MDHII HEAD COORDINATOR****EMPLOYEE'S EXPLANATION:**

✓ kung ako kumula ng STU sa next part box kasa, pa
July ako nagisa kaso ang aling STU hindi na pa
ako tumawag ng Jr. staff kaso pa July na ako.

NOTE: You may use an extra sheet as needed**Employee's Signature Over Printed Name/Date**
Received by: Emily L. Osorio**Signature Over Printed Name/Date**

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: NP/III

Control No: FAIP-19-2002-074

<u>for PFA</u> <u>A. Brica</u>	<u>K. Hernandez</u> <u>K. Hernandez J. Reyes</u>	<u>G. Magadia</u> <u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Elizabeth Alex
Position: Associate
ID Number: DF-11671
Batch No.: 229
Car Model/Line: SUMMIT 401/5112

Process: Assembly Process
Group/Shift: DS/B
Date/ Time: February 28, 2020 19:26
No. of Offense: 1st offense
Superior Name: AA Castillo

Non-compliance Reference/Document
Control Number:

FAIP-GL-FAP-EP-035
Rules on Filing 3 2011 (New Revised)

Details of Audit Findings:

Not following SOP - Associate did not call the attention of Jr staff when encountered
damaged STU instead she get another STU on other parts box on next board

WRITTEN EXPLANATION

Kaya pu ako kumaha ng STU sa next parts box kase po NA
ang akin STU hindi ko kase po alam na maganda po iyon sa
sumnad po tatawag na po ako ng Jr staff and stop call wait.

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>03/04/20</u>	<u>[Signature]</u> Jr Staff Date: <u>03/04/20</u>	<u>[Signature]</u> Staff Date: <u>3/5/2020</u>	<u>[Signature]</u> Supervisor Date: <u></u>	<u>[Signature]</u> Manager Date: <u>03/05/2020</u>
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