

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BABOR, KHEVIN

EMPLOYEE NUMBER: BF-14202

DEPARTMENT: SUZUKI 5114

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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.** Sub- Associate conduct manual insertion detected on ECT process, last July 30, 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII ONSITE COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>September 15, 2020</u>
DATE RETURNED TO WORK	<u>September 24, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<u>YES</u>
	<u>K. Babor</u>
	SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>KATHERINE O. CABRERA</u>
	IMMEDIATE SUPERVISOR
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

K. Babor  
Khevin M. Babor / 09-11-20

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date



## NOTICE TO EXPLAIN

EMPLOYEE NAME: BABOR, KHEVIN

EMPLOYEE NUMBER: BF-14202

DEPARTMENT: SUZUKI 5114

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</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.** Sub- Associate conduct manual insertion detected on ECT process, last July 30, 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

### EMPLOYEE'S EXPLANATION:

Ako po uri Khevin M. Babor ako po ay na ~~audite~~ audite na nagmamamual only 30,000 mam pasensya na po sa nagawa ko pagmamamual ginawa ko lang po lgon mam gawa ng delay na po ako mun ang time wala po kase natulong sa akin mun kaya ginawa ko na lang magmamual kahit alam ko pong bawal yun pasensya na po mam hindi kerna po ulitin.

NOTE: You may use an extra sheet as needed

KBabor  
✓ Khevin M. Babor / 09-11-20

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: N/DH II

Name: Kevin Babar  
Position: Associate  
ID Number: BE14202  
Batch No.: 256  
Car Model/Line: Suzuki Line 914

Process: Sub-assembly Process  
Group/Shift: NS/A  
Date/ Time: July 30, 2020  
No. of Offense: 1st offense  
Superior Name: N. De Castro

Control No: FALP-1A-2067-1722

<u>J. Reyes</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Non-compliance Reference/Document Control Number:

FALP-W-PRD-SA-043

## Details of Audit Findings:

Sub-associate conduct manual insertion detected on ECR process. Total - 8 sets small 0.13 B/ chain wire 34620-79550

## WRITTEN EXPLANATION

Ako po si Kevin M. Babar ako ng na-audit ng pagmamamul ginawa ko lng po yan mam base delay ng delay po ako nun mam tatlo po kase cub ko mam at nalitod ng po kase ng cub-5 kaya po nagkaya na po ako nagmamul kahit alam ko pong kahal gun wala din po kase nagsusupport sa akin nun mam kaya nagmamul na lang po ako para makasalon ako pasenya na po sa nagawa ko mam hindi kosa po ulitin, gun.

## 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>Kevin Babar</u> Employee Date: <u>8-14-20</u>	<u>K. Hernandez</u> Staff Date: <u>8-14-2020</u>	<u>for C. Carandang</u> Supervisor Date: <u>8-14-20</u>	<u>V. N. N. N.</u> Manager Date: <u>8/19/20</u>
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