

Branch Office:
Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

DISCIPLINARY ACTION MEMORANDUM

DATE : June 5, 2021

CLIENT: FURUKAWA

EMPLOYEE NAME : Alvarez, Maria Novy T.

EMPLOYEE NO.: AEFL18668

DEPARTMENT : D01L 2114

SHIFT: A

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Add Even Manpower Resources and Solutions Employee Code of Conduct and Discipline Article.

IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

Details: 'Not following Visual Inspection Rule
Associate did not conduct point-to-point system and not comparing to master sample at appearance process

Audited by I-ALERT (June 3, 2021)



Remarks: Major Non- Compliance

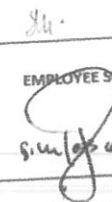
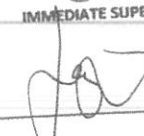

VIOLATION COMMITTED:

It is clearly stated in Add Even Manpower Resources & Solutions 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 line with this, you are hereby given 3 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.

| | | | |
|--|--|--|--|
| RECEIVED BY: | | NOTED BY: | |
|  Alvarez, Maria Novy T. Employee Signature Over Printed Name | |  Diana Rose HR Coordinator Signature | |
| DATE: <u>06/05/21</u> Month/ Date/ Year | | DATE: <u>June. 5,</u> Month/ Date/ | |

| | | | |
|----------------------------|----------------------------|----------------------|---|
| RECOMMENDATION FORM | | | |
| NAME: | <u>Alvarez, Maria Novy</u> | EMPLOYEE SIGNATURE |  |
| EMPLOYEE NO.: | <u>AEFL18668</u> | IMMEDIATE SUPERVISOR |  |
| NO. OF OFFENSE: | <u>1st offense</u> | MANAGER |  |
| SUSPENSION DATE: | <u>June 24-26</u> | | |
| RETURN DATE: | <u>June 28</u> | | |
| RETURN SHIFT: | <u>DS</u> | | |
| SHIFT/SCHEDULE: | <u>A</u> | | |

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

To : **Alvarez, Maria Novy T.**
Position : **Production Associate**
ID Number : **AEFL18668**
Client Company : **FALP**
Date : **June 5, 2021**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Alvarez,

It has been reported that you had committed the following violation/s against the Rules and Regulations of our client company to wit:
(Indicate exactly the infraction/s committed and under what offense in the Code of Discipline).

IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

Details: 'Not following Visual Inspection Rule
Associate did not conduct point-to-point system and not comparing to master sample at appearance process

Audited by I-ALERT (June 3, 2021)

Remarks: Major Non- Compliance

In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available documents and records or evidences at hand.

For your information and strict compliance.

Served by:

Supervisor/Dept. Head

Received by:

ALAREZ, MARIA NOVY T.

Signature Over Printed Name

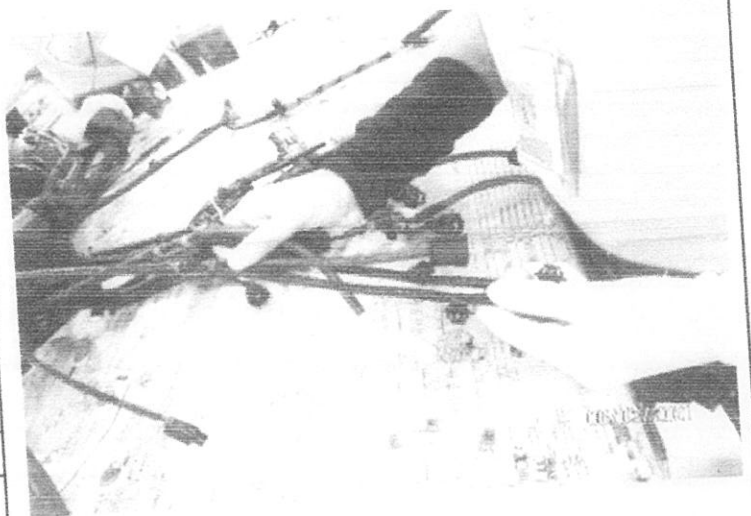
Date/ Time: 06/05/21

| | |
|------------------------|--------------------|
| Time & Date | June 03, 2021/8:40 |
| Shift & Group | DS/A |
| Car Maker/ Model | Daihatsu D01L |
| Line No. | 2114 |
| Name | Alvares Maria Novy |
| ID No. | AEFL18668 |
| Batch No. | 271 |
| Process | Appearance process |
| FAS or Agency: specify | Add even |
| Person Informed | C.Ebreo |
| Audited by: | J.Masapol |
| Reason/Risk: | |

Audit Details

Associate did not conduct point to point system and not comparing to master sample at appearance process

Illustration



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I-ALERT WRITTEN EXPLANATION

Name: Alvarez, Maria Nory
 ID Number: AEDL 21 18668
 Batch No.: 29
 Car Model/Line: Rolt 2114
 Audited By: J. Masapol

Control No.:
 Process: Appearance Process
 Group/Shift: A/DC
 Date/ Time: June 9, 2021 / 8:46
 No. of Offense: 1
 Superior Name: C. Ebeo

Details of Audit Findings:

Associate did not conduct point to point Visual Inspection Rule
Not following Visual Inspection Rule
point to point system and not comparing to master sample at appearance

WRITTEN EXPLANATION

Ako po si Ma. Nory Alvarez ay nandit noong June 3, 2021 sa
Kadalilanang po na hindi po nag point to point. Nag report naman po
ako sa ibang branch din lang po sa may mga clamp hindi ko po
nag point kase akala ko po ay okay lang kase nakatapat na man
po sya sa master sample.
Sa susunod po ay magiging standard na po ako, Pasensya
na po

REMARKS/ EVALUATION

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

| | | | |
|-----------------------------------|---------------------------------|-------------------------------|---------------------------|
| Issued By: <u>A. Masapol</u> | Acknowledge By: | | |
| Prepared By: <u>A. Masapol</u> | Employee Date: <u>6/5/21</u> | Jr Staff/Staff Date: _____ | Supervisor Date: _____ |
| Date: <u>6/5/21</u> | | Manager Date: _____ | |