

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SORIANO, JHESIELYN

EMPLOYEE NUMBER: BF-10951

DEPARTMENT: HONDA INITIAL

DATE: JANUARY 17, 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.** Associate conduct advance barcoding of terminal lot even the terminal reel is not yet installed at zaihai cart, last **November 14, 2019**.

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

MDHII HR COORDINATOR

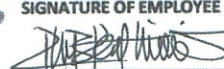

NOTED BY: \_\_\_\_\_

Ms. Chady Dosono

MDHII BRANCH MANAGER

JHESIELYN SORIANO

Employee's Signature Over Printed Name/Date

| RECOMMENDATION   |  |
|--|--|
| DATE OF SUSPENSION:  | <u>February 6, 2020</u>  |
| DATE RETURNED TO WORK  | <u>Feb. 7, 2020</u>  |
| SHIFT:   | <u>A</u>   |
| NEED FOR REFRESHER:  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO                          |
| <u>69464165870</u> SIGNATURE OF EMPLOYEE   |  |
| APPROVED BY:   | <u></u> |
|  | IMMEDIATE SUPERVISOR   |
|  | <u></u> |
|  | CLIENT'S MANAGER   |
| Reminder: Iwanan ang ID sa Coordinator bago ang suspension date a kunin ito pagbalik after suspension bago mag 8am/pm. |  |

Received by: ANGIE T. GOWBA 01-17-20

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: SORIANO, JHESIELYN

EMPLOYEE NUMBER: BF-10951

DEPARTMENT: HONDA INITIAL

DATE: JANUARY 17, 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.** Associate conduct advance barcoding of terminal lot even the terminal reel is not yet installed at zaihai cart, last **November 14, 2019**, 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. Chady Dosono

MDHII BRANCH MANAGER

**EMPLOYEE'S EXPLANATION:**

MINSAH PO KASI MAG-NG ANG MACHINE KO KAYA BINBARCODE KO NA AGAD BAGO KO  
PO ISET, KAYA HINDI KO PO AGAD NABARCODE NG NBKA-SET NA.

COUNTER MEASURE:

SA SUSUNOP PO ISET KO NA AGAD BAGO IBARCODE NA

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

  
Jhesielyn Soriano

Employee's Signature Over Printed Name/Date

Received by: \_\_\_\_\_

 NOLIE V. GOMBAD 01-17-20

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-19913134

☒ AGENCY

Please Specify: NDHI

|                    |                   |
|--------------------|-------------------|
| <u>J. Abanador</u> | <u>G. Magadia</u> |
| Audited By:        | Noted By:         |

Name: Coriano Jheselyn  
 Position: associate  
 ID Number: BF-10951  
 Batch No.: 226  
 Car Model/Line: PANDA Initial

Process: C&C TRD 138  
 Group/Shift: DE-A  
 Date/Time: Nov. 14, 2019  
 No. of Offense: 1st  
 Superior Name: M. Navates

Audit Findings: Not following SOP

Details:

conduct advance barcoding of terminal lot even the terminal need is not yet installed at said lot.

## WRITTEN EXPLANATION

DKO PO AY NA-AUDIT NG I ALERT SA KABAHILANANG NAKAPAG-PAKLY BARCODE  
NGO NG TERMINAL. HINDI KO PO SINABOYA NA I BARCODE AGAD ANG TERMINAL NA HINDI  
PA NAKA-SET. NAUBUSAN PO KASI AKO NG TERMINAL SA FRONT KOYA NABARCODE KO PO  
AGAD ANG TERMINAL HABANG NAKATIGAN SA MONITOR KUNG PUMASOK KASI MINAN PO  
MDHAP I BARCODE ANG TERMINAL LOT.

SA SURUNO PO SISIGURADUHIN KO NA NAKASET NA ANG TERMINAL OR KAHIT  
WIRE PO BAGO KO I BARCODE.

## Remarks/ Evaluation:

Pls. confirm if there is difficulty during barcoding of terminal. Make action  
if find difficulty.

Issue penalty based from Handbook.

[Signature]  
 Signature of Employee  
 Date: 11-18-19

[Signature]  
 Jr Staff  
 Date: 11-19-19

[Signature]  
 Staff  
 Date: 11-19-19

[Signature]  
 Supervisor  
 Date: 11/20/19

[Signature]  
 Manager  
 Date: \_\_\_\_\_