



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CORTEZ, MAY

EMPLOYEE NUMBER: BF-17623

DEPARTMENT: DAIHATSU 2106

DATE: AUGUST 14, 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 conduct advance insertion of 3 wires on connector SSG-TP-22F-L wire color L/Vi/G, last July 2, 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

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>September 8, 2020</u>
DATE RETURNED TO WORK	<u>September 9, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
<u>Signature of Employee</u> SIGNATURE OF EMPLOYEE	
<u>Signature of Supervisor</u> IMMEDIATE SUPERVISOR	
<u>Signature of Client Manager</u> CLIENT'S MANAGER	

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.

Received by:

Emily L. Osorio

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MOH

Name: Cortez, May
 Position: associate
 ID Number: DT-7623
 Batch No.: 297
 Car Model/Line: Daimatsu bike

Process: sub assy
 Group/Shift: A-A
 Date/ Time: July 2 2020 / 10:40
 No. of Offense: 19
 Superior Name: L. Arizaga

Control No: FAIP-1A-2007-

Audited By: L. Arizaga
 Checked by: K. Hernandez / J. Reyes
 Noted By: G. Magadia

Non-compliance Reference/Docur
 Control Number:

FAIP-WI-PRD-IP-2007-SA-043
 of sub assembly process

Details of Audit Findings:

associate conduct advance insertion of 3 wires at

WRITTEN EXPLANATION

nko po ay nakapag advance insertion dahil sa nagmamadag.
 po ako nag-support lang po ako don sa sub pc na yun
 dahil wala na pong buffer sa circuit po ay iisa-icahin
 ko na po ang pag insert ko parengya na po.

REMARKS/ EVALUATION

☐ i-Alert written only

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

May Cortez	<u>L. Arizaga</u>	<u>L. Arizaga</u>	<u>S. Arizaga</u>	<u>G. Magadia</u>
Employee Date: <u>7-14-20</u>	Jr Staff Date: <u>7/14/20</u>	Staff Date: <u>7/14</u>	Supervisor Date: <u>7-14-20</u>	Manager Date: <u>7/29</u>