

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: RAMIREZ, HEARTCHELL

EMPLOYEE NUMBER: BF-16523

DEPARTMENT: SUBARU 7110 A

DATE: November 18, 2019

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 use clamp jig during cutting of clamp dated last October 24, 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 two 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.

PREPARED BY:


Angie T. Gomba

MDHII HR COORDINATOR

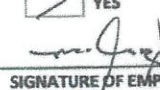

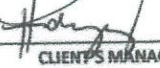
NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR


HEARTCHELL RAMIREZ / 11-29-19

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	January 13-14, 2020
DATE RETURNED TO WORK	January 15, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
	IMMEDIATE SUPERVISOR
Heartchell Ramirez	
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date : kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:

ANGIE  GOMBA 11/29/19

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: RAMIREZ, HEARTCHELL

EMPLOYEE NUMBER: BF-16523

DEPARTMENT: SUBARU 7110

DATE: November 18, 2019

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 use reference jig during option dated last **October 23, 2019** which subject you to **1 to 6 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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Hindi po ako gagagamit ng reference jig sa option dahil nag-e ng po sa
appearance jig. Nag-e NG po kasi ang sukat nya sa appearance. Nacabi ko
napo sa leader namin yun.

Counter measure:

Gagamit napo ako ng reference jig pag nagagawa napo ito.

NOTE: You may use an extra sheet as needed

HEARTCHELL RAMIREZ / 11-29-19

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 11/20/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1910-1930

☒ AGENCY

Please Specify: MDHII

<u>C. VERGARA</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: RAMIREZ HEARTCHELL
Position: EST ASSOCIATE
ID Number: BE-116523
Batch No.: 236
Car Model/Line: JUBARA 7110

Process: ECT / OPTION
Group/Shift: N/A
Date/ Time: 10/23/19 1:05 pm
No. of Offense: NOT DEFENSE
Superior Name: MIRA BRAZUNA

Audit Findings: NOT FOLLOWING CDP

Details: NOT USING REFERENCE JIG DURING OPTION

WRITTEN EXPLANATION

HINDI NA AKO SUMAGANIT NG REFERENCE JIG SA OPTION DAWHIL NG PD
ANG REFERENCE JIG NAG E-16 PD KASI ANG KUWAT SA APPEARANCE PAG
SUMAGANIT KO ANG REFERENCE JIG NAGPADI KO NA NAMAN PD SA LEADER NAKEN
NA NG ANG REFERENCE JIG KAYA HINDI PA KANG PD NAGPAPADOS
NANGERAN KO NA PD KASI NA PALASA - WAG UNDER AY BIKAPABA KO ANG JIG

COUNTER MEASURE:

SAGANIT NA PD AKO NG REFERENCE JIG BAY NA NAGPAPADOS NA PD
PD PARA HINDI PD MAG NG ANG KUWAT SA APPEARANCE

Remarks/ Evaluation:

1 day suspension

HEARTCHELL RAMIREZ
Signature of Employee
Date: 10-24-19

Jr Staff
Jr Staff
Date: 10-24-19

K. CATAATAN
Staff
Date: 10-24-19

3
Supervisor
Date: 11/04/19

Manager
Manager
Date: 11/8