



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: FAELDO, LINDY

EMPLOYEE NUMBER: BF-12930

DEPARTMENT: SUBARU 7107

DATE: November 8, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3<sup>rd</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. 6; Non-Compliance or failure to follow standard operational procedure in inspecting the product.**

**VIOLATION COMMITTED: NOT FOLLOWING SOP.** Associate has no good COT JIG but still good on check sheet dated last October 8, 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 6 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

LINDY E. FAELDO

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	Aug 25-31
DATE RETURNED TO WORK	September 01, 20
SHIFT:	B
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspensi- kunin ito pagbalik after suspension bago mag 8am/ kunin ito pagbalik after suspension bago mag 8am/	

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RECOMMENDATION	
DATE OF SUSPENSION:	March 16-21, 2020
DATE RETURNED TO WORK	March 23, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
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.	



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## NOTICE TO EXPLAIN

EMPLOYEE NAME: FAELDO, LINDY

EMPLOYEE NUMBER: BF-12930

DEPARTMENT: SUBARU 7107

DATE: November 8, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3<sup>rd</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. 6; Non-Compliance or failure to follow standard operational procedure in inspecting the product.**

**VIOLATION COMMITTED: NOT FOLLOWING SOP.** Associate has no good COT JIG but still good on check sheet dated last **October 8, 2019** which subject you to **6 to 10 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:

Ipinagpaumanhin po ninyo ang pag fill up ko ng checksheet ng COT J1 NG po kasi ang cot J16, pero inilagay ko sa check sheet ay GOOD. Wala po kasi kami na ibang magamit na cot J16 dahil wala na kasing mahiraman na COT Jig kaya po ang pinagfilitiyagan namin gamitin.

NOTE: You may use an extra sheet as needed

LINDY E. Faelde

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 11/21/2019

Signature Over Printed Name/Date

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1910-1477

☒ AGENCY

Please Specify: MDHII

<u>Alvin Vintora</u>	<u>Magadia</u>
Audited By:	Noted By:

Name: Faelde, Lindy  
 Position: Associate  
 ID Number: BF-12930  
 Batch No.: 249  
 Car Model/Line: Subaru 6CT/7107

Process: Bukuni Process  
 Group/Shift: D.S/A  
 Date/ Time: Oct. 08, 2019 / 9:35am  
 No. of Offense: (1st offense) 2nd  
 Superior Name: J. Sarte

## Audit Findings:

Details:

Not following SOP

No good COT jig but still OK on check sheet.

## WRITTEN EXPLANATION

Ako po si Lindy E. Faelde na humihingi po ulit ng pamamahala dahi lps na pag fill up ko na check sheet ng COT jig, inilagay ko po ng Good. Dabil po wala kaming ibang magamit.  
Sana po maunawaran ninyo.

## Remarks/ Evaluation:

Written Issue Penalty based on fair handbook and memo

Particular and Honda had major claim for not performing proper method of daily checking of tools

<u>[Signature]</u> Signature of Employee Date: <u>10/19/19</u>	<u>[Signature]</u> Jr Staff Date: <u>10-15-19</u>	<u>[Signature]</u> Staff Date: <u>10-15-19</u>	<u>[Signature]</u> Supervisor Date: <u>10-22-19</u>	<u>[Signature]</u> Manager Date: <u>10/25</u>
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