

**DISCIPLINARY ACTION MEMORANDUM****EMPLOYEE NAME: SOSOSCO, JANILLE****EMPLOYEE NUMBER: BF-18470****DEPARTMENT: SUZUKI 5117****DATE: AUGUST 4, 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: : NON- COMPLIANCE ON INSERT PULL METHOD. Associate used based jig during pulling on sub assy process, last **JUNE 15, 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 ONSITE SUPERVISOR**

RECOMMENDATION	
DATE OF SUSPENSION:	August 20, 2020
DATE RETURNED TO WORK	August 21, 2020
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<i>S. SOSOSCO</i>
APPROVED BY:	<i>KATHERINE O. CABRERA</i>
IMMEDIATE SUPERVISOR	KATHERINE O. CABRERA
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Janille A. Sososco

Received by:*Emily L. Osorio***Employee's Signature Over Printed Name/Date****Signature Over Printed Name/Date**

NOTICE TO EXPLAIN**EMPLOYEE NAME: SOSOSCO, JANILLE****EMPLOYEE NUMBER: BF-18470****DEPARTMENT: SUZUKI 5117****DATE: AUGUST 4, 2020****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: NON- COMPLIANCE ON INSERT PULL METHOD. Associate used based jig during pulling on sub assy process, last JUNE 15, 2020, 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:**

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR**EMPLOYEE'S EXPLANATION:**

Ako po si Janille A. Sososco natiba po ako ng alert na mag mass pulling during sa process ko gawa pong delay na po kani kanya ko nagawa iyon.

na ngangatko po ako na mapag na delay po ako ay hindi kona po mulitin inyang pag mamaspulling.

NOTE: You may use an extra sheet as needed

- Sososco Janille A.

Employee's Signature Over Printed Name/Date

Received by:
EMILY L. OSORIO

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDHII

Control No: FAIP-IA-2006-113

Name: Sasaco Janille
Position: Associate
ID Number: AE-18420
Batch No.: 305
Car Model/Line: Suzuki 5117

Process: sub assembly
Group/Shift: NC/B
Date/ Time: June 15, 2020 / 11:30
No. of Offense: First offense
Superior Name: M. URSUA

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

Non-compliance Reference/Document:
Control Number:

FAIP-WI-PKO-SA-643

Sub Assembly Process

Details of Audit Findings: Non compliance on INSERT Pull method
Associate used based jig during pulling on subassy process.

WRITTEN EXPLANATION

Ako po si Janille Sasaco ako po ay (sa mata) nalita ng I-Alert na ng Pulling
ganon ng mabuwag po ang jig kaya nagawa ko yun.
Kaya sa sinundan pag may mabuwag na jig ay ipapalayas na agad para
sa mata gawa ng Pulling.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

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

<u>Sasaco Janille</u> Employee Date: <u>7/16/20</u>	<u>M. URSUA</u> Jr Staff Date: <u>7/16/20</u>	<u>JANILLE A. URSUA</u> Staff Date: <u>7-16-20</u>	<u>C. HERNANDEZ</u> Supervisor Date: <u>7/21/2020</u>	<u>G. Magadia</u> Manager Date: <u>7/21/20</u>
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