

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SOLOMON, RAQUEL

EMPLOYEE NUMBER: BF-14989

DEPARTMENT: HONDA TKRA 3129

DATE: OCTOBER 11, 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 not using sub drawing on insertion of connector, last August 21, 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 **WRITTEN WARNING** 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: _____

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	N/A
DATE RETURNED TO WORK	N/A
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE Raquel Solomon	
APPROVED BY:	Michelle A. Fajardo 10/24
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.	

Raquel Solomon

Employee's Signature Over Printed Name/Date

Received by: _____

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: SOLOMON, RAQUEL

EMPLOYEE NUMBER: BF-14989

DEPARTMENT: HONDA TKRA 3129

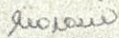
DATE: OCTOBER 11, 2020

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: NOT FOLLOWING SOP. Associate not using sub drawing on insertion of connector, last August 21, 2020, which subject you in **WRITTEN WARNING.**

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: 

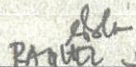
Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

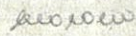
EMPLOYEE'S EXPLANATION:

ako po si Solomon Raquel ng Honda tkra aka ay
na audit ng i alert sa kadahilangang di gumagamit ng sub
drawing kapag nag-insert sa connector na CBS-3P-16B nagawa
ko po lamang ito sapagkat noong mag arat po ako sa line na iun
ay itinuro po lamang sa akin ang insertion sa connector na iyon hanggang sa
BT at FT po kami sa line ay di po sa akin sinabi na kailangan gumamit
ng sub drawing. Ako po ay nangangailangon di na ito maging maualat
magtatamang po muna ako sa Jr. Staff bago mag-proceed

NOTE: You may use an extra sheet as needed


Raquel Solomon

Employee's Signature Over Printed Name/Date

Received by: 
Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

Control No: FAIP-1A-2008-1938

<input type="checkbox"/> FAS	<input checked="" type="checkbox"/> AGENCY	Audited By: <u>J. Vintore</u>	Checked by: <u>K. Hernandez</u>	Noted By: <u>J. Reyes</u>
Please Specify: <u>MDH1</u>				

Name: Solomon Raquel Process: Sub Assy
 Position: Asesor/c Group/Shift: DS-A
 ID Number: BF-14989 Date/ Time: Aug 21, 2020/09:30
 Batch No.: 341 No. of Offense: 1st offense
 Car Model/Line: Honda TRX 3129 Superior Name: E. Luansing Non-compliance Reference/Document Control Number: FAIP-NI-PRD-SA-043

Details of Audit Findings: Not Following SOP - Not using sub drawing on insertion on connector cas 3P-16-B

WRITTEN EXPLANATION

Ako po si Raquel A. Solomon na Line 3129 ay di gumamit ng sub drawing sa pag-import sa conn na cas 3P-16-B sa kadahilanan hindi po ako na orient nang RT at FT pa kami sa line itinuro pa kami sa akin ang insertion sa connector na lyan.

Compliance: Upang di na po maulit ang pangyayaring ito inirekomenda po ng i alert na maglagay ng reference sa tabi ng sub to kasi po wala pang paglalagay ng sub drawing at already provided na po ang drawing

REMARKS/EVALUATION

<input type="checkbox"/> i-Alert written only	<input checked="" type="checkbox"/> Agency/FALP Written Only (based on handbook)	<input type="checkbox"/> Need day/s suspension (based from handbook & Memo for Major Non-compliance).		
Employee Date: <u>08/22/20</u>	Jr. Staff Date: <u>08/22/20</u>	Staff Date: <u>08/22/20</u>	Supervisor Date: <u>08/22/20</u>	Manager Date: <u>9/5</u>