

MANPOWER
RESOURCES AND SOLUTIONS INC.
10000 W. 10th Ave., Suite 1000, Denver, CO 80202
Tel: 303.733.1000 Fax: 303.733.1001
www.manpower.com

DISCIPLINARY ACTION MEMORANDUM

DATE : September 21, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Lumabe,Michelle

EMPLOYEE NO.: AEFL20232

DEPARTMENT : PD5/ 'Lay out /HONDA TKR0

SHIFT: A

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Add Even Manpower Resources and Solutions Employee Code of Conduct and Discipline Article.

IV. PERFORMANCE/WORK/ATTITUDE 4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

DETAILS: 'Not following INSERT/PULL Method.

Lay out associate not conduct pulling of wire on connector HSE-20F-2.

Color of Wire: G/ BR/ R/ GR/

VIOLATION COMMITTED:

It is clearly stated in Add Even Manpower Resources & Solutions 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 line with this, you are hereby given 3 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:

CHEVANS, PRIMO K. RE
AEM COORDINATOR

NOTED BY

ARLYN M. ALCARAZ
AEM SUPERVISOR

Lumabe,Michelle

Employee's Signature over Printed Name/Date

RECOMMENDATION

NO. OF OFFENSE:

1st Offense

DATE OF SUSPENSION:

Oct 13, 14, 15

RETURNED TO WORK:

Oct. 16, 2020

Michelle

SIGNATURE OF EMPLOYEE

APPROVED BY:

D. Perez 9/24

IMMEDIATE SUPERVISOR

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

To : Lumabe,Michelle
Position : Production Associate
ID Number : AEFL20232
Client Company : FALP
Date : September 21, 2020
Re : **NOTICE TO EXPLAIN**

Dear Ms. Lumabe,

It has been reported that you had committed the following violation/s against the Rules and Regulations of our client company to wit:

(Indicate exactly the infraction/s committed and under what offense in the Code of Discipline).

IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

DETAILS: 'Not following INSERT/PULL Method.

Lay out associate not conduct pulling of wire on connector HSE-20F-2.

Color of Wire: G/ BR/ R/ GR/

In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available documents and records or evidences at hand.

For your information and strict compliance.

Served by:

CUEVAS, DIANA ROSE
Supervisor/Dept. Head

Received by:

Michelle
Signature Over Printed Name

I-ALERT WRITTEN EXPLANATION

FAS

AGENCY

Please Specify: Add Even

Control No: FAP-1A-2008-1936

<u>M. MENDOZA</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Lumabe Michelle
 Position: Associate
 ID Number: APL20232
 Batch No.: 316
 Car Model/Line: Honda TRX 3125

Process: Layout
 Group/Shift: DS-A
 Date/ Time: Aug 21 2020 10:15
 No. of Offense: 1ST OFFENSE
 Superior Name: C. Felemon

Non-compliance Reference/Document
 Control Number:

FAP-W-QCA-15007

Details of Audit Findings:

Not following INSERT pull method
Layout associate not conduct pulling of wires on connector HSE-20F-2

WRITTEN EXPLANATION

Nag pupull naman po talaga sa connector na HSE di lang po Masterbong kabitin sa mga Biliagkale po
masipit ang kasing sa dila't dahil sa kaso

CM: CONTINUES FOLLOW S.O.P. PULLING OF WIRES

For signing

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>Griffith</u> Employee Date: <u>09-02-20</u>	<u>Flipma</u> Jr Staff Date: <u>9-02-20</u>	<u>sm. pto of</u> Staff Date: <u>9/02/20</u>	<u>D. PEREZ</u> Supervisor Date: <u>9/9/20</u>	<u>[Signature]</u> Manager Date: _____
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Recommendation:

Employee's Signature

Time: _____

Date & Time	August 21,2020/02:15		Action Taken
Shift & Group	DS/A		
Car Maker/ Model	Honda TKRA		
Line No.	3125		
Name	Lumabe,Michelle		
ID No.	AEFL20232		
Batch No.	316		
Process	Lay out		
FAS or Agency: specify	Add Even		
Person Informed	C.Felemon		
Audited by	M.Mendoza		
Reason/Risk:			
Audit Details			
Not following INSERT/PULL Method.			
Lay out associate not conduct pulling of wire on connector HSE-20F-2.			

EXPLANATION SHEET

Involve Employee: Lumabe Michelle C.

Company Assigned: TURN KUWA

Position: Associate

Date Hired: June 17, 2020

Date: 09-22-20

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Nag pupulling naman po talaga ako, nabiliis lang po ang kanay ko dahil sa delay po process namin.

ipagpapatuloy kina lang po ang pagpupulling ng makita ng natakarami,


Employee's Signature

Recommendation: