



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: AWAT, REALYN

EMPLOYEE NUMBER: BF-37254

DEPARTMENT: HONDA 3127

DATE: SEPTEMBER 10, 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 did not conduct pulling of wires on connector during lay out process, last **August 25, 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

MDHII ONSITE COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Oct. 10, 2020</u>
DATE RETURNED TO WORK	<u>Oct. 12, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<u>YES</u> <input checked="" type="checkbox"/> <u>NO</u> <input type="checkbox"/>
SIGNATURE OF EMPLOYEE <u>Realyn Awat</u>	
APPROVED BY:	<u>P. PEREZ</u>
IMMEDIATE SUPERVISOR	
CLIENTS MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Realyn Awat
REALYN AWAT 09/10/20

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: AWAT, REALYN

EMPLOYEE NUMBER: BF-37254

DEPARTMENT: HONDA 3127

DATE: SEPTEMBER 10, 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 did not conduct pulling of wires on connector during lay out process, last **August 25, 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po si Realyn Awat ay naaudit nang August 25, 2020 sa kadamitang nahanimutan ko pong ipush pull ang wire sa connector YSN-19M dahil po sa sobrang delay kaya po nahanimutan ko ipush pull. sa sobrang delay ko po sa paglalayout nakaligtan kong ipush pull ang wire sa connector YSN-19M. Nagpush pull naman po ako nakaligtan kolang po sa sobrang delay.

NOTE: You may use an extra sheet as needed

Realyn Awat
✓ REALYN AWAT 09/10/20

Employee's Signature Over Printed Name/Date

Emily L. Osorio
Received by: EMILY L. OSORIO

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MD411

Control No: FALP-1A-2008-1958

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

Name: Reyna Amit
Position: Associate
ID Number: BF 37254
Batch No.: 317
Car Model/Line: Honda Civic 1.8i

Process: Log-out
Group/Shift: PS 1A
Date/ Time: August 25, 2020
No. of Offense: 1st offense
Superior Name: M. Pita

Non-compliance Reference/Document
Control Number:

Details of Audit Findings: Non-compliance on Insert Pull Method - associate did not conduct pulling of wires on connector YEN-19M during Log-out Process. 3 wires affected.

WRITTEN EXPLANATION

Nagpupulung method naman po ako kaso nadelay lang po ako kaya po nakaliqtan ko nang ipucin pull yung ilang wire sa connector YEN-19M. Isagpaumanhin nyo po ang ating nagawa sa susunod po ay gagawin ko na po ang tamang standard.

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>Employee</u>	<u>Jr Staff</u>	<u>Staff</u>	<u>Supervisor</u>	<u>Manager</u>
Date: <u>08-28-20</u>	Date: <u>08/28/20</u>	Date: <u>08/28/20</u>	Date: _____	Date: _____