

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GUERZON, LYN MARIE

EMPLOYEE NUMBER: BF-15841

DEPARTMENT: SUZUKI 5128

DATE: NOVEMBER 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 in correct fill up of check sheet NG master sample but mark as ok on master sample daily inspection, last **September 28, 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.

	RECOMMENDATION	RECOMMENDATION
REPAIRED BY: <u>repaired</u>	DATE OF SUSPENSION: <u>DEC. 14, 2020</u>	DATE OF SUSPENSION: <u>Dec. 18, 2020</u>
Emily L. Osorio	DATE RETURNED TO WORK: <u>DEC. 15, 2020</u>	DATE RETURNED TO WORK: <u>Dec. 19, 2020</u>
MDHII HR COORDINATOR	SHIFT: <u> </u>	SHIFT: <u> </u>
	NEED FOR REFRESHER: <input type="checkbox"/> YES <input type="checkbox"/> NO	NEED FOR REFRESHER: <input type="checkbox"/> YES <input type="checkbox"/> NO
	SIGNATURE OF EMPLOYEE: <u>[Signature]</u>	SIGNATURE OF EMPLOYEE: <u>[Signature]</u>
NOTED BY: <u>[Signature]</u>	APPROVED BY: <u>K. SANCHEZ ANG</u>	APPROVED BY: <u>[Signature]</u>
Ms. Michelle F. Fajardo	IMMEDIATE SUPERVISOR	IMMEDIATE SUPERVISOR
MDHII ONSITE SUPERVISOR	CLIENT'S MANAGER	CLIENT'S MANAGER
	Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.

LYN MARIE GUERZON 12-05-20

Employee's Signature Over Printed Name/Date

Received by: EMILY L. OSORIO

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: GUERZON, LYN MARIE

EMPLOYEE NUMBER: BF-15841

DEPARTMENT: SUZUKI 5128

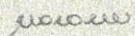
DATE: NOVEMBER 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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.**

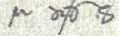
VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate in correct fill up of check sheet NG master sample but mark as ok on master sample daily inspection, last **September 28, 2020**, which subject you in **6 to 10 Days Suspension.**

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: 

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: 

Ms. Michelle F. Fajardo

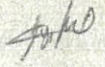
MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

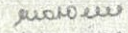
✓ Ako po si Guerzon, Lyn Marie S. ay na audit sa di tamang pag fill up ng master sample check sheet. Sa tatlong lang po dalawa po kasi ang master sample ko sa product na yon nagkaron lang na ang inkubon ko po ay ang "NG" na master sample. di ko lang po napalitan kungad dahil po pinatnayan kaming ng aming Jr. Staff dahil sa meeting pag balik ko po ay na audit nopo ako ng J-alert, ang ginagamit ko po talaga ay ang good na master sample.

Ako po ay humihingi ng panunawin sa ating manager ako po ay nangangako na di na mauulit. maraming salamat po sa ukaw.

NOTE: You may use an extra sheet as needed


LYN MARIE GUERZON /10-15-20

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: FAMP-1A-2009-3744

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

Name: Gueron, Hn Marie Process: Appearance
 Position: Associate Group/Shift: NS-A
 ID Number: 07-1584 Date/Time: Sept. 28, 2020 19:45
 Batch No.: 269 No. of Offense: 1st Offense
 Car Model/Line: Suzuki 725I 528 Superior Name: A. Montijo

Non-compliance Reference/Document
Control Number:

FAMP-101-PRD-1P-007

Details of Audit Findings:

In-correct fill-up of check sheet
No master sample but mark as OK on Master Sample Daily Inspection Record.

WRITTEN EXPLANATION

Ako po si Hn Marie S. Gueron ay na audit sa di daw tamang pag fill-up ang
master sample check sheet. Dakuwa po kasi ang Master Sample ko kung Good at banyo ko lang
po ang nakukuha ko ay ang "NG" na Master Sample papalit ko po sana kung kaso lang po ay punanag
kaming lahat ng aming Jr. Staff para sa meeting. Kung pagkatapos ng meeting ko nalang sana papalitan
ang ating master sample kaso lang pagbalik ko ay nakalimutan lahat at na audit nadin po ako ng
I-alert.

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>[Signature]</u> Employee Date: <u>10-05-20</u>	<u>[Signature]</u> Jr Staff Date: <u>10/05/20</u>	<u>[Signature]</u> Staff Date: <u>10/05/20</u>	<u>[Signature]</u> Supervisor Date: <u>10/05/20</u>	<u>[Signature]</u> Manager Date: <u>10/05/20</u>
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