

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ARANZADO, ELVEN

EMPLOYEE NUMBER: BF-13253

DEPARTMENT: HONDA TKRA INITIAL

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 conduct advance input on data of pull force for even he is making a sample, last September 7, 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: emilio
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: M. A. Pajardo
Michelle A. Pajardo
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	N/A
DATE RETURNED TO WORK	A
SHIFT:	A
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag Sam/pm.	

ARANZADO ELVEN D. 10/15/2020
Employee's Signature Over Printed Name/Date

Received by: emilio
Emily L. Osorio
Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: ARANZADO, ELVEN

EMPLOYEE NUMBER: BF-13253

DEPARTMENT: HONDA TKRA INITIAL

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 conduct advance input on data of pull force for even he is making a sample, last September 7, 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

AKO PO SI ELVEN ARANZADO NA AUDIT NUNG SEPT. 7, 2020 NG ADVANCE INPUT OF DATA DAHIL PO SA PAGMAMABALI PARA PO MA IPUNT AGAD YUNG KANBAN AT MAKAPAG MASIK PRO AGAD, MABAGAL DIN PO KASE YUNG CONNECTION NG CCID II.

COUNTERMEASURE: HINDI KO NA PO ULITIN AT GUSAP NA PO AKO SA S.O.P. PARA HINDI NA PO AYO MA AUDIT AT HINDI MABEABON NG NG.

NOTE: You may use an extra sheet as needed

Aranzado Elven D. 10-15/2020

Employee's Signature Over Printed Name/Date

Received by:

Emily L. Osorio
Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

Control No: FAIP-11-2009-30-16

☐ FAS
☒ AGENCY
Please Specify: MAXIM

<u>M. Durillo</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Elven Aranzado Process: Auto Crimping
Position: Associate Group/Shift: NC-A
ID Number: BF-12253 Date/ Time: Sept 7, 2020 / 8:46
Batch No.: 300 No. of Offense: 1st
Car Model/Line: Honda TRAI Initial Superior Name: J. Bera

Non-compliance Reference/Document
Control Number:

FAIP-WI-ENG-11-618

Details of Audit Findings: Not following JOP

Associate conduct advanced input on data of pull force for JCN for even he is making a sample

WRITTEN EXPLANATION

NAG ADVANCE PD AKO NG INPUT NG MULLING DAHIL PD SA PAG
MAMADALI DAPA PD MA-IPRINT AGAD YUNG KANBAN AT MAKAPAG MASI PRO. AKO KA AGAD
PASENSYA PD SA GINGWA KO AT HINDI PAGSUNOD SA COP. HINDI NA PD MAULIT.

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>09-14-20</u>	<u>[Signature]</u> L. BALDIAS Jr Staff Date: <u>09-14-20</u>	<u>[Signature]</u> Staff Date: <u>09/14/20</u>	<u>[Signature]</u> Supervisor Date: <u>09/10/2020</u>	<u>[Signature]</u> Manager Date: _____
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