

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GONZALES. LEALYN

EMPLOYEE NUMBER: BF-37222

DEPARTMENT: HONDA TKRA 3130

DATE: OCTOBER 11, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 did not barcode first on appearance process, last September 12, 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:

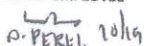

  
Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

  
Michelle A. Kajardo

MDHII ONSITE SUPERVISOR

| RECOMMENDATION   |  |
|--|--|
| DATE OF SUSPENSION:  | N/A  |
| DATE RETURNED TO WORK  | A  |
| SHIFT:   | A  |
| NEED FOR REFRESHER:  | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO  |
| SIGNATURE OF EMPLOYEE  |  |
| APPROVED BY:   | <br>P. PERIL 10/11/20 |
| IMMEDIATE SUPERVISOR   |  |
| <br>CLIENT'S MANAGER                |  |
| Reminder: Iwanan ang ID sa coordinator bago ang suspension date at kunin ito pagbailk after suspension bago mag 8am/p.m. |  |

  
LEA-LYN GONZALES

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:

Control No: FAIP-1A-2009-0370

Name: Leahy Gonzales  
Position: Associate  
ID Number: BF-97222  
Batch No.: 316  
Car Model/Line: Honda TRX 3130

Process: appearance  
Group/Shift: NS 1A  
Date/Time: Sept 12, 2020 / 11:35  
No. of Offense: 13  
Superior Name: R. Mendonca

|                          |                             |                 |
|--------------------------|-----------------------------|-----------------|
| <u>Salvador Macasana</u> | <u>Leandro K. Hernandez</u> | <u>J. Reyes</u> |
| Audited By:              | Checked by:                 | Noted By:       |

Non-compliance Reference/Document Control Number:

## Details of Audit Findings:

Not following SOP.  
Did not barcode first on appearance process.

## WRITTEN EXPLANATION

Ako po si Leahy M. Gonzales, na-Audit sa Kabisulanan Hindi ko po na Barcode Agad ang Harness Bago ko Bilang Pansin ang tinatandang sa akin ng co-worker ko Alam ko naman po na di ko pa na Barcode Yun nang time na yun kahit na kinakausap ako ng supervisor ko sa pag-appearance tumukol po sa pag-susulat ng tolerance ng Brad Cut ng clamp. Kaya akala po ng I-Alert ay pag-inspect na kami ag hindi pa na Barcode.

## 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>Leahy M. Gonzales</u> | <u>Staff</u>         | <u>Staff</u>      | <u>Supervisor</u> | <u>Manager</u>    |
| Date: <u>09-24-20</u>    | Date: <u>9-24-20</u> | Date: <u>9/25</u> | Date: <u>9/25</u> | Date: <u>9/25</u> |