



## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BAGOS, JOSE

EMPLOYEE NUMBER: BF-13171

DEPARTMENT: D01L INITIAL

DATE: SEPTEMBER 10, 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 STOP, CALL AND WAIT.** Associate directly cut the terminals without verification of Jr. Staff, last **March 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE COORDINATOR

| RECOMMENDATION  |   |
|---|---|
| DATE OF SUSPENSION:   | <u>N/A</u>  |
| DATE RETURNED TO WORK   | <u>10/9/20</u>  |
| SHIFT:  | <u>A</u>  |
| NEED FOR REFRESHER:   | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| SIGNATURE OF EMPLOYEE   |   |
| APPROVED BY:  | <u>Emily L. Osorio 9/22</u>   |
| IMMEDIATE SUPERVISOR  |   |
| <u>Michelle A. Fajardo</u>  |   |
| CLIENT'S MANAGER  |   |
| Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm. |   |

JOSE F. BAGOS JR. 20-09-20

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date





## NOTICE TO EXPLAIN

EMPLOYEE NAME: BAGOS, JOSE

EMPLOYEE NUMBER: BF-13171

DEPARTMENT: D01L INITIAL

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 STOP, CALL AND WAIT.** Associate directly cut the terminals without verification of Jr. Staff, last **March 12, 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:

✓  
Ipaapamahan nyo po ang hindi ko pag sinasal na standard na kadahilanan pong tambak ang aking wire ng mga oras na iyon. Kaya hindi ko napo nagawang hanapin ang aking Jr. staff kung kayat nagdecide na ako na lang ang mag-pintal at umaga po kayo na hindi napo ito manualit... makaming salamat po...

NOTE: You may use an extra sheet as needed

✓  
JOSE F. BAGOS Jr.

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: ADHD

Control No: FALP-1A-200-0991

|                               |   |                                 |
|-------------------------------|---|---------------------------------|
| <u>G. Muriel</u><br>M. Muriel | <u>J. Reyes/K. Hernandez</u><br>J. Reyes/K. Hernandez | <u>G. Magadia</u><br>G. Magadia |
| Audited By:                   | Checked by:   | Noted By:                       |

Name: Bagas, Jose  
 Position: Asst. Clerk  
 ID Number: BF-13171  
 Batch No.: 250  
 Car Model/Line: Daihatsu auto/initial

Process: Manual Clipping  
 Group/Shift: DSLP  
 Date/ Time: March 12, 2020 6:45  
 No. of Offense: 1st offense  
 Superior Name: N. Dimaculangan

Non-compliance reference document control number:

FALP-WI-MC-009

**Details of Audit Findings:** Not following STOP-CALL-WAIT - Associate directly cut terminal without verification of Jr. Staff

### WRITTEN EXPLANATION

Ipagpaumanhin niyo po ang aking hindi pagsonod sa standard sa kachilanan. Tambak po ang aking wire ng mga tras na ayon, hindi ko na nagawang hanapin ang aming Jr. Staff kung kaya't nagdecide na ako na lang ang pumuto!

Countermeasure: I will perform STOP, CALL & WAIT

### 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><br>Employee | <u>[Signature]</u><br>Jr. Staff | <u>[Signature]</u><br>Staff | <u>[Signature]</u><br>Supervisor | <u>[Signature]</u><br>Manager |
| Date: _____                    | Date: _____                     | Date: _____                 | Date: _____                      | Date: <u>8/12/20</u>          |