

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME: MORTELL, ANGELYN**

**EMPLOYEE NUMBER: BF-17016**

**DEPARTMENT: SUZUKI INITIAL**

**DATE: MARCH 13, 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 directly cut the wire and conduct stripping due to encountered no core wire protruding, did not call the attention of **JR. staff**, did not fill up white tag, not wearing gloves during cutting of wire, last **February 19, 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 Two days 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**

**MDHII HR COORDINATOR**

**NOTED BY:**

  
**Michelle A. Fajardo**

**MDHII HEAD COORDINATOR**

RECOMMENDATION	
DATE OF SUSPENSION:	August 12-13, 2020
DATE RETURNED TO WORK	August 14, 2020
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
 SIGNATURE OF EMPLOYEE	
APPROVED BY:	
 IMMEDIATE SUPERVISOR <b>KATHERINE O. CABRERA</b> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

**Received by:**

  
**Emily L. Osorio**

**Employee's Signature Over Printed Name/Date**

**Signature Over Printed Name/Date**

## NOTICE TO EXPLAIN

EMPLOYEE NAME: MORTELL, ANGELYN

EMPLOYEE NUMBER: BF-17016

DEPARTMENT: SUZUKI INITIAL

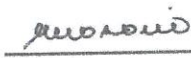
DATE: MARCH 13, 2020

### 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 SOP.** Associate directly cut the wire and conduct stripping due to encountered no core wire protruding, did not call the attention of JR. staff, did not fill up white tag, not wearing gloves during cutting of wire, last **February 19, 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

MDHII HR COORDINATOR

NOTED BY: 

Michelle A. Fajardo

MDHII HEAD COORDINATOR


### EMPLOYEE'S EXPLANATION:

Nag cut po ako ng wire dahil po prior po ang ginawa kong kina hindi na po ako nakapag-pagupit  
sa ating Jr. staff dahil hindi ko po makita kailangan na po ang wire kaya po naisip ko po na ako na  
po ang mag cut. Na po kasi un ng JRT ko. Kaya po ako na po ang mag-cut. At hindi din po ako  
nakagamit ng white tag kasi po nagmamahali na po ako. Pasasaya na po talaga sa magpuri. Hindi na po  
manulit. Pasasaya na po talaga. rinunad na po ako sop. SOPM po.

NOTE: You may use an extra sheet as needed

 Angelyn Mortell March 13, 2020

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: MDTH

Control No: FALP-1A-2002-0658

<u>R. Toligon</u>	<u>R. Hernandez / J. Reyes</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Martell Angelyn  
 Position: Associate  
 ID Number: BF-17016  
 Batch No.: 282  
 Car Model/Line: Suzuki Initial

Process: Manual Crimping  
 Group/Shift: XS-B  
 Date/ Time: February 19, 2020 10:20  
 No. of Offense: First Offense  
 Superior Name: T. Sorriento

Non-compliance Reference/Document  
 Control Number:

FALP-WI-ENG-MC-009

Manual crimping

Details of Audit Findings: Not Following SOP - Associate directly cut the wire and conduct stripping due to encountered no wire protruding. Did not call the attention to the wire. Did not fill up white tag and marking device during cutting of wire.

## WRITTEN EXPLANATION

Ako po si Angelyn Martell ay nag cut ng wire at hindi gumamit ng white tag sa kabilangan pa ng pagmamadali po ako dahil prio pa ang ating wire na ginagawa hindi na po namin nahanap ang jr staff para makapagpapalit. Hindi na po maulat ang pangyayaring ito sa susunod pa susundin ko na po ang SOP.

## 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>Martell</u> Employee Date: <u>March 10, 2020</u>	<u>T. Sorriento</u> Jr Staff Date: <u>02-24-2020</u>	<u>J. Onia</u> Staff Date: <u>02/24/2020</u>	<u>J. Jones</u> Supervisor Date: <u>2-27-2020</u>	<u>R. Martinez</u> Manager Date: <u>2/27/20</u>
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