

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SAN ANTONIO, MICHELLE

EMPLOYEE NUMBER: BF-18960

DEPARTMENT: D54L 2114

DATE: DECEMBER 27, 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: NO GOOD LOCATION OF WIRES. Improper location of AVX battery on hanger, last September 28, 2020.


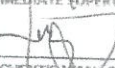
It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a 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.

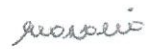
REPAIRED BY: 
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: 
Ms. Michelle F. Fajardo
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:	 J. H. H. H. H. IMMEDIATE SUPERVISOR
	 J. H. H. H. H. CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

 1-5-2021
Michelle A. San Antonio

Employee's Signature Over Printed Name/Date

Received by:  01-05-2021
Emily L. OSORIO

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: SAN ANTONIO, MICHELLE

EMPLOYEE NUMBER: BF-18960

DEPARTMENT: DS4L 2114

DATE: DECEMBER 27, 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: NO GOOD LOCATION OF WIRES. Improper location of AVX battery on hanger, last September 28, 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:

Ms. Michelle F. Fajardo

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

*Ito po si Michelle San Antonio na audit sa k nagang
September 28, 2020 sa kadahilanan po na naka improper
location po ang avx battery, para po hindi na ako
maaudit susunod na po ako sa SOP para iwas audit
ilalagay ko na po sa proper location ang mgf battery
para hindi ma uli maudit ang audit.*

NOTE: You may use an extra sheet as needed

1-5-2021
Michelle *SA* *San Antonio*

Employee's Signature Over Printed Name/Date

Emily L. Osorio
Received by: *EMILY L. OSORIO* 01-05-2020

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

FAC

Control No: FHP-1A-2009-3938

☒ AGENCY

Please Specify: MD411

Name: San Antonio, Michelle
Position: Associate
ID Number: 101 - 18760
Batch No.: 312
Car Model/Line: Daimatsu 254L 2114

Process: SCHEN
Group/Shift: NG - A
Date/ Time: Sept. 25, 2020 / 9:00
No. of Offense: 1st Offense
Superior Name: B. Narasimha

Non-compliance Reference/Document
Control Number:

TAP - CP - BA - 17090

Details of Audit Findings:

ails of Audit Findings: No good location of wires
Improper location of AUX battery on hanger

WRITTEN EXPLANATION

First Set ke pin lokasi naka proper location na po ang Aux Battery
na isang linden unang lang na ako nagalit, pagbalik ko
ko na audit na para paing naka improper location na po
ang Aux Battery, Hindi ko po alam kung sino kung
nagkaragat sa Aux Battery at nagkaragat sa opid na ibang
Battery Hindi po naka ang nagkaragat kung sino na nag-
karagat sa kanya, kung sino na nagkaragat sa kanya.

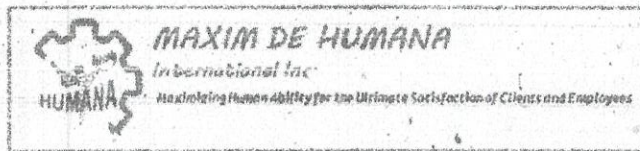
REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FALP Written Only(based on handbook)

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

Employee Date: <u>10-3-20</u>	Jr Staff Date: <u>10-5-20</u>	Staff Date: <u>10-5-20</u>	Supervisor Date: <u>10/6/2020</u>	Manager Date: <u>11/10</u>
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NOTICE OF DECISION

Date : January 5, 2021
To : San Antonio Michelle
(Name of the employee who needs to write the explanation)
Thru : Marion Caracul
(Write the name and position of the superior of the employee being investigated)
From : Maxim de Humana Int. Inc.
(Ideally, from HR Head, or head of the investigating committee)

RE : **NOTICE OF DECISION**

Relative to the notice to explain memo issued to you on
January 5, 2021
at FAS regarding DEFENCES AGAINST WORK BEHAVIOUR STANDARD

Per our company code of conduct and Discipline this falls under ARTICLE NO. VIII, SECTION NO. VII
With the corresponding disciplinary action of Written Warning

We received your written explanation on January 5, 2021, and we also invited you for administrative meeting held on admin 1st floor to which you have given another opportunity to explain your side.

In this regard, please be advised that based on the facts and evidences at hand, we concluded that you committed the infractions as stated on the notice to explain issued to you. You are further advised of this
Memorandum

A similar infraction in the future shall be dealt with heavier sanction, per our code of conduct and Discipline
N/A from state date to end date N/A effective effectivity date
January 5, 2021

Please be guided accordingly.

EMIE L. DORIO

Coordinator Name/Position Title/Signature

Noted by:

Florentina Tancanco
Human Resource Manager

CC: 201 File

GF-MGT-003(REV1)08-01-2020