

One Source

# NOTICE TO EXPLAIN

DATE: 2020-08-12  
 EMP NAME: Archie Flores  
 POSITION: Associate

PROJECT: \_\_\_\_\_  
 EMP NO: ENR-2423 DEPT: Pb4  
 SUPERIOR: \_\_\_\_\_

As your immediate superior I am putting you on notice that based on preliminary investigations, you allegedly violated the following provision in the One Source Specialized Services Inc. Code of Discipline; see attached Incident Report (HRF004-00).

[Cite Code of Discipline provision here]

08-15-10 / FAS Production

on [date/time] at [location, if applicable].

Not following company standards and operating procedures.

For this reason, One Source is considering the following disciplinary action against you:

Provision/Policy	Ordinal No. of Offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline
<u>3.2.14</u>	<u>first</u>	<u>Suspension</u>

Please submit this within five (5) days upon receipt of this Notice of your written explanation, reasons, and justifications as to why the disciplinary action stated above should not be taken against you.

## Employee's Explanation :

Ako si Archie Flores ay nag-audit ng salient  
sa kadamitanang nag-mahal po ako ng wire na hindi  
naa-avail sa ering din nAPO ang nalabas sa CP  
hindi kina po na report sa staff or Jr. staff  
sa dapat ko pong Gawin Salamat po.

Note: You may use an extra sheet as needed.

Archie Flores  
 Employee Signature and Date

(To be filled up by One Source HR only.)

## Superior's Recommendation :

As your immediate supervisor I am putting you on notice that after a thorough investigation, presented evidence, and statements made by you in writing, we find that you violated the 3.2.14 provision in the One Source Code of Discipline:

For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Written Warning             | <input type="checkbox"/> 15-day Suspension and Warning of Dismissal | <input type="checkbox"/> For Records Only |
| <input checked="" type="checkbox"/> 5-day Suspension | <input type="checkbox"/> Dismissal                                  |   |
| <input type="checkbox"/> 10-day Suspension           | <input type="checkbox"/> For Further Investigation                  |   |

Albert Peracillo

Immediate Superior (Signature over Printed Name)

Noted by: [Signature]  
 Manager, HR & Admin. Department

1. Proper way for erasures



2. Standard way of writing date.

ex: 2010-07-14 (year-month-day)



RECOMMENDATION FORM	
NAME:	Flores, Archie S.
EN No.:	EN69-5423
VIOLATION:	Not Following RDP
SUSPENSION DATE:	Sep. 1, 2020
RETURN DATE:	Sep. 2, 2020
RETURN SHIFT:	Dayshift
SHIFT/SCHEDULE:	Shift B
PD/LINE:	Suzuki YD1

Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpa-  
galing sa suspension kabanin ang ID sa Coordinator bago mag-  
galing sa suspension.

Employee Signature: *[Signature]*  
Production Supervisor: *[Signature]*  
Production Manager: **KATHERINE O. CABRER**

Date: June 17, 2020

To: Flores Archie S.  
EN No.: EN69- 5423  
No. of Offence: 1st offence

From: **Human Resources and Administrative Dept.**  
Re: **As stated**

Based on incident reported on June 15, 2020. You hereby allegedly violated:

**One Source Code of Discipline Section: 3.2. Use of Company Property**

(3.2.14 Not following company standards, operating procedures, work instruction and practices which may or may not result to damage of company property.)

In line with the violation, this memorandum will serve as your

<input type="checkbox"/> Written Warning	<input type="checkbox"/> 10-days Suspension
<input checked="" type="checkbox"/> 1-day Suspension	<input type="checkbox"/> 15-days Suspension
<input type="checkbox"/> 2-days Suspension	<input type="checkbox"/> 30-days Suspension
<input type="checkbox"/> 3-days Suspension	<input type="checkbox"/> Warning to Dismissal Depending to gravity of offense
<input type="checkbox"/> 5-days Suspension	<input type="checkbox"/> Dismissal Effective _____
<input type="checkbox"/> 7-days Suspension	<input type="checkbox"/> For record purposes only

For your reference. Thank you

Best Regards,  
*[Signature]*  
PROJECT SUPERVISOR

Received by:  
*[Signature]*  
SIGNATURE OVER PRINTED NAME



# I-ALERT WRITTEN EXPLANATION

Control No: FALP-IA-2006-1163

FAS

AGENCY

Please Specify: one source

<u>P. Martinez</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Supers. Archie Process: Manual crimping  
 Position: Associate Group/Shift: DS-B  
 ID Number: ENG-2423 Date/ Time: June 21, 2020 8:19  
 Batch No.: 304 No. of Offense: 1st  
 Car Model/Line: Suzuki 401 Secondary Process Superior Name: H. Paula

Non-compliance Reference/Document  
Control Number:

FALP-WI-ENG-MC-009

Manual Crimping Process

## Details of Audit Findings:

Not following SOP

did not conduct barcoding of kanban due to flow error, actual wire is W/ but on PC is B/

## WRITTEN EXPLANATION

Ako po si Archie S. Flores ang na audit ng i-alert sa  
kaalamanan nag manual po ako ng wire na hindi naka barcode  
pagawa kapa to dahil sa pag binarcode + crimp finish po ang  
halabas sa PC. hindi po ako nag report sa Jr staff o staff  
na dapat kong gawin salamat po!

## 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>A. Flores</u> Employee Date: <u>06-29-2020</u>	<u>gmsing</u> Jr Staff Date: <u>06-29-2020</u>	<u>JOJO RIONDA</u> Staff Date: <u>06-29-2020</u>	<u>J. Reyes</u> Supervisor Date: <u>06-29-2020</u>	<u>her</u> Manager Date: <u>7/2/2020</u>
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