

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: FORTU, KEVIN

EMPLOYEE NUMBER: BF-13671

DEPARTMENT: SUZUKI YD1 5123

DATE: FEBRUARY 28, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3<sup>rd</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 not conduct barcoding of poly card, last February 5, 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 11 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:

EMILIO L. OSORIO

Emily L. Osorio  
MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>May 4-15, 2020</u>
DATE RETURNED TO WORK	<u>May 16, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

KEVIN R. FORTU 03/02/2020

Employee's Signature Over Printed Name/Date

EMILIO L. OSORIO 03-03-2020

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

EMPLOYEE NAME: FORTU, KEVIN

EMPLOYEE NUMBER: BF-13671

DEPARTMENT: SUZUKI YD1 5123

DATE: FEBRUARY 28, 2020

**SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3<sup>rd</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 not conduct barcoding of poly card, last February 5, 2020, which subject you in **11 to 15 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

**EMPLOYEE'S EXPLANATION:**

MAKALIMUTAN KO PANG BARILIN ANG POLY CARD BAGO KO PO IUNGAT SA LOCKING SET, NAGE OR PO KASE ANG HAKA PORTION KAYA PO AGO ANG NAGE SUPPORT SA KANYANG PORTION.

NOTE: You may use an extra sheet as needed

Kevin K. Fortu 28/02/2020  
Employee's Signature Over Printed Name/Date

Emily L. Osorio 28-02-2020  
received by: Emily L. Osorio 28-02-2020  
Signature Over Printed Name/Date

# **I-ALERT WRITTEN EXPLANATION**

Control No: PAIP-1A-2020-0460

☐ FAS

☐ AGENCY

Please Specify: NIDHII

<u>[Signature]</u> In n-tado	<u>[Signature]</u> J. Reyes/K. Hernandez	<u>[Signature]</u> G. Magadia
Audited By:	Checked by:	Noted By:

Name: PORTY, KEVIN  
Position: Associate  
ID Number: 18 15571  
Batch No.: 253  
Car Model/Line: Suzuki 401 / 110panel-5123

Process: Appearance  
Group/Shift: PSIB  
No. of Offense: 1st offense  
Superior Name: M. Castillo

Non-compliance Reference/Document  
Control Number:

PAIP-WI-PNO-IP-07

Appearance Inspection Process

Details of Audit Findings: NE following job associated not conduct recording of polycard.

## **WRITTEN EXPLANATION**

MAKALIMUTAN KO PANG I-BRECK ANG POLYCARD PAKATAPOS KO PANG ILALAN  
SA PAIP V-PAIP (INDEPENDENT) V-PAIP PAIP. I-PAIP CHECK ANG PC KUNG NATAPAL KO  
PO ANG POLY CARD

☐ 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> Employee Date: <u>02/08/2020</u>	<u>[Signature]</u> J/Staff Date: <u>02/16/2020</u>	<u>[Signature]</u> Staff Date: <u>2-16-2020</u>	<u>[Signature]</u> Supervisor Date: <u>02-16-2020</u>	<u>[Signature]</u> Manager Date: _____
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