

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SUAREZ, JOREL

EMPLOYEE NUMBER: BF-14448

DEPARTMENT: HONDA 3115

DATE: December 18, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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: NON-COMPLIANCE ON INSERT-PULL METHOD. Associate not follow insert pull method doing advanced insertion during process sub assy, might cause wrong insert and TBO, last **November 7, 2019.**

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 SIX 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: for: Jorel
Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY: _____
Ms. Michelle Fajardo
MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	Feb. 10-15, 2020
DATE RETURNED TO WORK	Feb. 17, 2020
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	<u>Jorel</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>Michelle Fajardo</u> IMMEDIATE SUPERVISOR
	<u>Angie T. Gomba</u> CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Jorel Suarez A. 01-10-20

Employee's Signature Over Printed Name/Date

Emily L. Asorio 01-10-2020

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: SUAREZ, JOREL

EMPLOYEE NUMBER: BF-14448

DEPARTMENT: HONDA 3115

DATE: December 18, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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: NON-COMPLIANCE ON INSERT-PULL METHOD. Associate not follow insert pull method doing advanced insertion during process sub assy, might cause wrong insert and TBO, last **November 7, 2019**, which subject you to 6 to 10 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: for: reviewed

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Ms. Michelle Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

pasensya na po kung nagawa ko yun sa kadahilang delay po
fasi ako nun. Hindi na po inaulit yun pasensya na po talaga.

NOTE: You may use an extra sheet as needed

Suarez Jorel A. 01-10-20



Employee's Signature Over Printed Name/Date

Received by: reviewed
EMILY L. OSORIO 01-10-2020

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
(NS - Miheng Marquez)

Date: November 07, 2019

Item #	Date	Process / Area	Location	Actual Image	Finding/Reason for Improvement	On	Measure Taken	Category	Operator / Other Concern Person	Still Concern	Person Reported	Incident Date/Time	Incident Reported	Incident Reported
1	11/7/2019	Honda line 3115			Associate not follow insert pull method doing advance insertion during process in sub assy, might cause of wrong insert and TBO	NG	Informed junior staff regarding this matter and advised associate to follow SCP in sub assy process	SO	 Jovel Suarez-Madon	OK Miheng	Angelica Puyo	Handa	St the	for monitoring