

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: IBAYAN, SHARMAINE

EMPLOYEE NUMBER: BF-17915

DEPARTMENT: SUZUKI 5117

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3rd 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 using reference jig during application of A type taping on assy process, last July 24, 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 6 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: Michelle A. Fajardo
Michelle A. Fajardo
MDHII ONSITE COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>October 12-17, 2020</u>
DATE RETURNED TO WORK	<u>October 19, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<u>YES</u>
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
	IMMEDIATE SUPERVISOR
	KATHERINE O. CABRERA
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

SHARMAINE IBAYAN
IBAYAN

Employee's Signature Over Printed Name/Date

Received by: Emilio L. Osorio

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: IBAYAN, SHARMAINE

EMPLOYEE NUMBER: BF-17915

DEPARTMENT: SUZUKI 5117


DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3rd 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.**

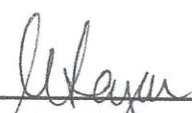
VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate not using reference jig during application of A type taping on assy process, last **July 24, 2020**, which subject you in **6 to 10 Days Suspension.**

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: 

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: 


Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

HANDI PO AKO GUMAMIT NG REFERENCE JIG DAHIL MAHIRAP PO ITO
GAMITIN MATIGAS AT MASAKIT PO SA KANAY PASENSYA NA PO HINDI
KO NA LANG UULITIN, NAINTIWIDHAN KO NAMAN PO ANG STANDARD KAYA
LANG PO NAHINIRAPAN PO AKO GUNDIN ITO - GAWA NA MATIGAS
MNG JIG

NOTE: You may use an extra sheet as needed

 SHARMAINE IBAYAN

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: MDHII

Control No: FALP-IA-2407-1527

<u>R. Aligoro</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Bayan Samarin Process: Assembly
Position: Associate Group/Shift: July 24, 2020/ 8:20 DC-A
ID Number: BF-17415 Date/ Time: July 24, 2020/ 8:20
Batch No.: 300 No. of Offense: 1st
Car Model/Line: Suzuki YD1 / 517 Superior Name: M. Ureola

Non-compliance Reference/Document
Control Number:

FALP-WI-PRD-AP-101

Details of Audit Findings:

Not following SOP
Not using reference in doing application of A type taping on assy process

WRITTEN EXPLANATION

HINDI PO AKO GUMAMIT NG REFERENCE JIS DAHL NAHIRAPAN PO
AKONG SAMITIN ITO, PASENSYA NA PO HINDI KO NALANG PO JULITIN
KAHIT MAHIRAP PO AY GABAWIN KO NA. KAHIT NA NAHIRAPAN PO AKO
SAMITIN YONG JIS AT MATITIGAS, SORRY PO HINDI KO NALANG JULITIN PA.

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>[Signature]</u> Employee Date: <u>JULY 29 / 2020</u>	<u>[Signature]</u> Jr Staff Date: <u>07/29/20</u>	<u>[Signature]</u> Staff Date: <u>07/29/20</u>	<u>[Signature]</u> Supervisor Date: <u>8/6/2020</u>	<u>[Signature]</u> Manager Date: <u>8/11/20</u>
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