

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CAMACHO, JOHN CARLO

EMPLOYEE NUMBER: BF-14416

DEPARTMENT: HONDA OLD 3119

DATE: OCTOBER 11, 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: UN AUTHORIZED PERSON DOING THE PROCESS. Associate conduct option taping but certified only on dimension, last August 30, 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 1 DAY 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>OCT. 29, 2020</u>
DATE RETURNED TO WORK	<u>OCT. 30, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE <u>John Carlo Camacho</u>	
APPROVED BY:	<u>Michelle A. Fajardo</u>
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.	

John Carlo Camacho

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: CAMACHO, JOHN CARLO

EMPLOYEE NUMBER: BF-14416

DEPARTMENT: HONDA OLD 3119

DATE: OCTOBER 11, 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: UN AUTHORIZED PERSON DOING THE PROCESS. Associate conduct option taping but certified only on dimension, last **August 30, 2020**, which subject you in **1 to 5 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: _____

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

- Ako si John Carlo Camacho ay na audit nang
August 30, 2020. Certified po ako ng ect kaya lang po ay hindi
ako certified ng option taping. tumulong po ako sa ect gawang
tambak na po at saka mag uwiin na po.

NOTE: You may use an extra sheet as needed

John Carlo Camacho

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-1A-2008-2160

Name: John Carlo Camacho
Position: Associate
ID Number: BF14416
Batch No.: 263
Car Model/Line: Honda 13119

Process: Option Taping
Group/Shift: DS/A
Date/ Time: August 30, 2020 / 4:20
No. of Offense: 1st Offense
Superior Name: L-Salud

Audited By: [Signature]
Checked by: [Signature]
Noted By: [Signature]

Non-compliance Reference/Document
Control Number:

HABA-2018-04-14

Details of Audit Findings:

Un-Authorized person doing the process. Associate conduct option taping, certified only on dimension process.

WRITTEN EXPLANATION

Certified po ako ng ECT kaya lang po ay hindi ako certified ng option taping, tumulang lang po ako sa ECT gamang tambak na po at kaya maguuman na po.

REMARKS/ EVALUATION

☐ i-Alert written only

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



Agency/FALP Written Only(based on handbook)

Employee Date: <u>09-07-2020</u>	Jr Staff Date: <u>09-07-2020</u>	Staff Date: <u>09/07/20</u>	Supervisor Date: <u>9/10/20</u>	Date: <u>[Signature]</u>
-------------------------------------	-------------------------------------	--------------------------------	------------------------------------	--------------------------