

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MOSTER, EUGENIA

EMPLOYEE NUMBER: BF-11902

DEPARTMENT: DAIHATSU 2007

DATE: JANUARY 17, 2020

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: NOT FOLLOWING PACKING PROCEDURE. Associate did not follow the following packing procedure that's why the connector out of poly box, last **December 19, 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 3^{1/2} 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.


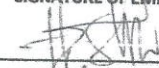
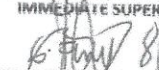
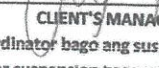
PREPARED BY:


Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY:


Ms. Chady Dosono
MDHII BRANCH MANAGER


Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	September 8-12, 2020
DATE RETURNED TO WORK	Sept. 14, 2020
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
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.	

Received by: ANGIE T. GUNABATA 01/23/2020

Signature Over Printed Name/Date

RE-SCHEDED

NOTICE TO EXPLAIN

EMPLOYEE NAME: MOSTER, EUGENIA

EMPLOYEE NUMBER: BF-11902

DEPARTMENT: DAIHATSU 2007

DATE: JANUARY 17, 2020

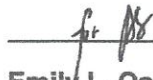
SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd OFFENSE)

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: NOT FOLLOWING PACKING PROCEDURE. Associate did not follow the following packing procedure that's why the connector out of poly box, last **December 19, 2019**, 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.

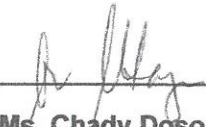
PREPARED BY:



Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:



Ms. Chady Dosono

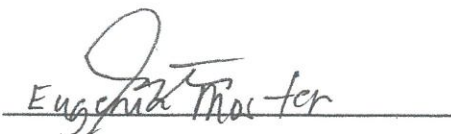
MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:


mangyari po noon na Audit po ako ag hindi po aware na nakalabas na ang maliit na connector sa polybox, na for recount po po.

Humihingi po ako ag pumanshin at ipinapangato ko po na susund na po ako sa SDP.

NOTE: You may use an extra sheet as needed



Employee's Signature Over Printed Name/Date

Received by:  **ANGIE T. GOMIDA** 01/23/2020

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 410-1A-1912-3792

☐ AGENCY

Please Specify: MDHII

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Noted By:
-----------------------------------	---------------------------------

Name: Maste, Eugenia
Position: Associate
ID Number: BF11902
Batch No.: 237
Car Model/Line: Danaher/3004

Process: Appearance
Group/Shift: 05-B
Date/ Time: 12-19-19 / 10:25
No. of Offense: (1st) 2nd
Superior Name: J. Aleniza

Audit Findings: Not following packing procedure

Details: connector out of polybox

WRITTEN EXPLANATION

Hinihingi po ako ng paumanhin sa akin
audit na di ko po alam na ang connector ay nalalabas
na sa polybox.

Remarks/ Evaluation:

Please double check polybox
if there is conn. out of it, follow SOP

- ☐ I-Alert Written Explanation Only
- ☒ Agency/FALP Written Explanation Only
(based from Handbook)
- ☐ Need day/s Suspension (based from FALP
Handbook & Memo for Major Non-
Compliance)

[Signature]
Signature of Employee
Date: 12-22-19

[Signature]
M. FAIGAD
Ir Staff
Date: 12/20/19

[Signature]
M. Dino
Staff
Date: 12/20/19

[Signature]
Supervisor
Date: 12/20/19

[Signature]
Manager
Date: 12/22