

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** FAELDO, LINDY

**EMPLOYEE NUMBER:** BF-12930

**DEPARTMENT:** SUBARU(7106) 7107

**DATE:** OCTOBER 09, 2019

### 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 of COT jig during attachment of RCOT in airbag, last June 13, 2019.

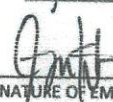
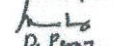
It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.


In view of this, you are hereby given a 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**  
**MDHII EMPLOYEE RELATION OFFICER**

**NOTED BY:**   
**Ms. Chady Dosono**  
**MDHII BRANCH MANAGER**

Shift A	<b>RECOMMENDATION</b>
DATE OF SUSPENSION:	<u>Nov 28 2019</u>
RETURNED TO WORK:	<u>Nov 29 COT for Refuse</u>
	<u></u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u></u> 11-13-19 IMMEDIATE SUPERVISOR
<u>0964 3962 189</u>	CLIENT'S MANAGER

 NOV 8, 2019  
**Employee's Signature Over Printed Name/Date**

**Received by:**  AUGIE A. MONDA 11/08/19  
**Signature Over Printed Name/Date**



MAXIM DE HUMANA International Inc.

Maintaining Human Ability for the Ultimate Satisfaction of Clients and Employees

## NOTICE TO EXPLAIN

EMPLOYEE NAME: FAELDO, LINDY

EMPLOYEE NUMBER: BF-12930

DEPARTMENT: SUBARU 7106

DATE: OCTOBER 09, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</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 using of COT jig during attachment of RCOT in airbag, last **June 13, 2019**, 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

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

### EMPLOYEE'S EXPLANATION:

ipagpaumanhin po ninyo kung hindi po ako gumamit ng COT Jig ng insensibil ko ang sa RCOT, sa kadahilanan ako po ay nagmamadali kasi po delay na po ang pag lay'out ng airbag. Al wala din kaming kupper. Ako po ay nangangata na hindi na ulitin ang hindi ko pag gamit ng COT jig

NOTE: You may use an extra sheet as needed

NOV. 8, 2019

Employee's Signature Over Printed Name/Date

Received by:

ANGIE B. COMETA 11/08/19

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1106-281

☒ AGENCY

Please Specify: MAXIM

<u>J. Magadia</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Faelde, Lindy  
Position: Associate  
ID Number: BF-12930  
Batch No.: 249  
Car Model/Line: Subaru / L710G

Process: Bukumi (Airbag)  
Group/Shift: A  
Date/Time: June 13, 2019 / 01:45 PM  
No. of Offense: (1st offense)  
Superior Name: J. Alalay

Audit Findings:

Details:

Not Following SOP

Not using of COT Jig during attachment of RCOT in Airbag.

\* see attached report

## WRITTEN EXPLANATION

ako po si Lindy E. Faelde. Nahumihingi po ng pagmamahin sa kadahilanang hindi po ako gumamit ng COT Jig ng insert ko ang RCOT, Kasi po delay po kami masyado, wala man lang po kahit isang paper. Ipinapangako ko po na hindi na po mauulit.

## Remarks/ Evaluation:

Written Only

1st penalty

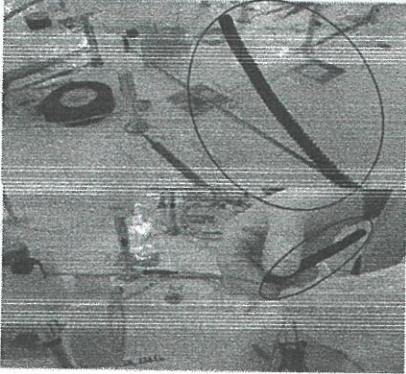
[Signature]  
Signature of Employee  
Date: 06/26/19

[Signature]  
Jr Staff  
Date: 6/26/19

[Signature]  
Staff  
Date: 7-6-19

[Signature]  
Supervisor  
Date: 9/1/19

[Signature]  
Manager  
Date: 9/30

Car Model / Lias No.	Subaru/7106,7102	<div style="text-align: center;">Picture</div> 	<div style="text-align: center;">Action Taken</div>
Date / Time	06-13-19/01:45pm		
Name / ID No.	Faeldo, Lindy/BF/12930 Goncoroso, MicaPrincess/18PK28870		
Shift / Group	DS/A		
Batch No.	249,245		
Process	Bukumi Process		
FAS or Agency: specify	MDHI, PKIMT		
Person Informed	J. Alday, H. Guno		
Audited by:	L. De Castro		
	Details		
<p>Not following SOP Associate did not used COT jig during process</p>			