

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CASTIGADOR, LEE JOY

EMPLOYEE NUMBER: BF-11552

DEPARTMENT: SUBARU INITIAL

DATE: DECEMBER 27, 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: NOT USING PROPER COILER DURING MASS PRODUCTION. Last October 07, 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 WRITTEN WARNING 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. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	NI
DATE RETURNED TO WORK	1/1
SHIFT:	A
NEED FOR REFRESHER:	YES
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
	IMMEDIATE SUPERVISOR
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ko pagbalik after suspension bago mag Ram/prn.	

LEE JOY CASTIGADOR / 01/07/21

Employee's Signature Over Printed Name/Date

Received by: EMILY L. OSORIO 01-04-2021

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: CASTIGADOR, LEE JOY

EMPLOYEE NUMBER: BF-11552

DEPARTMENT: SUBARU INITIAL

DATE: DECEMBER 27, 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: NOT USING PROPER COILER DURING MASS PRODUCTION. Last October 07, 2020, which subject you in WRITTEN WARNING.

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidence for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY: jeosorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: [Signature]

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po si Lee Joy Castigador naaudit noong October 07, 2020 dahil sa hindi paggamit ng paper coiler dahil po nagmamadali ako ng araw na yon dahil narin po sa paghahapit dahil kelangan na po ang mga wire sa susunod po si siguraduhing mayas ang kagamitan para mag mass production para hindi na po ulit maulit

NOTE: You may use an extra sheet as needed

[Signature]
- LEE JOY CASTIGADOR / 01 / 04 / 21

Employee's Signature Over Printed Name/Date

Received by: jeosorio
Emily L. OSORIO 01-04-2021

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

Control No: FALP-119-2010-4119

☐ FAS

☒ AGENCY

Please Specify: MDHII

Audited By: <i>[Signature]</i>	Checked by: <i>[Signature]</i>	Noted By: <i>[Signature]</i>
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Name: Lee Joy Castigador
Position: Associate
ID Number: 11-11352
Batch No.: 1st
Car Model/Line: Subaru Initial
Process: Auto Clumping
Group/Shift: NS/A
Date/ Time: October 01, 2020/1:30
No. of Offense: 1st offense
Superior Name: C. Narasimhan

Non-compliance Reference/Document Control Number:

Details of Audit Findings: Not using paper roller during mass production (Rear & front side)

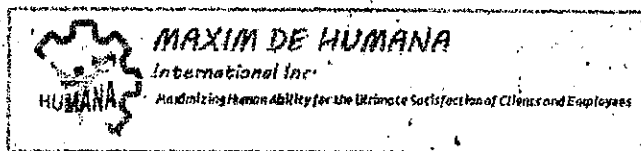
WRITTEN EXPLANATION

Ako po si Lee Joy Castigador ay humihingi na pagsusya dahil po sa naging audit ko na hindi gumamit ng paper roller during mass production sa kadahilananang nagmamadali po ako ng draw na yun. Una isang side po kasi ay nalaglag kung po sa dya yang papel hindi ko karaman po agad napansin yun at yung sa isang side po ay di ko po talaga naisabit dahil naghanap po nun. Saka ko na kung po nalaman na ganun nung nalita na ng i-alert sa susunod po ay isasabit ko na yung papel sa roller at ng icheck paagi kung okay po po ang lagay nun. Pasensya na po.

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).

Lee Joy Castigador Employee Date: 10/11/2020	<i>[Signature]</i> Jr Staff Date: 10/11/2020	<i>[Signature]</i> Staff Date: 10/11/2020	<i>[Signature]</i> Supervisor Date: 11/02/2020	<i>[Signature]</i> Manager Date: 11/12/20
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NOTICE OF DECISION

Date : January 4, 2021
To : Cashgador Lee Joy
(Name of the employee who needs to write the explanation)
Thru : Derald Gamadito
(Write the name and position of the superior of the employee being investigated)
From : Maxim DE HUMANA INT. INC.
(Ideally, from HR Head, or head of the investigating committee)

RE : **NOTICE OF DECISION**

Relative to the notice to explain memo issued to you on
January 4, 2021
at ENS regarding DIFFERENCES AGAINST WORK DISCIPLINE SITUATION.

Per our company code of conduct and Discipline this falls under ARTICLE NO. VII SECTION NO. VII
With the corresponding disciplinary action of Written Warning

We received your written explanation on January 4, 2021, and we also invited you for administrative meeting held on Admin 1st floor to which you have given another opportunity to explain your side.

In this regard, please be advised that based on the facts and evidences at hand, we concluded that you committed the infractions as stated on the notice to explain issued to you. You are further advised of this memorandum

A similar infraction in the future shall be dealt with heavier sanction, per our code of conduct and Discipline
N/A from state date to end date N/A effective effectivity date
January 4, 2021

Please be guided accordingly.

review
EMIE L. BORDO

Coordinator Name/Position Title/Signature

Noted by:

for
Florentina Tancanco
Human Resource Manager

CC: 201 File

GF-MGT-003(REV1)08-01-2020