

Incident 423



RECOMMENDATION

DATE OF SUSPENSION: April 26, 2021

DATE RETURNED TO WORK: April 27, 2021

SHIFT: A

NEED FOR REFRESHER: ☒ YES ☐ NO

SIGNATURE OF EMPLOYEE: [Signature]

APPROVED BY: [Signature]

IMMEDIATE SUPERVISOR: [Signature]

CLIENT'S MANAGER: [Signature]

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.

F-0021-02-0917

NOTICE OF DECISION

Emp. No. BF-39843 Date Prepared _____

Employee Name Macaalay, Cheselie Case Ref. No. _____

Position Production Associate Employment Status REGULAR

Dept/Section PD1 section 1 (5119)

Details of Offense:

Article No. VIII

Section No. VI

Article Code OFFENSES AGAINST WORK / BUSINESS STANDARD

Article Description FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES, WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE OF COMPANY PROPERTY

Nature of Offense UN-AUTHORIZED PERSON DOING THE PROCESS

Number of Offense 1ST OFFENSE

Applicable Penalty 1-5 DAY SUSPENSION

Incident Summary

Associate doing option process without certification

BODAS dated on January 06, 2021

DECISION:

After careful evaluation and due consideration of all relevant information and evidence, including:

☐ Your failure to submit your written explanation ☒ Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

☐ Verbal Warning ☐ Written Warning ☒ Suspension Without Pay for 1 days starting from _____ to _____

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

Prepared by: [Signature] Approved by: [Signature]

EMIE L. OSORIO

Received by: [Signature] MARCH 16, 2021

Employee Signature/Date



NOTICE TO EXPLAIN

			DATE	03-18-21	
EMP. NAME	Macaalay, Cresencio	CASE NO.	F-2021-00-0917		
POSITION	Production Associate	EMP. NO.	BF-39843		
CLIENT	FAS	DEPT/SEC	PDI section 1		
<p>You are hereby given one hundred twenty (120) hours or equivalent to five (5) working days upon receipt hereof to report to this office and submit a written explanation why no disciplinary action should be taken against you for possible violation of our company rules and regulations and of the Labor Code.</p> <p>Your failure to reply within the period stated shall be construed as admission of the violation and/or waiver of your rights to present evidences for and on your behalf thus shall be the basis of the Management's decision.</p> <p>Alleged Violation (s): (please indicate all possible infractions)</p>					
Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	VII	OFFENSES AGAINST WORK / BUSINESS STANDARD	FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES, WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE OF COMPANY PROPERTY	1ST	1-6 DAYS SUSPENSION
Specifically and in detail the infraction was:					
Based on the submitted Incident Report/document:					
Last January 06, 2021, associate was audited due to doing OPRON PROCESS WITHOUT CERTIFICATION BARDAF					
Attachment (if any):					
Prepared by			Noted by:		
Emie L. DSONED					
Employee's Acknowledgement					
 Signature/Date/Time - MARCH 18, 2021					

CC: 201 File

Branch Manager

F-GEN-004(REV2)1-25-2021

I-ALERT WRITTEN EXPLANATION

Control No: FAIP-IA-201-0489

☐ FAS

☒ AGENCY

Please Specify: NDHII

<u>J. MARIPO</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Macalaya, Greerhie
Position: Associate
ID Number: BF-99343
Batch No.: 344
Car Model/Line: Suzuki 401/519

Process: Option
Group/Shift: DC-A
Date/ Time: Jan. 06, 2021
No. of Offense: First offense
Superior Name: D. Espiritu

Non-compliance Reference/Document

Control Number:

FAIP-GL-PRD-CP-092

FAIP-WI-QCA-DT-256

Details of Audit Findings:

un-authorized person doing the process
Doing option process without certification badge

WRITTEN EXPLANATION

Gusto ko lang makatulong na magabilis yung process, pati tambok pa kami.
Di ko rin po alam na iba pala ang certified officer at sa office taping
Kala kaly isa laang

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>S. Hernandez</u> Employee Date: <u>1/12/21</u>	<u>D. Espiritu</u> Jr Staff Date: <u>1/13/21</u>	<u>G. Espiritu</u> Staff Date: <u>1/13/2021</u>	<u>S. Hernandez</u> Supervisor Date: <u>2/9/2021</u>	<u>J. Reyes</u> Manager Date: <u>02/11/21</u>
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