

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GUTIERREZ, ROSE ANN

EMPLOYEE NUMBER: BF-16290

DEPARTMENT: SUZUKI 5127

DATE: NOVEMBER 15, 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 SOP. Associate not updating final assembly process minor defect when encountered missing markings in appearance process, last **September 20, 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.

REPAIRED BY: Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: Ms. Michelle F. Fajardo
MDHII ONSITE SUPERVISOR

RECOMMENDATION		RECOMMENDATION	
DATE OF SUSPENSION:	December 18, 2020	DATE OF SUSPENSION:	Dec. 9, 2020
DATE RETURNED TO WORK:	December 19, 2020	DATE RETURNED TO WORK:	Dec. 10, 2020
SHIFT:	A	SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>R. Gutierrez</u>	SIGNATURE OF EMPLOYEE	<u>R. Gutierrez</u>
APPROVED BY:	<u>M. Fajardo</u>	APPROVED BY:	<u>M. Fajardo</u>
IMMEDIATE SUPERVISOR		IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER		CLIENT'S MANAGER	<u>KATHERINE O. CABRERA</u>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.		Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

ROSE ANN G. GUTIERREZ / 11-20-20

Received by: Emily L. Osorio

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: GUTIERREZ, ROSE ANN

EMPLOYEE NUMBER: BF-16290

DEPARTMENT: SUZUKI 5127

DATE: NOVEMBER 15, 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 SOP. Associate not updating final assembly process minor defect when encountered missing markings in appearance process, last **September 20, 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: msosorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: for

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po si Rose Ann G. Gutierrez BF-16290, Suzuki 5127 Floor ay na-audit ng I-Alert noong September 20, 2020 sa kadahilanan pong kami ay tambak na kaya po nakalilitan ko pong isulat sa minor defect iyong pina-add mark ko sa connector. Nanganga ko po akong hindi ko na-ulitin, at susunod na ako sa Hinakda sa Sop.

NOTE: You may use an extra sheet as needed

Signature
ROSE ANN G. GUTIERREZ / 11-20-20

Employee's Signature Over Printed Name/Date

msosorio
Received by: EMILY L. OSORIO

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MCAII

Name: Gutierrez, Rose Ann
Position: Associate
ID Number: 05-16290
Batch No.: 273
Car Model/Line: Suzuki 125 / 5127

Process: Appearance
Group/Shift: GS/A
Date/ Time: SEP. 20, 2020 / 08:55
No. of Offense: 1
Superior Name: JO Castillo

Control No: FALP-1A-2009-3719

<u>For 1/20</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Non-compliance Reference/Document
Control Number:

FALP-WI-PRD-IP-007

Details of Audit Findings:

Not following WOP

Not updating Final Assembly process minor defect record when encountered missing markings in Appearance process.

WRITTEN EXPLANATION

Ako po si Rose Ann G. Gutierrez ay nauudat sa kadahilatang hindi po ako
sumunod sa itinakda sa SOP. Nakalimutan ko po na isulat sa minor defect yang puna cob
mark ko. Lagi ko na pang isa sa isap na kagad magpa-addmark 2 add tape kay kinakailangan
pang i-update sa minor defect.

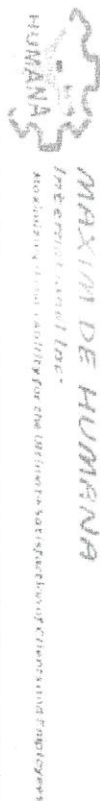
REMARKS/ EVALUATION

☐ I-Alert written only

☒ Agency/FALP Written Only (based on handbook)

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

<u>R. Gutierrez</u> Employee Date: <u>10/05/2020</u>	<u>M. Mascardo</u> Jr Staff Date: <u>10/15/20</u>	<u>P. Sanchez</u> Staff Date: <u>10/15/20</u>	<u>A. Sumalal</u> Supervisor Date: <u>10/16/20</u>	<u>Quina</u> Manager Date: <u>10/16/20</u>
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LEAVE CARD

DATE HIRED: 12/19/2019
ANNUAL LEAVE:

NAME: Cuherm, Rose Ann

CLIENT: B-10296
ID #

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