



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DE LEON, AISA ALYSSA

EMPLOYEE NUMBER: BF-17180

DEPARTMENT: SUZUKI 5116

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (4th 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: UN-AUTHORIZED PERSON DOING THE PROCESS. Associate doing option taping even not certified on the process, last July 22, 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 11 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
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo
Michelle A. Fajardo
MDHII ONSITE COORDINATOR

AISA ALYSSA D. DE LEON

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	November 9-20, 2020
DATE RETURNED TO WORK	November 21, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
KATHERINE O. CABRERA	
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: Emily L. Osorio

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: DE LEON, AISA ALYSSA

EMPLOYEE NUMBER: BF-17180

DEPARTMENT: SUZUKI 5116

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (4th 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: UN-AUTHORIZED PERSON DOING THE PROCESS. Associate doing option taping even not certified on the process, last **July 22, 2020**, which subject you in **11 to 15 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

✓ Ako po si Aissa Alyssa B. De Leon, ako po ang naka cross-traine na po ng option taping process ingat po ng lockdown kanya hindi po ako certified habang nag process dun kasi po yung certified doon ay naka portion sa ibang process kanya doon po ako nilagan saglit at walang mag support po saanin kasi nahan po yung leader namin busy din po kaya nagagawa ko pong mag option taping.

NOTE: You may use an extra sheet as needed

AISA ALYSSA B. DE LEON

Employee's Signature Over Printed Name/Date

Emily L. Osorio
Received by: EMILY L. OSORIO

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDHII

Control No: FALP-IA-2007-14916

Name: D. Leon, Arzen Alcen
Position: Associate
ID Number: BF-171180
Batch No.: 2nd
Car Model/Line: SUZUKI YD1 / 5116

Process: ECT
Group/Shift: DS-A
Date/ Time: July 22, 2020 / 6:00
No. of Offense: 1st
Superior Name: R. Gamboa

<u>R. Alarcon</u> Audited By:	<u>Schmander</u> K. Hernandez Checked by:	<u>J. Reyes</u> Noted By:
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Non-compliance Reference/Document
Control Number:

Penalty For Major Non Compliance
HRGA-2018-04-14

Details of Audit Findings:

Unauthorized Person Doing the process
Doing Option taking even not certified in the process

WRITTEN EXPLANATION

Ako po ang naka cross train na sa option process inabot lang po
ng lockdown kung hindi po ako na certified. Pero nag pisa na po ulit
ng request sa training center hinahintay na lang po ang feedback kung
kailan ang aming exam

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>adferm</u> Employee Date: <u>07-29-20</u>	<u>R. Gamboa</u> Jr Staff Date: <u>7-29-2020</u>	<u>J. comuna</u> Staff Date: <u>08-11-20</u>	<u>S. H. H. H. H.</u> Supervisor Date: <u>8-11-2020</u>	<u>Manager</u> Date: <u>8-11-20</u>
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