

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: RIVADULA, ANA MARIE

EMPLOYEE NUMBER: BF-10621

DEPARTMENT: SUZUKI INITIAL

DATE: January 24, 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 FOLLOWING SOP. Associate conduct terminal touches the floor on sub-assy process dated last **October 24, 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: 


Angie T. Gomba

MDHII HR COORDINATOR

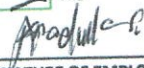

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR


ANA MARIE RIVADULLA

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>February 21, 2020</u>
DATE RETURNED TO WORK	<u>February 22, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>ANGIE T. GOMBA</u>	<u></u> SIGNATURE OF EMPLOYEE
APPROVED BY:	IMMEDIATE SUPERVISOR
	<u></u> CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:  ANGIE T. GOMBA 01/24/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: RIVADULA, ANA MARIE

EMPLOYEE NUMBER: BF-10621

DEPARTMENT: SUZUKI INITIAL

DATE: January 24, 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 FOLLOWING SOP. Associate conduct terminal touches the floor on sub-assy process dated last **October 24, 2019** which subject you to **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: 
Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY: _____
Michelle A. Fajardo
MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Ako po si Mrs. Marie Rivadulla na naudit dahil nakapat po ang terminal sa ehig. Ngunit nang time po na yon ay hindi pa ako nakakapast sa sub na yon, na sigur po ay nahula ng sub arsy sa wic ay nahulog. ito ay paret uli sa hanger na sa pagmamadali ay di napansin may nakapat pa palang terminal sa ehig. hindi ko nanan po napansin sapagkat magseet din po ako sa ibang sub. kanya sa sumod po ay magcheck na ako ng mga nakapat na wic sa hanger kung nakapat oh hindi para hindi na naudit.

NOTE: You may use an extra sheet as needed


ANA MARIE RIVADULLA

Employee's Signature Over Printed Name/Date

Received by:  ANGIE T. GOMBA 01/24/20

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1910-1961

☒ AGENCY

Please Specify: MDHII

 Cabagca Omben Audited By:	 G. Magadia Noted By:
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Name: Rivadula Ana Marie
Position: Associate
ID Number: BF-10621
Batch No.: 220
Car Model/Line: Suzuki initial

Process: setter
Group/Shift: A/NS
Date/ Time: 10/24/19 / 11:05 am
No. of Offense: 1st offense
Superior Name: J. Bonso

Audit Findings: Not following SOP

Details: Terminal touches the floor on sub-assy process

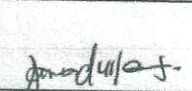
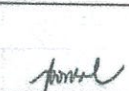
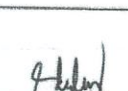
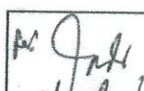
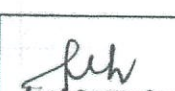
WRITTEN EXPLANATION

Ako po si Ana Marie Rivadulla na naudit dahil nakalapad po ang terminal sa sahig. ngunit nang time po na yon ay hindi pa ako nakakapagset sa sub nayan, na sigur po ay paghila o paggamit ni sub assy sa wire ga nahulog ibo at isinet uli sa hanger, na sa pag namadali po sigur ay hindi napansin na may nakalapad pa palang terminal sa sahig. Hindi po rin naman po napansin kung lahat ako po ay nagset din sa kung sub.

-Lagay na ako atong magchecked ng wire na nakalat kahit ako ay nagset sa ibang sub.

Remarks/ Evaluation:

Issue penalty based from FAIP Handbook

 Signature of Employee Date: <u>11-08-19</u>	 Jr Staff Date: <u>11-08-19</u>	 Staff Date: <u>11-08-19</u>	 Supervisor Date: <u>11-08-19</u>	 Manager Date: <u>12/9/19</u>
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