

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GUERRA, JOHN ARVEE

EMPLOYEE NUMBER: BF-13395

DEPARTMENT: SUZUKI OLD INITIAL

DATE: OCTOBER 20, 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 advanced input on data of wire length even actual wire is not being measured last **September 15, 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.

PREPARED BY:

Angle T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	<u>December 03/04/2020</u>
DATE RETURNED TO WORK:	<u>December 03/04/2020</u>
SHIFT:	<u>D</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>John Arvee Guerra</u>
APPROVED BY:	<u>Michelle A. Fajardo</u>
	IMMEDIATE SUPERVISOR
	<u>Angle T. Gomba</u>
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

JOHN ARVEE GUERRA 11/18/2020

Employee's Signature Over Printed Name/Date

Received by:

ANGIE

Michelle A. Fajardo

11/18/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: GUERRA, JOHN ARVEE

EMPLOYEE NUMBER: BF-13395

DEPARTMENT: SUZUKI OLD INITIAL

DATE: OCTOBER 20, 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 advanced input on data of wire length even actual wire is not being measured last **September 15, 2020**, which subject you **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: _____

Angle T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII On-Site Supervisor

EMPLOYEE'S EXPLANATION:

Na audit po ako dahil nag advance ako sa monitor ng wire length. Kaya ko po magawa yon kasi sobrang bagal po ng labas ng kaban.

mga klenght po muna ako bago ilagay sa monitor ang nakuhang sukat,

NOTE: You may use an extra sheet as needed

JOHN ARVEE G. GUERRA 11/18/2020

Employee's Signature Over Printed Name/Date

Received by: _____ 11/18/20

Signature Over Printed Name/Date

☐ FAS

☒ AGENCY

Please Specify: MDH11

Control No: FALP 1A - 2009 - 3501

<u>Submittal</u> <u>M. Muntilla</u>	<u>Supervisor</u> <u>K. Hernandez</u>	<u>Noted By</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: John Arvey Guerra
Position: Associate
ID Number: DF13305
Batch No.: 101
Car Model/Line: Suzuki dd manual

Process: cutting and crimping
Group/Shift: NS-B
Date/ Time: Sunday 15, 2020 / 6:45
No. of Offense: 1st
Superior Name: J. Romplona

Non-compliance Reference/Document
Control Number:

Details of Audit Findings:

Not following SOP
Associate conduct advance input on date of wire length even actual wire is not being measured

WRITTEN EXPLANATION

At po si JOHN ARVEY GUERRA sa mga audit dahil nag-advance
sa date ng date ng wire length kaso sa pagkakatukang po
lagay sa monitor. At kaya kasi nag-advance po dahil
nag-istack po ang pagbabat ng kanta minsan po sa type
na ang mas pro pero di pa din po malabas ang kanta

And you report to your JR staff - still non-compliance
is this always

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance)

☐ Agency/FALP Written Only (based on handbook)

<u>JOHN ARVEY GUERRA</u> <u>J. Romplona</u> Employee Date: <u>09-21-2020</u>	<u>J. Romplona</u> Jr Staff Date: <u>9-21-20</u>	<u>J. Romplona</u> Staff Date: <u>9/21/2020</u>	<u>J. Romplona</u> Supervisor Date: <u>9/29/20</u>	<u>J. Romplona</u> Manager Date: <u>9/24/2020</u>
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