

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ANDAL, MARIVIC

EMPLOYEE NUMBER: BF-13705

DEPARTMENT: SUZUKI 5116

DATE: DECEMBER 10, 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: UNAUTHORIZED/HIDDEN REPAIR. Associate conduct repair on bond terminal using connector lock jig last **December 9, 2020.**

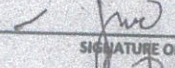
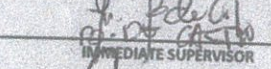
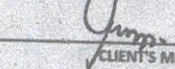
It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.


In view of this, you are hereby given a **5 DAYS SUSPENSION** for the said violation of our Employee Code of Conduct.

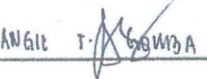
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY: 
Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY: 
Ms. Michelle A. Fajardo
MDHII On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	January 11-15
DATE RETURNED TO WORK	Jan 16
SHIFT:	B
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
	IMMEDIATE SUPERVISOR
	
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date it kunin ito pagbalik after suspension bago mag 8am/pm.	


Employee's Signature Over Printed Name/Date

Received by: 
Signature Over Printed Name/Date

NOTICE OF DECISION

Date : 12-10-20
To : ANDAL, MARVIC
(Name of the employee who needs to write the explanation)
Thru : KATHERINE CADRETA
(Write the name and position of the superior of the employee being investigated)
From : Maxim De Humana Int Inc.
(Ideally, from HR Head, or head of the investigating committee)

RE : **NOTICE OF DECISION**

Relative to the notice to explain memo issued to you on
December 10, 2020
at Remkawa Automotive System regarding Unauthorized, Hidden Repair

Per our company code of conduct and Discipline this falls under Company WORKS / BUSINESS STANDARD
With the corresponding disciplinary action of failure to follow business standard, operation procedures, work instructions.

We received your written explanation on December 10, 2020 and we also invited you for administrative meeting held on Admin 1st Floor to which you have given another opportunity to explain your side.

In this regard, please be advised that based on the facts and evidences at hand, we concluded that you committed the infractions as stated on the notice to explain issued to you. You are further advised of this Major Non-compliance Audit Memorandum.

A similar infraction in the future shall be dealt with heavier sanction, per our code of conduct and Discipline
January 11, 2021 from state date to end date January 15, 2021 effective effectivity date
December 10, 2020

Please be guided accordingly.

ANGIE
Coordinator Name/Position Title/Signature

Noted by:

For HR
PUKIPALIA TANIMAWO
Human Resource Manager

CC: 201 File

GF-MGT-003(REV1)08-01-2020

NOTICE TO EXPLAIN

EMPLOYEE NAME: ANDAL, MARIVIC

EMPLOYEE NUMBER: BF-13705

DEPARTMENT: SUZUKI 5116

DATE: DECEMBER 10, 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: UNAUTHORIZED/HIDDEN REPAIR. Associate conduct repair on bond terminal using connector lock jig last **December 9, 2020**, which subject you **1 to 5 days of 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:

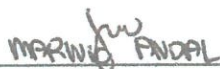

Ms. Michelle A. Fajardo

MDHII On-Site Supervisor

EMPLOYEE'S EXPLANATION:

Ako po si Andral Marvic na ginawa ng isang kasalanan o dapat ay hindi gawin sa isang production ako po ay nagrepair ng isang harness na hindi naman certified or authorized sa portion na yon. Nagawa ko lang po yon kasi po nanghihirap ang lang po ako sa isang harness hindi ko po naisip na isang malaking kapalit para po yon sa isang trabaho ko. Humihingi po ako ng pamanhin sa ating nagawang pagrepair, kasalanan. Hindi kora po ulitin ang ating nagawa

NOTE: You may use an extra sheet as needed


MARVIC ANDRAL

Employee's Signature Over Printed Name/Date

Received by:


ANGIE T. GOMBA

Signature Over Printed Name/Date

WRITTEN EXPLANATION

DATE December 9, 2020
 NAME Andal MARWIC
 CATEGORY/AGENCY MAXIM ID NUMBER: BF-13705
 LINE NUMBER and SHIFT 5116 / B
 DATE HIRED Feb 13, 2019
 PROCESS Layout
 VIOLATION/AUDIT unauthorized / hidden repair bend terminal Audited By: R. Leynes
 CONTROL NO. _____ OFFENSE NO. _____

EXPLANATION

Bakit na-audit ka?

mag-repair ako ng isang terminal na liko a bend, gamit ang isang connector lock jig.

Ano sa palagay mo ang epekto nito sa harness?

Puwedeng mag cause ng isang customer claim.

Aware ka ba sa Memo ng Non Compliance? Kung oo, ano sa palagay mo ang pwede ipataw sayo? Kung hindi, sinong Jr. staff o staff mo?

Opo, pwede po akong matransparensya.

COUNTERMEASURE

Hindi kona po, ulitin ang ginawang ko pong pagre-repair sa isang bend terminal at hindi na rin po ako gagamit ng isang bagay para lang mag-yos ang isang terminal or harness.

STAFF REMARKS

* Based on interview, associate do the audit because, there is only two insertion left and she dont want to made redtag so she come up doing it. She did not follow STOP, CALL and wait because she dont want to disturb any one.

SV REMARKS

L/O - stn 2, 9 insertion

4 MP-

bend.

Pls. endorse to Agency. MAXIM

R. Leynes 12/10/2020

EASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

MARWIC ANDAL
 Sign of Employee

CHECKED BY:

A. De Guzman
 Jr. Staff

NOTED BY:

C. Ramos
 Staff

APPROVED BY:

R. Leynes
 Supervisor