

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ZARA, JEROME

EMPLOYEE NUMBER: BF-15228

DEPARTMENT: SUBARU 7102

DATE: JANUARY 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: COMPLIANCE AUDIT. Associate caught pulling wire harness branch during taping in assembly process due to short dimension might cause of wire breaking last **January 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 one 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:



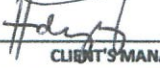

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>February 7, 2020</u>
DATE RETURNED TO WORK	<u>Feb 8 March 6</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
09461855704	
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date a kunin ito pagbalik after suspension bago mag 8am/pm.	


Jerome ZARA

Employee's Signature Over Printed Name/Date

Received by:

ANGIE

GOMBA

01-10-20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: ZARA, JEROME

EMPLOYEE NUMBER: BF-15228

DEPARTMENT: SUBARU 7102

DATE: JANUARY 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: COMPLIANCE AUDIT. Associate caught pulling wire harness branch during taping in assembly process due to short dimension might cause of wire breaking last **January 9, 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: _____


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Humibingi po ako ng pagmamaliin sa negosyo tungkol sa hilaga sa unit nung araw na yun. First time ko lang po yun ginawa e nahuli po pa ko sa mga pagpapasinsayahan po talaga dinapo nangulit nagawa-ko po kasi yung pangyayari yun kasi po hindi po sapat sa jing yung conector kaya po binili ko hindi na po kasi sumagay sa kinyan ko na tumawag ng jr staff ng uras po un kasi po delay na po ako nun sa pagmamaliin po. pasinxa na po Talaga. sumagay po un hindi po po ako ulit gagawin ko na po tama pag may na encounter na defect ngad po ako mag andar para per confirm sa jr staff.

NOTE: You may use an extra sheet as needed



Jerome Zara

Employee's Signature Over Printed Name/Date


Received by: _____

 **ANGIE T. GOMBA 01-10-20**

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
 (MS - Albion Marquess)

Date: January 09, 2020

Item #	Date/Shift	Process / Area	Location	Actual image:	Findings (Items for Improvement)	OK	Action Taken	Category	Operator / Check/Call-out person	Shift/Category	Person informed	Exchange Car Model/ Department	Person Incharged	Status/Remarks
1	1/9/2020	Subaru line 7102			Associate caught pulling wire harness branch during taping in assembly process due to short dimension, might cause of wire breaking	NG	Informed junior staff regarding this matter and advised associate to follow SOP in assembly process	SOP	Jatome Zoro-Martin	N/S	Hazel Guno	Subaru	Sir Jhe	for monitoring