

DISCIPLINARY ACTION MEMORANDUM

DATE : October 30, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Barro, Meriam D.

EMPLOYEE NO.: AEFL19393

DEPARTMENT : PD4/ SUZUKI INITIAL

SHIFT: A

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Add Even Manpower Resources and Solutions Employee Code of Conduct and Discipline Article.

IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

Details: 'Not Following SOP

Associate didn't conduct barcode first before crimping

Audited by: I-ALERT (August 4, 2020)

VIOLATION COMMITTED:

It is clearly stated in Add Even Manpower Resources & Solutions 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 line with this, you are hereby given (six) 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: CARVAT, DITANA R. JOSE
AEM COORDINATOR/SUPERVISOR

NOTED BY : ARLYN M. ALCARAZ
AEM SUPERVISOR

Barro, Meriam D.
Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME:	Barro Meriam
EMPLOYEE NO.:	AEFL19393
VIOLATION:	2nd offense
SUSPENSION DATE:	Nov. 23 - 28
RETURN DATE:	Nov. 30
RETURN SHIFT:	DS
EMPLOYEE SIGNATURE	
PRODUCTION SUPERVISOR	

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

To : **Barro, Meriam D.**
Position : **Production Associate**
ID Number : **AEFL19393**
Client Company : **FALP**
Date : **October 30, 2020**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Barro,

It has been reported that you had committed the following violation/s against the Rules and Regulations of our client company to wit:
(Indicate exactly the infraction/s committed and under what offense in the Code of Discipline).

IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

Details: 'Not Following SOP
Associate didn't conduct barcode first before crimping
Audited by: I-ALERT (August 4, 2020)

In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available documents and records or evidences at hand.

For your information and strict compliance.

Served by:

CHEMIE VIKTORIA ROSE
Supervisor/Dept. Head

Received by:

MERIAM D. BARRO
Signature Over Printed Name
Date/ Time: 10-30-20 / 12:39 am

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: Add Even

Control No: FALP-1A-2008-1703

<u>R.A. Montano</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Barro Meriam
Position: Associate
ID Number: AEFL19393
Batch No.: 269
Car Model/Line: Suzuki Scandary

Process: Manual Crimping
Group/Shift: NS/A
Date/ Time: August 01, 2020/08:10
No. of Offense: First Offense
Superior Name: A. Reyes

Non-compliance Reference/Document Control Number:

FALP-101-ENL-MC-009

Details of Audit Findings: Not Following SOP
Associate Did not conduct barcode first before crimping.

WRITTEN EXPLANATION

Nagbarcode po ako ng kanban ng pang double crimp, nang binarcode ko po ~~sa~~ ang kanban hindi ko po nagcheck ng hindi nagrave ang isa, dahil nagla-lag po ang pc ko ng may naki andon sa pc na gamit ko. Nagcrimp na po ako agad kung kayat hindi kung na-check ng hindi pumasok sa ~~ito sa~~ (Istang) CC/S, (Pangalawang) pero nagigurodo ko naman po na nagkapsir ang dalawang kanban.

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>Jn Barro</u> Employee Date: <u>08-14-20</u>	<u>[Signature]</u> Jr Staff Date: <u>08-14-20</u>	<u>[Signature]</u> Staff Date: <u>8/20/20</u>	<u>[Signature]</u> Supervisor Date: <u>8-20-2020</u>	<u>[Signature]</u> Manager Date: <u>10/04/2020</u>
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EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Barro, Meriam D.

Company Assigned: FURUKAWA

Position: Production Associate

Date Hired: June 12, 2019

Date: 10 / 29 / 20

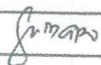
Date of Incident/Accident: 08 - 04 - 20

Details of Explanation: (Use additional page if necessary)

Naaudit po ako sa kadahilanan pong hindi ko napansin
na hindi pumasok sa system ng dets ang kanban na
binarcode ko, May naki-andon po kasi sa PC na
gamit ko at hong fine po na iyon ay nawawalan
ng Connection ang dets.

Details of Countermeasure: (Use additional page if necessary)

kung sa ating mata incounter po ulit ng ganong pangyayari
ay mag-gamit na muna sa pansamantalang ng terminal
telling upang maiwasan ang mga posibleng defect nito,
mag check upang matasigurado na ~~para~~ sa Good quality.



Employee's Signature

Recommendation: