

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SUMILLANO, LORAINE

EMPLOYEE NUMBER: BF-10869

DEPARTMENT: SUZUKI 5116

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3rd 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 pulling of wire due to no Y dimension during taping in Bukumi process, last July 22, 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 11 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII ONSITE COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>October 17-29, 2020</u>
DATE RETURNED TO WORK	<u>October 30, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<u>YES</u>
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>KATHERINE O. CABRERA</u>
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Loraine Sumillano 09/10/20

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: SUMILLANO, LORAINE

EMPLOYEE NUMBER: BF-10869

DEPARTMENT: SUZUKI 5116

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3rd 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 pulling of wire due to no Y dimension during taping in Bukumi process, last **July 22, 2020**, which subject you in **11 to 15 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po si Lorraine Sumillano, nahuling naghula ng bukumi para malagyan ng wire dimension ang ating bukumi 3. kaya ko lang po magawa yun ay sa kadalasang nawalan po ng wire dimension ang a-type na maipapara sa atin ng ating support.

Hindi sa po ito nauulit at siniguraduhin ko na din pang may wire dimension na ang mga a-type na maipapara sa atin. Bawang na po ulit.

NOTE: You may use an extra sheet as needed

Lorraine Sumillano 09/10/20

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDHII

Control No: FALP-IA-2007-1493

<u>M. GARCIA</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Sumillano, Loraine
Position: Associate
ID Number: BE-108619
Batch No.: 221
Car Model/Line: Suzuki YDI / 516

Process: Bakam
Group/Shift: DS - A
Date/ Time: July 29, 2020 / 11:25
No. of Offense: 1st
Superior Name: R. Gamba

Non-compliance Reference/Document
Control Number:

Penalty for Major Non-compliance
HRGA-2012-04-14

Details of Audit Findings:

Not following SOP
Falling of wire due to no Y dimension during taping in Bakam process.

WRITTEN EXPLANATION

Ako po si Loraine Sumillano, naudit na naghihila gamit ng walang wire Y
dimension yang a-type ng aking support.
Hindi ko na po untiin yun at siguraduhin ko dil po na may
Y wire dimension yang a-type ng aking nagiging support.

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>Employee</u> Date: <u>07-29-2020</u>	<u>R. Gamba</u> Jr Staff Date: <u>7-29-2020</u>	<u>J. Consun</u> Staff Date: <u>8-11-20</u>	<u>Supervisor</u> Date: <u>8-16-2020</u>	<u>Manager</u> Date: <u>8-11-20</u>
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