

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: LANDICHO, ELLA MAY

EMPLOYEE NUMBER: BF-37226

DEPARTMENT: SUZUKI 5135

DATE: DECEMBER 27, 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.

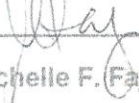
VIOLATION COMMITTED: UN AUTHORIZED PERSON DOING THE PROCESS. Associate appearance inspector caught doing taping which she is not authorized, last December 16, 2020.

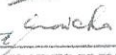

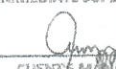
It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

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: 
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: 
Ms. Michelle F. Fajardo
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	Jan 20, 2021
DATE RETURNED TO WORK:	Jan 21, 2021
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE:	<u></u>
APPROVED BY:	<u></u>
	IMMEDIATE SUPERVISOR
	<u></u>
	CLIENT'S MANAGER
Reminder: Iwanen ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	


ELLA MAY L. LANDICHO 01-05-20

Employee's Signature Over Printed Name/Date

Received by: 
EMILY L. OSORIO 01-05-2020

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: LANDICHO, ELLA MAY

EMPLOYEE NUMBER: BF-37226

DEPARTMENT: SUZUKI 5135

DATE: DECEMBER 27, 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: UN AUTHORIZED PERSON DOING THE PROCESS. Associate appearance inspector caught doing taping which she is not authorized, last December 16, 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:



Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:



Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po si Ella May L. Landicho na aktong nahuli na gumagana sa process na hindi
ako authorize, huong time napang iyan ay kulang na kulang kami sa tao kaya po tumulong
ako nag option ~~pero (kung ano po sa akin ito)~~ nakita kita naman po ako ng leader of
staff di po ako rinirita kaya nag continue po ako ng pag gawin.
Hindi na po ako gagawa sa ibang process ~~(gagawin)~~ lalo't
hindi ako certified. hahayaan ko nalang po na tambakan kita at hindi ako
tutulong sa parengya na po!

NOTE: You may use an extra sheet as needed


ELLA MAY L. LANDICHO

Employee's Signature Over Printed Name/Date

Received by:

 EMILY L. OSORIO 01-01-2021




Signature Over Printed Name/Date

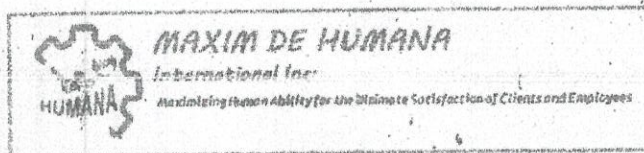
FAS

FURUKAWA AUTOMOTIVE SYSTEMS
UMA PHILIPPINES, INC.

COMPLIANCE AUDIT REPORT
(B3 - Gold Agrilano)

Date: DEC 14 2020

Item #	Date/Club	Product / Area	Inspector	Actual Image	Feedback/Inspection Improvement	OK	Actual Score	Category	Open/Close Concern	Person Informed	Recharge Car Model/Department	Person Incharged	Status/Remarks
1	12/15/20 12/09/20	Suzuki line 6135			Unauthorized person doing the process, Appearance Inspector or caught doing taping which she is not authorized	NO		SOF	Landaicho, Ella May-Maxim 	Cenily Borjal	Suzuki	Ma'am Kath	For Monitoring



NOTICE OF DECISION

Date : January 5, 2021
To : Landicho Elia May
(Name of the employee who needs to write the explanation)
Thru : Katherine Cabrera
(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
January 5, 2021
at FAS regarding OFFENSES AGAINST WORKING STANDARDS

Per our company code of conduct and Discipline this falls under ARTICLE VIII - DISCIPLINE
With the corresponding disciplinary action of SUSPENSION

We received your written explanation on January 5, 2021, 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 memorandum

A similar infraction in the future shall be dealt with heavier sanction, per our code of conduct and Discipline
January 10, 2021 from state date to end date January 10, 2021 effective effectivity date
January 5, 2021

Please be guided accordingly.

Emie L. Osorio

Coordinator Name/Position Title/Signature

Noted by:

Florentina Tarcagao
Human Resource Manager

CC: 201 File

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