

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: LANO, SHAIRA MARIE

EMPLOYEE NUMBER: BF-16556

DEPARTMENT: HONDA 3116 (A)

DATE: December 19, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY ( 2ND 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 did not use stopper jig for washer hose during dimension inspection dated last **November 25, 2019**.

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 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: \_\_\_\_\_

Angie A. Gomba

MDHII HR COORDINATOR

NOTED BY: \_\_\_\_\_

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>February 17 - 23, 2020</u>
DATE RETURNED TO WORK	<u>February 24, 2020</u>
SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	<u>[Signature]</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
	<u>[Signature]</u> CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date : kunin ito pagbalik after suspension bago mag 8am/pm.	

[Signature]  
SHAIRA MARIE A. LANO 1/21/20

Received by: ANGIE A. GOMBA 1/4/20

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date



## NOTICE TO EXPLAIN

EMPLOYEE NAME: LANO, SHAIRA MARIE

EMPLOYEE NUMBER: BF-16556

DEPARTMENT: HONDA 3116

DATE: December 19, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd 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 did not use stopper jig for washer hose during dimension inspection dated last **November 25, 2019** which subject you to **6 to 10 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:

  
Michelle A. Fajardo

MDHII HEAD COORDINATOR


### EMPLOYEE'S EXPLANATION:

Nalimutan ko pong gamiting ang stopper jig sa kadalihanang ako ay maddelay.

Counter Measure:

Lagi ko na pong aalalahanin na dapat ginagamit ang anumang tools na nasa Board or table para maiwasan ang gamitong pangyayari.

NOTE: You may use an extra sheet as needed

  
SHAIRA MARIE A. LANO 1/10/20

Employee's Signature Over Printed Name/Date

Received by:  1/11/20

Signature Over Printed Name/Date



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 7812 M-190-2419

☒ AGENCY

Please Specify: MDH

<u>R. Laine</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Shaira, Marie Lano

Process: Dimension

Position: associate

Group/Shift: NC/A

ID Number: 071656

Date/ Time: Nov. 28, 2019 9:20

Batch No.: 236

No. of Offense: 13

Car Model/Line: Honda/ 3116

Superior Name: B. Lasala

Audit Findings: Not following SOP

Details:

did not use stopper jig for washer hose during dimension inspection

## WRITTEN EXPLANATION

I am Shaira Marie A. Lano, I was being audit because I forgot to use the stopper jig for washer hose while I'm inspecting the harness.

Counter Measure:

I will always keep reminding myself to use all those tools/equipments that attached in the table for inspection, so that it will won't be happened again.

Remarks/ Evaluation:

Same penalty based from Hand book

<u>Hono</u> Signature of Employee Date: <u>11-26-19</u>	<u>Bryce Lasala</u> Jr Staff Date: <u>11-26-19</u>	<u>M. Jan</u> Staff Date: <u>11-26-19</u>	<u>Bryce Lasala</u> Supervisor Date: <u>11-27-19</u>	<u>[Signature]</u> Manager Date: <u>11-28</u>
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