

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** AALA, MARIA ANGELICA

**EMPLOYEE NUMBER:** BF-11759

**DEPARTMENT:** HONDA TKRA 3129

**DATE:** SEPTEMBER 10, 2020

**SUBJECT:** OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 on shiage process instruct her co-associate to do grommet insertion even not certified, last **August 20, 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

**Emily L. Osorio**

**MDHII HR COORDINATOR**

**NOTED BY:** Michelle A. Fajardo

**Michelle A. Fajardo**

**MDHII ONSITE COORDINATOR**

AALA MARIA ANGELICA c. 9/10/20

**Employee's Signature Over Printed Name/Date**

RECOMMENDATION	
DATE OF SUSPENSION:	October 01, 2020
DATE RETURNED TO WORK	October 02, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>Signature of Employee</u> SIGNATURE OF EMPLOYEE	
<u>Signature of Immediate Supervisor</u> IMMEDIATE SUPERVISOR	
<u>Signature of Client's Manager</u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

**Received by:** Emily L. Osorio

**Signature Over Printed Name/Date**



## NOTICE TO EXPLAIN

EMPLOYEE NAME: AALA, MARIA ANGELICA

EMPLOYEE NUMBER: BF-11759

DEPARTMENT: HONDA TKRA 3129

DATE: SEPTEMBER 10, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 on shiage process instruct her co-associate to do grommet insertion even not certified, last **August 20, 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:

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

### EMPLOYEE'S EXPLANATION:

Ako po si Ms. Angelica C. Aala na na audit dahil sa nag-instruct na mag grommet ang ating kapwa associate. Nag-instruct po ako sa kanya kase po RIT ko po siya at akala ko okay lang kase ibang araw na siyang RIT, pero umiiba pa sa yun "start of the shift". Umihingi po ako ng mga ibang araw that time di ko na po siya inutusan kase baka nga po maaudit pero pagbalik ko po e nag-grommet siya makita na po pala siya ng alert.

NOTE: You may use an extra sheet as needed

AALA, MARIA ANGELICA C. 9/10/20

Employee's Signature Over Printed Name/Date

Received by:   
EMILY L. OSORIO

Signature Over Printed Name/Date



# I-ALERT WRITTEN EXPLANATION

Control No: FAIP-1A-2008-1922

☐ FAS

☒ AGENCY

Please Specify: MDHII

Name: Aala Maria Angelica Process: Grommet Insertion

Position: Associate Group/Shift: PS-A

ID Number: BF-11759 Date/ Time: Aug 20 2020 10:25

Batch No.: 236 No. of Offense: First Offense

Car Model/Line: Honda TKRA 3129 Superior Name: E. Luansing

Non-compliance Reference/Document Control Number:

FAIP-WI-MEI-60-221

FAIP-GL-RT-17004

## Details of Audit Findings:

Un-Authorized Person Doing the process  
Shrage associate instruct her co-associate to do grommet insertion even not certified.

## WRITTEN EXPLANATION

Ako po si Angelica Aala ng Honda TKRA 3129 ay na audit ra kadalilang nag instruct po ako ng QIT na mag grommet kahit di pa nila certified. Akala ko pa ay ok lang na gumawa nila kase QIT naman na at nakapag observe na ng ilang araw sa sukunod po ay hataw na ko muna sa (staff) Jr. staff kung pwede ng mag process ang QIT at kahayapan ko na pang nila ang mag instruct

## REMARKS/ EVALUATION

☐ i-Alert written only

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

☐ Agency/FALP Written Only(based on handbook)

<u>Employee</u> Date: <u>8-27-20</u>	<u>Jr Staff</u> Date: <u>8-27-20</u>	<u>Staff</u> Date: <u>8/27/2020</u>	<u>Supervisor</u> Date: <u>8/27/2020</u>	<u>Manager</u> Date: <u>8/27/2020</u>
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