

DISCIPLINARY ACTION MEMORANDUM

E: PEREZ, JEAN

EMPLOYEE NUMBER: BF-11148

I: HONDA 3114

DATE: OCTOBER 20, 2020

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 caught not using reference jig during combining of branch last August 3, 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 3 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 T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	<u>December 11-13, 2020</u>
DATE RETURNED TO WORK	<u>December 14, 2020</u>
SHIFT:	<u>1D</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
	SIGNATURE OF EMPLOYEE
APPROVED BY:	IMMEDIATE SUPERVISOR
	CLIENT'S MANAGER
Reminder: Iwanan ang ID/SA Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag Sam/pm.	

Received by:

ANGIE T. GOMBA 11/14/20

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: PEREZ, JEAN

EMPLOYEE NUMBER: BF-11148

DEPARTMENT: HONDA 3114

DATE: OCTOBER 20, 2020


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 caught not using reference jig during combining of branch last **August 3, 2020**, which subject you to **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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

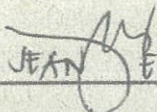

Michelle A. Fajardo

MDHII On-Site Supervisor


EMPLOYEE'S EXPLANATION:

ako po si Jean E. Perez, ang bandugan ko ng 3114 na na-audit po sa kadahilanan na di po nagamit ng reference jig. During Process po naman po talaga nagamit. Po ako ng reference jig yon lang po na time kung beses di ako nakagamit lusa nasa dulo na po ako delayed. After po naman nun time na nar-audit po ako ginagamit na po talaga yung jig everytime kahit po nasa dulo na po ako. Sorry po, I'm hoping last na po talaga yon and no audit anymore..!!

NOTE: You may use an extra sheet as needed

 JEAN E. PEREZ 20-11-20

Employee's Signature Over Printed Name/Date

Received by:  ANGELO T. BAWERT 2/15/20

Signature Over Printed Name/Date

AGENCY
Please Specify: MAHI

<u>Califera</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Perez Jean
Position: Associate
ID Number: BF11148
Batch No.: 207
Car Model/Line: honda 3114

Process: Bandgun
Group/Shift: 06-B
Date/Time: Aug. 3, 2020 / 11:30
No. of Offense: 1st
Superior Name: J. Mendoza

Non-compliance Reference/Document Control
Number:

FALP-GL-PRD-SR-092
HR-SA-SPIS-04-14

Details of Audit Findings:

associate caught not using reference jig (R3 R9) during combining of braids.

WRITTEN EXPLANATION

Ako po si Jean E. Perez bandgun ng line 3114 ay na audit na hindi gumamit ng jig para sa spot taping. During process naman po ay nagamit na man po ako. Nagkanta lang po na delay ako mun at hindi ko po haitaas agad ang reference jig. sa susunod po, gagamitin ko na po ang jig kahit na delay at ngmamadali po ako.

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>[Signature]</u> Employee Date: <u>10-08-01</u>	<u>JOHN LERRA</u> Jr Staff Date: <u>20-08-05</u>	<u>[Signature]</u> Staff Date: <u>08/15/20</u>	<u>[Signature]</u> Supervisor Date: <u>01/15/20</u>	<u>[Signature]</u> Manager Date: <u>04/15/20</u>
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DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: VILLANUEVA, NICKO

EMPLOYEE NUMBER: BF-15074

DEPARTMENT: SUBARU INITIAL

DATE: OCTOBER 11, 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 DOING PROCESS Associate doing point marking without authorization badge, last March 10, 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 one 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:

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>November 11, 2020</u>
DATE RETURNED TO WORK	<u>November 12, 2020</u>
SHIFT:	<u>1B</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>Nicko Villanueva</u> SIGNATURE OF EMPLOYEE	
<u>Michelle A. Fajardo</u> IMMEDIATE SUPERVISOR	
<u>Michelle A. Fajardo</u> CLIENT'S MANAGER	
Reminder: Itoon ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Nicko Villanueva

Employee's Signature Over Printed Name/Date

Received by:

Michelle A. Fajardo
Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: VILLANUEVA, NICKO

EMPLOYEE NUMBER: BF-15074

DEPARTMENT: SUBARU INITIAL

DATE: OCTOBER 11, 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~~ ~~DOING THE PROCESS~~ Associate doing point marking without authorization badge, last March 10, 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: _____

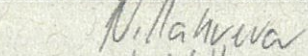
Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

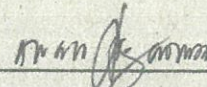
EMPLOYEE'S EXPLANATION:

Kaya ko po nagawa yun kay langa nAPO ang wire. kaya po ako nAPO ang nagpointmark. Mag iisa lang po kase ang nagpapointmark tapos tambak pAPO ng wire kaya po tinulungan ko nadin po sya. Nais ko lang din pong matulungan sya para magabilis ang pagpapointmark. Mag papacertified po ako sa process para po hindi ako ma audit-

NOTE: You may use an extra sheet as needed


Nicko Villanueva

Received by: _____



Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

AGENCY

Please Specify: MDVII

<i>Edmundo M. Muriillo</i>	<i>Concepcion K. Hernandez/J. Reyes</i>	<i>G. Magadia</i>
Audited By:	Checked by:	Noted By:

Name: NICKO VILLANUEVA Process: TRAINING
 Position: ASSOCIATE Group/Shift: bi/p
 Number: BE-1574 Date/Time: MARCH 10, 2020 10:10
 Patch No.: 362 No. of Offense: 1st offense
 Car Model/Line: SUBARU IMPAL Superior Name: J. MARIANO

Non-compliance Reference/Document
Control Number:

HUGA - 2018-04-14

Details of Audit Findings: Un-Authorized person doing the process

being print marking, no authorization badge

WRITTEN EXPLANATION

*Kaya ko po nagawa yun sa dahil po kay langgan
 napa, kag yung wire. Iisa lang po kase ang nag paprintmark
 dun. Kaya po ako nasa nalang ang nag paprintmark.
 Manami po kasi ang nagpaprintmark sa nag-
 paprintmark kaya po hindi po magpaprint ang kay langgan kung wire
 kaya ako nalang po ang gumawa. Hindi naga magpaprint
 pasensya naga*

REMARKS/ EVALUATION

☐ Alert written only

☐ Agency/FALP Written Only (based on handbook)

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

<i>N Villanueva</i> Employee Date: <u>06/27/2020</u>	<i>Margie Consulto</i> Jr Staff Date: <u>8-04-20</u>	<i>Mariel Escarez</i> Staff Date: <u>6-4-20</u>	<i>[Signature]</i> Supervisor Date: <u>09/08/2020</u>	<i>[Signature]</i> Manager Date: <u>9/10/2020</u>
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