

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: NOAY, LAURICE

EMPLOYEE NUMBER: BF-14215

DEPARTMENT: SUZUKI 5114

DATE: OCTOBER 20, 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: NOT FOLLOWING SOP. Associate did not conduct pulling of wire after insertion of shikakari on connector last September 03, 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:

AS
Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Mayer
Michelle A. Fajardo

MDHII On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	December 05
DATE RETURNED TO WORK	December 07
SHIFT:	D
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u> KATHERINE O. [Signature] - RA
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag Sam/pm.	

Laurice Noay / 11-18-20

Employee's Signature Over Printed Name/Date

Received by: Angie T. Gomba 11/15/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: NOAY, LAURICE

EMPLOYEE NUMBER: BF-14215

DEPARTMENT: SUZUKI 5114

DATE: OCTOBER 20, 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: NOT FOLLOWING SOP. Associate did not conduct pulling of wire after insertion of shikakari on connector last **September 03, 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

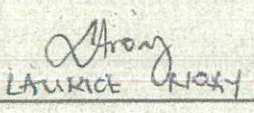
NOTED BY: 
Michelle A. Fajardo
MDHII On-Site Supervisor


EMPLOYEE'S EXPLANATION:

ako po si Laurice Noay ay natulit ng i alert na hindi nag pu pull sa kachitang alang delay na po ako. Nag pu pull naman po ako kapag ng insert ngkaton lang po na nasa delay station na po ako.

Pasensya na po Hindi ko na po ulitin mag pu pull na po lge ako.

NOTE: You may use an extra sheet as needed


Laurice Noay / 11-18-20
Employee's Signature Over Printed Name/Date

Received by: 
Signature Over Printed Name/Date

☒ AGENCY
Please Specify: MDHII

<u>Jo Torres</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Naoy Laurice Process: Layout
Position: Associate Group/Shift: N/A
ID Number: BF-19215 Date/ Time: Sep 03, 2020/ 4:15
Batch No.: 356 No. of Offense: 1ST OFFENSE
Car Model/Line: Suzuki 3114 Superior Name: A. Armoreda

Non-compliance Reference/Document
Control Number:

FMP-101-PRD-AP-19

Details of Audit Findings: Not following SOP

Associate did not conduct pulling of wire after insertion of shikokan on connector

WRITTEN EXPLANATION

Ako po si Laurice Naoy ay nahuli sa Alert na hindi nagpull sa backhitting
subang delay na po ako. Nagpull naman po ako kapag naginsert ng kable (laman po
na nasa dulong station na ako kaysa po nang paginsert ko hindi ko na ngpull ng
ayon.
Hindi ko sa po station magpu pull na po kysa ako.

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>Amoy</u> Employee Date: <u>9-20-20</u>	<u>A. Armoreda</u> Jr Staff Date: <u>9-21-2020</u>	<u>C. VARMENDO</u> Staff Date: <u>9-21-2020</u>	<u>B. DE ASMA</u> Supervisor Date: <u>9/21/20</u>	<u>V. RIVERA</u> Manager Date: <u>9/22/20</u>
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