

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CAÑADA, HARLENE

EMPLOYEE NUMBER: BF-15663

DEPARTMENT: HONDA 3116

DATE: JULY 01, 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/HIDDEN REPAIR. Associate on dimension caught removing of excess marking on harness inside poly box and already passed on appearance process, last **February 8, 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.

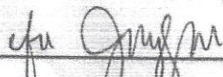
PREPARED BY:



Emily L. Osorio




MDHII HR COORDINATOR

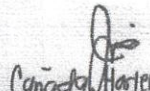
NOTED BY:



Michelle A. Fajardo

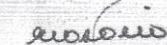
MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Aug 3, 2020</u>
DATE RETURNED TO WORK	<u>Aug 4, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input type="checkbox"/> NO
APPROVED BY:	 SIGNATURE OF EMPLOYEE
	 IMMEDIATE SUPERVISOR
	 CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag Ganti/pm.	

 Cañada Harlene A. 07-07-20

Employee's Signature Over Printed Name/Date

Received by:


Emily L. Osorio

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Complete Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: CANADA, HARLENE

EMPLOYEE NUMBER: BF-15663

DEPARTMENT: HONDA 3116

DATE: JULY 01, 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/HIDDEN REPAIR. Associate on dimension caught removing of excess marking on harness inside poly box and already passed on appearance process, last **February 8, 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 HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

✓ Tambak po kasi ang Dimension, kaya hinahapit po ng expert. Sinabi ko po na ako na lang ang maglouburan. Alaga ko po kasi na okay lang na ako ang maghug ng excess markings. Hindi ko po alam talaga na ito ay bawal kasi kung alam ko lang po talaga hindi ko po yun gagawin. Sana po ay mapagbigyan nyo po ako ng isa pang pagkakataon na itama ang nagawa ko pang pagkakamali. Hinding hindi ko na po ito ulitin. Maraming salamat po sa inyong lubos na pang-unawa.

NOTE: You may use an extra sheet as needed

Canada Harlene A. 07-07-20

Employee's Signature Over Printed Name/Date

Received by:
EMILY L. OSORIO

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

Control No: FALP 1A - 2007 - 0571

☐ FAS

☒ AGENCY

Please Specify: MDPH

Name: Coracion, Markel
Position: Associate
ID Number: BF - 15663
Batch No.: 962
Car Model/Line: Honda TAA / 2016

Process: Appearance
Group/Shift: bs/b
Date/ Time: February 8, 2020 / 8:30
No. of Offense: 1st offense
Superior Name: G. Reyes

Audited By: J. Reyes/K. Hernandez

Checked by: G. Magadia

Noted By: G. Magadia

Non-compliance Reference/Document
Control Number:

HRGA 2018 - 04-14

Memorandum for Major Non-compliance

Details of Audit Findings: Unauthorized / hidden repair. Dimension Associate caught removing of excess marking on harness inside polybox & already passed an appearance inspection.

WRITTEN EXPLANATION

Tambak po kasi ang Dimension, kaya hindi napit po ng expert. Sinabi ko po na ako na lang ang maglubog. Akala ko po kasi na okay lang na ako ang magbuhat ng excess markings. Hindi ko po talaga alam na ito ay bawal kasi kung alam ko naman po hindi ko po yun gagawin. Sama po ay magbigay nyo po po ako ng isa pang pagkakataon na itina yung kagawa kong pagkakataon. Hindi ko na po yun kailanin. Matatag po sa inyong lubid na pang unawa!

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>Coracion, Markel A.</u> Employee Date: <u>10-15-20</u>	<u>Shyza S. Reyes</u> Staff Date: <u>3-13-20</u>	<u>Dianne Cortez</u> Staff Date: <u>3/13/2020</u>	<u>A. Reyes</u> Supervisor Date: <u>4/14/20</u>	<u>G. Magadia</u> Manager Date: <u></u>
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