

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: NAYPA, JHESALYN

EMPLOYEE NUMBER: BF-13941

DEPARTMENT: HONDA 3116

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 not following maximum set on hanger dated last **November 11, 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 T. GOMBA

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

NAYPA, JHESALYN 01-06-20

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	February 10-15, 2020
DATE RETURNED TO WORK	Feb. 17
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
	IMMEDIATE SUPERVISOR
	09667455045
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kumain ito pagbalik after suspension bago mag sam-pon.	

Received by: ANGIE T. GOMBA 01/08/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: NAYPA, JHESALYN

EMPLOYEE NUMBER: BF-13941

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 not following maximum set on hanger dated last November 11, 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:

Ako po si Nayan Jheslyn na na audit dahil sa hindi pagmamulat sa 10 sets hindi naman po ako yang naghahanger kasi po last touch po ako, dapat po eh ECI ang dapat gamitin di humampas ang nakalagay sa hanger.
Sa susunod na ay gagamitin ako ng aram para tumatagil ang line.

NOTE: You may use an extra sheet as needed

NAYPA JHESALYN 01-06-20

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 01/06/20

Signature Over Printed Name/Date

ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1911-3058

☐ AGENCY

Please Specify: INDIVIDUAL

A. A. I. R. M. Grego	G. Magadia
Audited By:	Noted By:

Name: Jhesalyn Nayer
 Position: associate
 ID Number: 0713941
 Batch No.: 254
 Car Model/Line: honda 1300

Process: appearance
 Group/Shift: DS-A
 Date/Time: Nov. 11, 2019
 No. of Offense: 1st
 Superior Name: S. Landa

Audit Findings: Not following maximum set on hanger

Details: ok. 10 sets No. 10 sets

WRITTEN EXPLANATION

I pag pumunta rin po ang pag tumbak at hindi gumamit sa 10 sets na nakalagay sa hanger ng appearance. Wala po kaming sa man ako sa hanger ng po ang last time ako po ang nag papadul sa pagkakal dinidistrib po ng gawa ng asul at direktor din po ang pag hange ng distribution at EIT. Wala po kaming sa hanger ng distribution at po ako rin ang naghahang.

Counter Measure: Sa sukd po ang I anginal na po ako rin kumita magtumbak. po kumita mag tumbak.

Remarks/ Evaluation:

Issue penalty based from Handbook

Issue action, use it.

Signature of Employee Date: <u>11-14-19</u>	<u>B. Basalo</u> Jr Staff Date: <u>11-14-19</u>	<u>[Signature]</u> Staff Date: <u>11-14-19</u>	<u>[Signature]</u> Supervisor Date: <u>11-14-19</u>	<u>[Signature]</u> Manager Date: <u>11-14-19</u>
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