

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CANTOS, ROMMEL

EMPLOYEE NUMBER: BF-13826

DEPARTMENT: HONDA TKRA 3127

DATE: NOVEMBER 15, 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 SEQUENCE IN DIMENSION INSPECTION. OK: 200, 201, 202, 203, 204, 205, 206. Actual: 215, 216, 217, 218, 219, 220, 221, last October 15, 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.

REPAIRED BY: msosorio

Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: mfajardo

Ms. Michelle F. Fajardo
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>December 16, 2020</u>
DATE RETURNED TO WORK	<u>December 17, 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u> D. PENA 11/24
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
	<u>[Signature]</u> CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

[Signature]
Employee's Signature Over Printed Name/Date

Employee's Signature Over Printed Name/Date

Received by: msosorio
EMILY L. OSORIO

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: CANTOS, ROMMEL

EMPLOYEE NUMBER: BF-13826

DEPARTMENT: HONDA TKRA 3127

DATE: NOVEMBER 15, 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 SEQUENCE IN DIMENSION INSPECTION. OK: 200, 201, 202, 203, 204, 205, 206. Actual: 215, 216, 217, 218, 219, 220, 221, last October 15, 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: _____

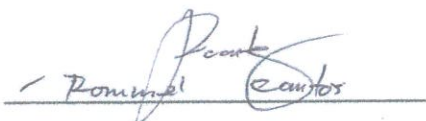
Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

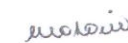
EMPLOYEE'S EXPLANATION:

Ako po si Rommel Cantos ay na-audit dahil sa hindi pag-sunod sa sequence sa kadalihan na nag-karoon po kasal ng M-G sa katabing part kaya mas minabuti ko po na unahin upang masigurado na hindi M-G ang katabing part ng nasabing sequence, pero isang harness lang po yung chinzel ko na sumala sa susunod po ay palagian ko na pa susundin ang sequence upang sa ganon ay hindi na po ako na-audit at hindi na skip sa aking process.

NOTE: You may use an extra sheet as needed


Rommel Cantos

Employee's Signature Over Printed Name/Date

Received by: 
Emily L. OSORIO

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

 Please Specify: MDHII

 Control No: FALP-IA-2010-4387

<u>J. Vintora</u>	<u>R. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

 Name: Cantos, Kimmel

 Position: Associate

 ID Number: PF-B826

 Batch No.: 201

 Car Model/Line: Honda TRX / 3127

 Process: Dimension

 Group/Shift: ts-A

 Date/ Time: Oct. 15, 2020 / 9:30

 No. of Offense: 14

 Superior Name: R. Rejoto

 Non-compliance Reference/Document
Control Number:

FALP-WI-PRD-18-0111
Details of Audit Findings: Not following sequence in dimension inspection
OK: 200, 201, 202, 203, 204, 205, 206 Actual: 215, 216, 217, 218, 219, 220, 221

WRITTEN EXPLANATION

Ako po si Kimmel Cantos ay na-audit dahil sa hindi pag-sunod
 sa sequence kaya ko po inilagay yung ibang sequence kasi nag-karon po
 ng H-G na lang pero kaya po akin po munaang check yung sequence
 na nag-karon ng H-G bago bumalik sa munaang sequence. Sa susunod
 po ay lagi ko ng susunod ang mga sequence upang sa ganon ay
 wala po akong makatimbotan at hindi madagpaton ng H-G.

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>Reut</u>	<u>R. Rejoto</u>	<u>Odulua</u>	<u>D. Perez</u>	<u>J. Reyes</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>10/16/20</u>	Date: <u>10/16/20</u>	Date: <u>10/16/20</u>	Date: <u>10/16</u>	Date: _____