

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: AMO, MARY GRACE

EMPLOYEE NUMBER: BF-16108

DEPARTMENT: SUBARU 7106

DATE: MARCH 09, 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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conductor mass pulling on connector last **February 6, 2020.**

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds employee, you are required to follow all the rules and regulations of our company. Your reason 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 and Discipline.

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


MARY GRACE AMO
Employee's Signature Over Printed Name/Date

Received by:  **ANGIE T. GOMBA** 07/09/20

Signature Over Printed Name/Date

RECOMMENDATION

August 24, 2020

August 25, 2020

☒ YES ☐ NO


SIGNATURE OF EMPLOYEE


IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

Coordinator bago ang suspension date at
walik after suspension bago mag 8am/pm.

RECOMMENDATION

DATE OF SUSPENSION: August 25, 2020

DATE RETURNED TO WORK: August 26, 2020

SHIFT: ☒ YES ☐ NO

NEED FOR REFRESHER: ☐ YES ☒ NO


SIGNATURE OF EMPLOYEE

APPROVED BY: 
IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date
kunin ito pagbalik after suspension bago mag 8am/pm.

NOTICE TO EXPLAIN

EMPLOYEE NAME: AMO, MARY GRACE

EMPLOYEE NUMBER: BF-16108

DEPARTMENT: SUBARU 7106

DATE: MARCH 09, 2020

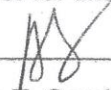
SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate conduct advanced insertion and mass pulling on connector last **February 6, 2020**, which subject you **1 to 5 days of 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:

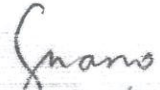

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Isang mapagpalang gabi po sa inyo ako po si Mary Grace
M- amo na nagmula sa linya ng 7106 na pinamumunuan ni Mrs. Dorelyn Torino.
Isa po akong subassy na nandit sapagkat gumawa po ako ng isang pagka-
kamali na di dapat gawin tulad ng advance insertion. nagawa ko po ito
kahi! nagsupport pa ang ating katrabaho sa pagkakatagong yun nagawa
na po magmadali per sa maling gawain. Sa suunod po ay hindi
ku na po ulitin ang ating ginawa.

NOTE: You may use an extra sheet as needed


MARY GRACE M. AMO

Employee's Signature Over Printed Name/Date

Received by:  **ANGIE T. GOMBA** 07/10/20

Signature Over Printed Name/Date

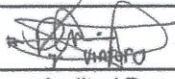
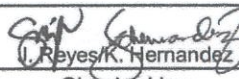
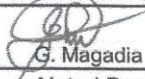
I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR-19-2002-0492

☒ AGENCY

Please Specify: MDHII

 Audited By:	 Checked by:	 Noted By:
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Name: Amo, Mary Grace
Position: Associate
ID Number: 02-11108
Batch No.: 2-31
Car Model/Line: General 100

Process: Sub assembly
Group/Shift: HS 10
Date/ Time: Feb. 6, 2020 / 1
No. of Offense: 1st
Superior Name: D. Torino

Non-compliance Reference/Document
Control Number:

Penalty For Major Non-compliance
HREA-2018-04-14

Details of Audit Findings:

Non compliance on insert full method / Not following SOP
conduct advance insertion and mass pulling on conn. 63: 101-10

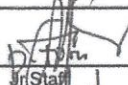
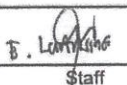
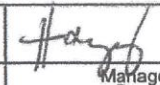
WRITTEN EXPLANATION

Ako po si Mary Grace M. Amo isang Sub Asy sa linya
ng T106 na pinamumulan ni Eng. Dorelyn Torino. Ako po ay na audit
dahil nagpa support po ang kaworkmate ko ehk madami naman pang
buffer kaso po wala pang po insukum kaya po nagawa ko pang
magmadali sa pagsumb. sa maunod po hindi ko na po kumita
-ang ginhwa

Why? This is included on our memo.

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>AND MIKEY GRACIA M.</u> Employee Date: <u>02/08/20</u>	 Staff Date: <u>02/08/20</u>	 Supervisor Date: <u>02-08-20</u>	 Manager Date: <u>2/10</u>
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