

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME: VALDEMOR, MELVIN**

**EMPLOYEE NUMBER: BF-13348**

**DEPARTMENT: SUZUKI 5119**

**DATE: AUGUST 4, 2020**

**SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 caught rotating of clamp due to encountered loose clamp on dimension process last **JUNE 5, 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*

**Emily L. Osorio**

**MDHII HR COORDINATOR**

**NOTED BY:**

*Michelle A. Fajardo*

**Michelle A. Fajardo**

**MDHII ONSITE SUPERVISOR**

RECOMMENDATION		RECOMMENDATION	
DATE OF SUSPENSION:	<u>September 11, 2020</u>	DATE OF SUSPENSION:	<u>August 28, 2020</u>
DATE RETURNED TO WORK	<u>September 12, 2020</u>	DATE RETURNED TO WORK	<u>August 29, 2020</u>
SHIFT:	<u>A</u>	SHIFT:	<u>A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES	NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
SIGNATURE OF EMPLOYEE	<i>Valdemor</i>	SIGNATURE OF EMPLOYEE	<i>Valdemor</i>
APPROVED BY:	<input checked="" type="checkbox"/>	APPROVED BY:	<input checked="" type="checkbox"/>
IMMEDIATE SUPERVISOR		IMMEDIATE SUPERVISOR	<i>Jerine O. Cabrera</i>
CLIENT'S MANAGER		CLIENT'S MANAGER	<i>Jerine O. Cabrera</i>
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.		Coordinator bago ang suspension date at after suspension bago mag 8am/pm.	

**Received by:**

*Emily L. Osorio*

**Employee's Signature Over Printed Name/Date**

**Signature Over Printed Name/Date**

## NOTICE TO EXPLAIN

EMPLOYEE NAME: VALDEMOR, MELVIN

EMPLOYEE NUMBER: BF-13348

DEPARTMENT: SUZUKI 5119

DATE: AUGUST 4, 2020

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 caught rotating of clamp due to encountered loose clamp on dimension process last JUNE 5, 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

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

### EMPLOYEE'S EXPLANATION:

Mali po kasi xiong view ng clamp kaya po medyo ihot ko ng kumiti pag ihot ko po loose clamp pala kaya po na pa sobra ang ihot ko hindi lahi po kasi gamit ko sa pag check ng clamp kung loose o hindi.

Nangangailangan po ako na pag may durating po ulit sakin ganun gagawin ko na po ang sop hindi ko na po ulitin.

NOTE: You may use an extra sheet as needed

MELVIN A. VALDEMOR 8-10-20

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: FAIP-1A-2006-1284

Name: Melvin Valdemor  
Position: Associate  
ID Number: BF-13348  
Batch No.: 250  
Car Model/Line: SUZUKI 401/5119

Process: Dimension Process  
Group/Shift: PSIA  
Date/ Time: Suzuki 401/5119 6/5/2020  
No. of Offense: 1st offense  
Superior Name: O. Espiritu

Checked by:

Noted By:

Non-compliance Reference/Document  
Control Number:

FAIP-1A-100 - 1P-044

Dimension Inspection Process

## Details of Audit Findings:

base clamp on dimension process Un-Authorized/Hidden Repair - associate caught rotating of clamp due to encountered

## WRITTEN EXPLANATION

Mali po kasi ang view ng clamp kaya medyo inito ito ng  
hindi po kasi po po loose clamp pala kaya po napasa subra ng  
100 to 100 kasi po kasi gumit po sa pag check ng clamp  
loose O hindi

Di ko na po untiin sa susunod

## REMARKS/ EVALUATION

☐ i-Alert written only

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

☐ Agency/FAIP Written Only(based on handbook)

<u>Valdemor</u>	<u>O. Espiritu</u>	<u>U. V. L.</u>	<u>S. P. L.</u>	<u>A. C. L.</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>7-13-20</u>	Date: <u>7-13-20</u>	Date: <u>7/21/20</u>	Date: <u>7/21/20</u>	Date: <u>7/21/20</u>