

RECOMMENDATION

NO. OF OFFENSE:

DATE OF SUSPENSION:

RETURNED TO WORK:

APPROVED BY:

First Offense

August 20, 2020

August 21, 2020

SIGNATURE OF EMPLOYEE

S. HERNANDEZ

IMMEDIATE SUPERVISOR

CLIENT MANAGER

Megatrend
Workforce Management

00004935

SUSPENSION LETTER

Approved Form

Date

Noted By:

Immediate Supervisor

Approved By:

KATHERINE O. CABREJA

Client Manager

To : Trajada, Melchor S.
 Employee Number : MWM00009131
 Department :
 Subject : Suspension 8/20/20
 Violation Date : June 27, 2020

This letter serves as a suspension for 8 days for violating Megatrend / Rules and Regulation regarding **B. INSUBORDINATION/DIOBEDIENCE/NEGLECT OF DUTY** Item B.3 Being careless or delay work processes, Affecting the experience limit. If the circumstances are minor. Counter measure on wrong used of grommet assign associate, instead of grommet that was put detection

Megatrend Workforce Management would like to inform you that your actions are being watched, and that any further violations of the company policy may result in your dismissal / termination. We expect that you uphold and strictly follow our company policies and that you conduct yourself professionally at all times.

So ordered.

Rachel D. Mercado
 Operations Manager
 Megatrend Workforce Management

I acknowledge by my signature below that I have been afforded with the due process of law, and the opportunity to review prior to signing this correspondence. I understand that this warning letter will be placed in my personnel file and will form part of my employment records.

Aug 15, 2020
 Employee's Signature/ Date

Noted by:

HR-FURUKAWA AUTOMOTIVE SYSTEM

I-ALERT WRITTEN EXPLANATION

Control No: FAP-1A-2006-1253

☐ FAS

☐ AGENCY

Please Specify: Megatrend

<u>M. Sanchi</u> Audited By:	<u>K. Hernandez J. Reyes</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Trigara, Melchor Process: Sub ass-1
Position: Associate Group/Shift: Ps. A
ID Number: MWH10002919 Date/ Time: June 27, 2020 1:05
Batch No.: 900 No. of Offense: 1st
Car Model/Line: Suzuki / 519 Superior Name: J. Core

Non-compliance Reference/Document
Control Number:

Penalty For Major Non Compliance

Details of Audit Findings:

Not following up Customer claim countermeasure on wrong used of grommet
assign associate use other grommet instead of grommet that was put detection tag.

WRITTEN EXPLANATION

Nag R Pula Ng pu yang po ko sa pinatagang grommet po yang ginamit dahil sa
na wire po sa ang pagkakarani ko po ay yang di matanggal ang grommet sa lig-hindi na pu magalit.
Basasaya na po nakalimutan ko na po alisin ang ginamit kung grommet
sa pag rerebul.

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>Melchor Trigada</u> Employee Date: <u>07-0-2020</u>	<u>D. Staff</u> Jr Staff Date: <u>7/6/20</u>	<u>NAME</u> Staff Date: <u>7/21/2020</u>	<u>S. Horniut</u> Supervisor Date: <u>7/21/2020</u>	<u>G. Catala</u> Manager Date: <u>07/21/20</u>
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