



DISCIPLINARY ACTION MEMORANDUM

DEPARTMENT: SUZUKI INITIAL

DATE: SEPTEMBER 10, 2020

EMPLOYEE NAME: MENDOZA, PAOLA ANDREA

EMPLOYEE NUMBER: BF-10003

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 did not make sample for pulling when changing applicator name, last July 20, 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 6 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: Emily L. Osorio
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: Michelle A. Fajardo
Michelle A. Fajardo
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	Oct. 12-17, 2020
DATE RETURNED TO WORK	Oct. 19, 2020
SUICIDE:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	<u>KATHERINE O. CARPENA</u>
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

PAOLA ANDREA P. MENDOZA
Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio
Signature Over Printed Name/Date

NOTICE TO EXPLAIN

DEPARTMENT: SUZUKI INITIAL

DATE: SEPTEMBER 10, 2020

EMPLOYEE NAME: MENDOZA, PAOLA ANDREA

EMPLOYEE NUMBER: BF-10003

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 did not make sample for pulling when changing applicator name, last **July 20, 2020**, which subject you in **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:

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

No good po kase una kung nagmamit na applicator. Parang po nag-TTCM kaya nanghiram po ako, direktang subat ng 1/4 @ 9/4 direktang mass production na din po. Nakalimutan ko na po magpulling.

NOTE: You may use an extra sheet as needed

Employee's Signature Over Printed Name/Date

Received by:
Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: MDH11

Control No: FALP-W-2007-1470

<u>R.A. Hernandez</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Mendoza Paula Andres
Position: Accounter
ID Number: BE-10003
Batch No.: 211
Car Model/Line: TRD 192

Process: First Press
Group/Shift: DC-A
Date/ Time: July 20, 2020 / 11:30
No. of Offense: 1st
Superior Name: C. Magana

Non-compliance Reference/Document
Control Number:

FALP-WI-ENG-CC-008

Cutting and Lapping

Details of Audit Findings:

Not following SOP
Did not make sample for pulling when changing applicator name

WRITTEN EXPLANATION

Nagpalit pa lang ng applicator, pagka-bordeado na pa ay nag-sample ako. Sinulat
na naman po ang 1st at 1st good naman po, kaya desko mass production na po ako. Hindi na
po ako nagpulling.

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>[Signature]</u> Employee Date: <u>07/21/20</u>	<u>C. Magana</u> Jr Staff Date: <u>07/21/20</u>	<u>[Signature]</u> Staff Date: <u>7/22/2020</u>	<u>[Signature]</u> Supervisor Date: <u>07/22/2020</u>	<u>[Signature]</u> Manager Date: <u>8-11-20</u>
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