

DISCIPLINARY ACTION MEMORANDUM

DATE : September 25, 2020

CLIENT: FURUKAWA

EMPLOYEE NAME : Canoy, Marjorie Rose

EMPLOYEE NO.: AEFL20382

DEPARTMENT : PD5/ HONDA TKRA 3127

SHIFT: A

RECOMMENDATION:

This is in reference with your written explanation regarding your alleged violations of Add Even Manpower Resources and Solutions Employee Code of Conduct and Discipline Article.

IV. PERFORMANCE/WORK/ATTITUDE

4.1 Consistent failure to meet reasonable work standard made known to the employee, even after proper supervision, training and instructions, within two- year period.

Details: Un-Authorized Hidden Repair

Associate conduct pulling of clamp on dimension process due to short dimension from clamp to clamp

Audited by I-ALERT (September 14, 2020)

VIOLATION COMMITTED:

It is clearly stated in Add Even Manpower Resources & Solutions 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 line with this, you are hereby given 3 (three) 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: CUEVAS MARJORIE ROSE
AEM COORDINATOR/SUPERVISOR

NOTED BY : ARLYN M. ALCARAZ
AEM SUPERVISOR

Canoy, Marjorie Rose

Employee's Signature over Printed Name/Date

RECOMMENDATION FORM	
NAME:	<u>Canoy, Marjorie Rose</u>
EMPLOYEE NO.:	<u>AEFL 20382</u>
VIOLATION:	<u>2nd offense</u>
SUSPENSION DATE:	<u>Oct. 20, 21, 22</u>
RETURN DATE:	<u>Oct. 23, 2020</u>
RETURN SHIFT:	<u>DS</u>
SHIFT/SCHEDULE:	<u>DS/A</u>
PD/ LINE:	<u>PD5 / TKRA 3127</u>
EMPLOYEE SIGNATURE	<u>[Signature]</u>
PRODUCTION SUPERVISOR	<u>[Signature]</u>
PRODUCTION MANAGER	<u>[Signature]</u>

Unit 2, Romanville Commercial Bldg., San Fernando, Malvar, Batangas
Cellphone Number: 0915-832-0548(Globe) | 0918-279-3598 (Smart)

To : **Canoy, Marjorie Rose**
Position : Production Associate
ID Number : AEFL20382
Client Company : FALP
Date : **September 25, 2020**
Re : **NOTICE TO EXPLAIN**

Dear Ms. Canoy,

It has been reported that you had committed the following violation/s against the Rules and Regulations of our client company to wit:
(Indicate exactly the infraction/s committed and under what offense in the Code of Discipline).

IV. PERFORMANCE/WORK/ATTITUDE

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In view of the foregoing, you are directed to file your explanation to the above charges within 48 hours upon receipt hereof. Failure to file your answer within the prescribed period shall be construed as waiver of your right to be heard on the matter and shall render decision based on the available documents and records or evidences at hand.

For your information and strict compliance.

Served by:

CUBAS, DIANA ROSE
Supervisor/Dept. Head

Received by:

/ Canoy, Marjorie Rose A.

Signature Over Printed Name

Date/ Time: _____

EXPLANATION SHEET/COUNTERMEASURE SHEET

Involve Employee: Canoy, Marjorie Rose A.

Company Assigned:

Position: Production Associate

Date Hired: August 19, 2020

Date: October 7, 2020

Date of Incident/Accident:

Details of Explanation: (Use additional page if necessary)

Ako po si Marjorie Rose A. Canoy nabigyan po ako ng explanation dahil po nahuli po ako ng 1. alert hinila ko po yung Harness gamit po ang isang kamay. Pinilit ko po karing ituwid yung harness para po po mag good yung dimension.

Details of Countermeasure: (Use additional page if necessary)

sa susunod po si Jr. Staff na po ang tatawagin ko para po ayusin ang defect.

Canoy, Marjorie Rose A.

Employee's Signature

Recommendation: