

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SOSOSCO, JANILLE

EMPLOYEE NUMBER: BF-18470

DEPARTMENT: SUZUKI 5117

DATE: NOVEMBER 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3<sup>rd</sup> OFFENSE)

### RECOMMENDATION:

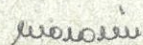
This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section no. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or not result to damage of company property.**

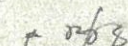
**VIOLATION COMMITTED: NOT FOLLOWING SOP.** Associate multiple picking of wire during sub assy process, last August 11, 2020.

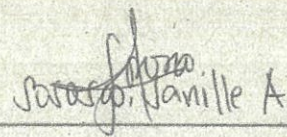
It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

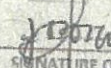
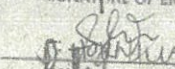
In view of this, you are hereby given a 2 DAYS SUSPENSION for the said violation of our Employee Code of Conduct.

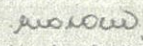
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

REPAIRED BY:   
Emily L. Osorio  
MDHII HR COORDINATOR

NOTED BY:   
Ms. Michelle F. Fajardo  
MDHII ONSITE SUPERVISOR

  
Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	Dec. 14-15, 2020
DATE RETURNED TO WORK	Dec. 16, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
 SIGNATURE OF EMPLOYEE	
 IMMEDIATE SUPERVISOR	
KATHERINE O. CABRERA CLIENT'S MANAGER	
Approved BY:	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:   
Signature Over Printed Name/Date



## NOTICE TO EXPLAIN

EMPLOYEE NAME: SOSOSCO, JANILLE

EMPLOYEE NUMBER: BF-18470

DEPARTMENT: SUZUKI 5117

DATE: NOVEMBER 15, 2020

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3<sup>rd</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: NOT FOLLOWING SOP.** Associate multiple picking of wire during sub assy process, last August 11, 2020, which subject you in 1 to 15 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: emilio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Ms. Michelle F. Fajardo

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

### EMPLOYEE'S EXPLANATION:

- Ako po si Janille A. Sososco. Na Andit naong August 11, 2020 ang plicht ko ay yung Multiple picking of wire during sub assy process dahil akalala ko po ay pwede rin dahil common lang yung Apat na wire.

- Kaya na surunad ay hindi na ako tutuhan ng wire na fig dalawa dahil pa ito ay common lang.

NOTE: You may use an extra sheet as needed

Janille A. Sososco

Employee's Signature Over Printed Name/Date

Received by: emilio  
EMILIO L. OSORIO

Signature Over Printed Name/Date



No Certification

## I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: MDH II

Control No: FALP-14-2008-1713

Name: Janille Sosa  
Position: Associate  
ID Number: BF13470  
Batch No.: 305  
Car Model/Line: SUZUKI YP1/3117

Process: Sub-assembly Process  
Group/Shift: N/A  
Date/Time: August 11, 2020 8:35  
No. of Offense: 1st offense  
Superior Name: M. Ursua

<u>A. Brisco</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Non-compliance Reference/Document Control Number: FALP-14-2008-1713

### Details of Audit Findings:

Not allowing SOP conduct multiple picking of wire during sub  
assy process. Note: 4th times audited

### WRITTEN EXPLANATION

Ako po si Janille F. Sosa. Na Audit ko nang August 11 dahil sa hindi pag  
tanggap ng SOP at sa pagtanong ng wire na bigat dahil ataka ko po  
ay pwede yun dahil karami ng lang sika kaya na audit ko din  
sa pagtanong ay hindi ba na gagawin ang mga bagay na bawal na gamitin  
para hindi maaaring audit.

### REMARKS/ EVALUATION

☐ I-Alert written only  
☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>Janille F. Sosa</u> Employee Date: <u>08-28-20</u>	<u>M. Ursua</u> Staff Date: <u>08-28-20</u>	<u>Janille F. Sosa</u> Staff Date: <u>08-28-20</u>	<u>S. Hernandez</u> Supervisor Date: <u>11/02/2020</u>	<u>J. Reyes</u> Manager Date: <u>11/05/20</u>
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