

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MIRANO, JENNYLYN

EMPLOYEE NUMBER: BF-17444

DEPARTMENT: HONDA TKRA 3124

DATE: NOVEMBER 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st 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 REPAIR/HIDDEN REPAIR. Associate on appearance conduct adding tape on seq.9 due to encountered exposed wire on appearance process, last **October 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 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.

REPAIRED BY: Emily L. Osorio
 Emily L. Osorio
 MDHII HR COORDINATOR

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

RECOMMENDATION	
DATE OF SUSPENSION:	Dec. 11, 2020
DATE RETURNED TO WORK	Dec. 12, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>Jennylyn A. Mirano</u>
APPROVED BY:	<u>Emily L. Osorio</u>
	IMMEDIATE SUPERVISOR
	CLIENT'S MANAGER
Reminder: Iwanang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Jennylyn A. Mirano

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio

Signature Over Printed Name/Date



NOTICE TO EXPLAIN

EMPLOYEE NAME: MIRANO, JENNYLYN

EMPLOYEE NUMBER: BF-17444

DEPARTMENT: HONDA TKRA 3124

DATE: NOVEMBER 15, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st 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 REPAIR/HIDDEN REPAIR. Associate on appearance conduct adding tape on seq. 9 due to encountered exposed wire on appearance process, last October 20, 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: Ms. Michelle F. Fajardo

Ms. Michelle F. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po si Mirano, Jennylyn A. ay na-audit ng i-alert nong Oct. 20, 2020 dahil po ako ay nag-tape ng expose wire, alam ko pong mali, pero nang oras po na yun ay mala po ang aming jr. staff, kaya nagawa ko po magtape para di po ako matambalan at para na rin po mai-out ko po yung harness. Hindi ko na po ulitin na magtape, hinatayin ko na lang po ang aming jr. staff. para sya na po ang mag-tape.

NOTE: You may use an extra sheet as needed

Jennylyn A. Mirano

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: FALP-1A-2010-4494

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
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Name: Mirand Jennylyn
Position: Associate
ID Number: BF-11444
Batch No.: 204
Car Model/Line: Honda +KRA 13121

Process: Appearance Inspection
Group/Shift: dc/A
Date/ Time: October 20, 2020 / 11:25
No. of Offense: 1st offense
Superior Name: M. Javier

Non-compliance Reference/Document
Control Number:

Falp-w1-GCA-15005

Details of Audit Findings: Unauthorized / Hidden Repair. Appearance associate conduct adding tape on seq. 9 due to encountered exposed wire on appearance process.

WRITTEN EXPLANATION

IPASPAUMANTIN nyo po ang aking nasabang mali na nasa add tape po sa
non expose wire na ininspect sa kaidahilanan po na wala po
ang aking jr staff ng mga oras na yun kata po nangahas na
po ako na magtayo para di rin po kami matnapan para sa
ganun din po maka output kami
salamat po at sorry po at hindi na po maunlit.

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>10-29-20</u>	<u>[Signature]</u> Jr Staff Date: <u>10-29-20</u>	<u>[Signature]</u> Staff Date: <u>10/11/20</u>	<u>[Signature]</u> Supervisor Date: <u>10-29-20</u>	<u>[Signature]</u> Manager Date: _____
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