

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PENOMENO, DAISY

EMPLOYEE NUMBER: BF-14745

DEPARTMENT: DAIHATSU 2125

DATE: FEBRUARY 25, 2020

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: UN AUTHORIZED PERSON DOING THE PROCESS. Associate un authorized person doing the process lay out, caught performing sub assy, last **February 13, 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 SIX 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: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>April 13-18, 2020</u>
DATE RETURNED TO WORK	<u>April 20, 2020</u>
SHIFT:	<u>B</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<u>Deponemano</u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>2/25/20</u> IMMEDIATE SUPERVISOR
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date. kumain ito pagbalik after suspension bago mag 8am/pm.	

Daisy D. Penomeno 02-26-2020

Employee's Signature Over Printed Name/Date

Emily L. Osorio

Received by:

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: PENOMENO, DAISY

EMPLOYEE NUMBER: BF-14745

DEPARTMENT: DAIHATSU 2125

DATE: FEBRUARY 25, 2020

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: UN AUTHORIZED PERSON DOING THE PROCESS. Associate un authorized person doing the process lay out, caught performing sub assy, last **February 13, 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:

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si Daisy D. Penomeno ay nahuli po ng compliance na nag-subassy po. nagawa ko lang po ym sa kakahilangang gusto ko lamang pong makatubang sa line po. Wala na po katang ma i lagay ng oras na ym po. Inisip ko po na mag-sub kahit na hindi po ako certified kasiip ko po na may training naman po ako magkaganon man po hindi na lang po ako ukhit mag-sub assy hihintagin ko na lang po na mai-certified ako. I pag paumanhin nyo na lang po sana aling aking nagawang kamalian.

NOTE: You may use an extra sheet as needed

DAISY D. PENOMENO 02-26-2020

Received by: EMILY L. OSORIO



Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: February 13, 2020

and

Item #	Date/Shift	Process Area	Location	Actual Image	Finding- Items for Improvement	OK	Action Taken	Category	Operator - Other Concern Person	Person Informed	Incharge Car Model Department	Person Incharged	Status/ Remarks
7	02/13 NS	Daihatsu line 2125			Unauthorized person doing the process layout associate caught performing sub assy	NG	Call the attention of junior staff and informed regarding this and also advised associate to follow work assign	SOP		Mylene Gonzales	Daihatsu	Sir Marlon	For Monitoring