

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GAPAS, RUBY

EMPLOYEE NUMBER: BF-12211

DEPARTMENT: HONDA OLD 3115

DATE: OCTOBER 11, 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: NOT FOLLOWING SOP. Associate conduct multiple picking of wire during sub assy process, last September 7, 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 3 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:

emorie
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY:

M. Fajardo
Michelle A. Fajardo
MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	NOV. 9-16, 2020
DATE RETURNED TO WORK	NOV. 17, 2020
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE <u>R. Gapas</u>	
APPROVED BY:	<u>a. Fajardo</u> 10/17
IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Ruby P. GAPAS

Employee's Signature Over Printed Name/Date

Received by:

emorie
Emily L. Osorio

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

Control No: FAIR-18-2007-3082

FAS

AGENCY

Please Specify:

<u>Th. Sevilla</u> Audited By:	<u>Echandia K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Ruby Gapas
Position: Associate
ID Number: BT-12211
Batch No.: 240
Car Model/Line: Honda old 13115

Process: Sub assy
Group/Shift: MS-A
Date/Time: Sept 7, 2020 11:45
No. of Offense: 1st / 2nd
Superior Name: P. Magundayao

Non-compliance Reference/Document
Control Number:

Details of Audit Findings:

Not following SOP

associate conduct multiple picking of wire during sub assy process

WRITTEN EXPLANATION

Ako po si Ruby P. Gapas nandit po ako ng I-Alert dahil sa multiple picking. Ang sabi nya po ay hawak ko daw po ay 2 wire sa isang kamay pero ang totoo po ay yung isa kong kamay ay nagiinsert at ung isa ko pong kamay ay may hinuhugot sa downpout habang akoy nag-iinsert, ginagawa ko po un para tuloy tuloy ang outflow ng aking pag-iinsert, sa tingin ko po hindi po iyon multiple picking, capagkat isa lang naman ang hawak ko sa isang kamay at isa kong kamay ay nag-iinsert.

Insensya na kung may pagkakamali po akong magawa.

Sarap lubos niyo akong magpawaan, maraming salamat po.

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>R. Gapas</u> Employee Date: <u>9-22-20</u>	<u>P. Magundayao</u> Jr Staff Date: <u>09/22/20</u>	<u>N. WIS</u> Staff Date: <u>9/22/20</u>	<u>D. Villar</u> Supervisor Date: <u>9/24</u>	<u>[Signature]</u> Manager Date: _____
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