

RECOMMENDATION

O. OF OFFENSE:

First Offense

DATE OF SUSPENSION:

August 24-26, 2020

RETURNED TO WORK:

August 27, 2020

SIGNATURE OF EMPLOYEE

APPROVED BY:

IMMEDIATE SUPERVISOR

CLIENT MANAGER

Megatrend
Workforce Management

0-00004936

SUSPENSION LETTER

Approved Form

Date

Noted By:

S. ABONIA

Immediate Supervisor

Approved By:

V. W. X.

Client Manager

To : Reyes, Mary Grace
 Employee Number : MWM00008790
 Department :
 Subject : Suspension
 Violation Date : June 22, 2020

This letter serves as a suspension for 3 days for violating Megatrend / Rules and Regulation regarding **B. INSUBORDINATION/DIOBEDIENCE/NEGLECT OF DUTY** Item B.3 Being careless or delay work processes, Affecting the experience limit. If the circumstances are minor. No following SOP, Associate not referring during manual insertion

Megatrend Workforce Management would like to inform you that your actions are being watched, and that any further violations of the company policy may result in your dismissal / termination. We expect that you uphold and strictly follow our company policies and that you conduct yourself professionally at all times.

So ordered.

Rachel D. Mercado

Operations Manager

Megatrend Workforce Management

I acknowledge by my signature below that I have been afforded with the due process of law, and the opportunity to review prior to signing this correspondence. I understand that this warning letter will be placed in my personnel file and will form part of my employment records.

[Signature] 08-15-20
 Employee's Signature/ Date

Noted by:

HR-FURUKAWA AUTOMOTIVE SYSTEM

Noted to
 Mr. 24-26
 Reyes

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR 1A-2006-1194

☐ AGENCY

Please Specify: megotrend

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|---------------------------------|--|--------------------------------|
| <u>M. Conzil</u> Audited By: | <u>K. Hernandez/ J. Reyes</u> Checked by: | <u>G. Magadia</u> Noted By: |
|---------------------------------|--|--------------------------------|

Name: Reyes Mary Grace
Position: Associate
ID Number: MW100008790
Batch No.: 291
Car Model/Line: Suzuki 401/3120

Process: manual insertion process
Group/Shift: D5-A
Date/ Time: June 22, 2020 / 10:50
No. of Offense: 1st
Superior Name: J. Core

Non-compliance Reference/Document
Control Number:

FAIR - CIL - PRD - GP-012

Details of Audit Findings:

Not following SOP

Associate not referring on sub drawing during manual insertion

WRITTEN EXPLANATION

AKO SI MARY GRACE REYES KA SA ASSOCIATE NG FUKUKAWA NA NAKAGAWA NG PAGCUNOD SA SOP. NAKITA PO AKO NG I-ALERT NA HINDI DAW PO AKO NAGREREFER SA SUB-DRAWING. NUNG TIME PONG IYON AY PUND NA PO YUNG PINAKA-HANTER KO SA HARAP NG SUB-DRAWING. ANG GINAWA KO NA LANG PO AY SA MAY GILID AKO NAG-SUB PERO NAKATINGIN PA DIN NAMAN PO AKO SA SUB-DRAWING. PAG DAAN PO NG I-ALERT, SAKTONG NAG INSERT PO AKO PERO NAKATINGIN PO AKO SA SUB-DRAWING.

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).

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|---|---|---|--|--|
| <u>[Signature]</u> Employee Date: _____ | <u>[Signature]</u> R. Morosigan Jr Staff Date: _____ | <u>[Signature]</u> I. Core Staff Date: <u>7-6-2020</u> | <u>[Signature]</u> S. Hornil Supervisor Date: <u>7-6-2020</u> | <u>[Signature]</u> K. Hernandez Manager Date: <u>7/7/2020</u> |
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