

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CUEVAS, WILLIAM

EMPLOYEE NUMBER: BF-17770

DEPARTMENT: SUZUKI 5123

DATE: JUNE 18, 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: NOT FOLLOWING SOP. Associate multiple picking of wire and advance insertion, dated **June 06, 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.

PREPARED BY: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>October 6, 2020</u>
DATE RETURNED TO WORK	<u>October 7, 2020</u>
SHIFT:	<u>B</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u>[Signature]</u>
IMMEDIATE SUPERVISOR	
KATHERINE O. C...	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: ANGIE 60 WPA 07/22/2020

Signature Over Printed Name/Date

Employee's Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: CUEVAS, WILLIAM

EMPLOYEE NUMBER: BF-17770

DEPARTMENT: SUZUKI 5123

DATE: JUNE 18, 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: NOT FOLLOWING SOP. Associate multiple picking of wire and advance insertion, dated June 06, 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

MDHII HR COORDINATOR

NOTED BY: _____

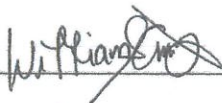
Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si William Cuevas, Nung araw po ng nandit ako ay sa kaddahilangang bago pa at nakalimot dahil po sa delay kong portion na dalawang pc nakaadvance insertion po ako na akala ko po ay naka atouch na yung isang wire na naisert kona. Pero simula po nung nandit ako nung araw na yun ay hindi ko na po ulit yun nangit dahil naisip ko po na paginulit ko pa po yun ay pwede akong mawalan ng trabaho. sana po ay ^{may} di ipinapangako ko po na hinding hindi ko na po ulitin yung nagawa kong kamalian.

NOTE: You may use an extra sheet as needed



Employee's Signature Over Printed Name/Date

Received by: _____

MARIT



07/22/20

Signature Over Printed Name/Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2006-1144

☐ AGENCY

Please Specify: MDA II

<u>A. Tatten</u> Audited By:	<u>K. Hernandez / J. Reyes</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Cuevas William

Process: Subassy

Position: Associate

Group/Shift: NS-B

ID Number: BT-17770

Date/ Time: June 6, 2020 / 8:20

Batch No.: 559

No. of Offense: 1st

Car Model/Line: Subaru 512

Superior Name: A. Castillo

Non-compliance Reference/Document Control

Number:

FALP-WI-MKP-519-043

Details of Audit Findings:

Multiple picking of wire and advance insertion LG / did not

WRITTEN EXPLANATION

Ako po si William Cuevas ng 5123 ay nag-advance insertion dahil ako po ay delay nang araw na yun sa kadahilananang dalawin po ang portion ko nun paradas pang delay. Pinapangako ko po na hindi ko na po ulit yung sa ulitin. Kahit lamipat po ulit ako sa original kong line sana po maintindihan nyo po ako. Salamat.

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>William Cuevas</u> Employee Date: <u>June 8 2020</u>	<u>A. Castillo</u> Jr. Staff Date: <u>6/8/20</u>	<u>A. Ramos</u> Staff Date: <u>6/8/20</u>	<u>F. Beltran</u> Supervisor Date: <u>6/8</u>	<u>G. Magadia</u> Manager Date: <u>06-09-20</u>
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