



Reference No.: MWM-MOBC-2020-00006269

SUSPENSION LETTER

To : Ferry, Gerald B.
Employee Number : MWM00009098
Department : INITIAL PROCESS / PDS ASSOCIATE / SUPD2U
Subject : Suspension
Violation Date : September 18, 2020

This letter serves as a Suspension days for violating Megatrend / Rules and Regulation regarding Not following SOP Associate conduct bar coding of wire lot, applicator and terminal even not yet set on the machine.

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.


Employee's Signature/ Date

20-11-17

RECOMMENDATION

DATE OF SUSPENSION: Nov. 18, 19 5 20

DATE RETURNED TO WORK: Nov. 21

SHIFT:

NEED FOR REFRESHER:

☐ YES


SIGNATURE OF EMPLOYEE

APPROVED BY:


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.



Megatrend
Workforce Management

Reference No.: MWM-MOBC-2020-00006269

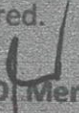
SUSPENSION LETTER

To : Ferry, Gerald B.
Employee Number : MWM00009098
Department :
Subject : Suspension
Violation Date : September 18, 2020

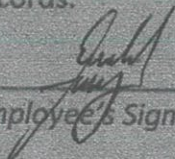
This letter serves as a Suspension for violating Megatrend / Rules and Regulation regarding Not following SOP Associate conduct bar coding of wire lot, applicator and terminal even not yet set on the machine.

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.

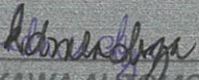
So ordered.


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.


Employee's Signature/ Date

Noted by:


HR-FURUKAWA AUTOMOTIVE SYSTEM

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-IA-201-7627

☒ AGENCY

Please Specify: MegaTrend

<u>R.A. Manojre</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Ferry, Gerald
 Position: Associate
 ID Number: MNMOD000098
 Batch No.: 211
 Car Model/Line: Honda TRX / Initial

Process: Auto Clamping
 Group/Shift: DLA
 Date/ Time: Sept. 14, 2020 / 11:05
 No. of Offense: 1st
 Superior Name: S. Manalo

Non-compliance Reference/Document
 Control Number:

FALP-WI-ENG-CC-008

Details of Audit Findings:

Not following SOP

Associate conduct barcoding of wire lot, applicator and terminal even not yet set on the machine

WRITTEN EXPLANATION

NAG-SKIP AKO NG PROCESS DAHIL MAGHANANAP AKO NG WIRE PARA SA SUGNOD KUNG LOAD.

NAG-SKIP AKO NG PROCESS DAHIL MAGHANANAP AKO NG TERMINAL PARA MAGSET-UP KO SA BEAR.

NAG-SKIP AKO NG PROCESS DAHIL GUSTO KO MAPABILIS ANG MAGSET-UP NG APPLICATOR.

NAG-SKIP AKO NG PROCESS DAHIL GUSTO KO MAPATALI ANG MAGSET-UP NG WIRE.

NAG-SKIP AKO NG PROCESS DAHIL GUSTO KO MATAPUS AGAD ANG LOAD NG MACHINE.

NAG-SKIP AKO NG PROCESS DAHIL MAGHANANAP AKO NG WIRE MAGHANANAP AKO NG TERMINAL PARA SA SUGNOD KUNG LOAD DAHIL DAI GUSTO KO MAPABILIS ANG MAGSET-UP NG APPLICATOR AT WIRE PARA MATAPUS KO AGAD ANG LOAD NG MACHINE.

REMARKS/ EVALUATION

☐ i-Alert written only

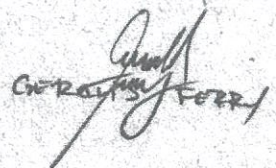
☒ Agency/FALP Written Only(based on handbook)

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>10-09-21</u>	<u>[Signature]</u> Jr Staff Date: <u>10-09-21</u>	<u>[Signature]</u> Staff Date: <u>10/21/2020</u>	<u>[Signature]</u> Supervisor Date: <u>10/21/2020</u>	<u>[Signature]</u> Manager Date: _____
---	---	--	---	--

20-11-17

NAG-SKIP AKO NG PROCESS DAHIL MAGHAHANAP AKO NG WIRE PARA SA CUSUNOD KUNG LOAD
NAG-SKIP AKO NG PROCESS DAHIL MAGHAHANAP AKO NG TERMINAL PARA MAGSET-UP KO SA
NAG-SKIP AKO NG PROCESS DAHIL GUSTO KO MATABILIS ANG PAGESET-UP NG APPLICATION
NAG-SKIP AKO NG PROCESS DAHIL GUSTO KO MATAPOS AGAD ANG LOAD NG MACHINE.
NAG-SKIP AKO NG PROCESS DAHIL GUSTO KO MATABILIS ANG PAGESET-UP NG WIRE
NAG-SKIP AKO NG PROCESS DAHIL MAGHAHANAP AKO NG WIRE, MAGHAHANAP AKO
NG TERMINAL PARA SA CUSUNOD KUNG LOAD, DAHIL GUSTO KO MATABILIS ANG PAGESET NG
APPLICATION AT WIRE, PARA MATAPOS KO AGAD ANG LOAD NG MACHINE.


GERALD S. FERRER