

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ALBANIA, LEOMARCO

EMPLOYEE NUMBER: BF-18524

DEPARTMENT: SUZUKI YD1 5116

DATE: OCTOBER 20, 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: UN-AUTHORIZED PERSON DOING THE PROCESS. Associate doing taping even not certified on the process last July 22, 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 one 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:

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII On-Site Supervisor

RECOMMENDATION	
DATE OF SUSPENSION:	<u>December 16, 2020</u>
DATE RETURNED TO WORK	<u>December 17, 2020</u>
SHIFT:	<u>1B</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>Albania</u>
APPROVED BY:	<u>KATHERINE O. CABRERA</u>
	IMMEDIATE SUPERVISOR
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at	

LEOMARCO A. ALBANIA / 11/18/2020

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 11/18/20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: ALBANIA, LEOMARCO

EMPLOYEE NUMBER: BF-18524

DEPARTMENT: SUZUKI YD1 5116

DATE: OCTOBER 20, 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: UN-AUTHORIZED PERSON DOING THE PROCESS. Associate doing taping even not certified on the process last **July 22, 2020**, which subject you **1 to 5 days of 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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:



Michelle A. Fajardo

MDHII On-Site Supervisor


EMPLOYEE'S EXPLANATION:

Kaka-certified ko pa lang po sa ECI nung time na you sadya pang time-tape yung LA terminal ng harness bago ipasa, yun po ang tinuro sakin nang QTT trainee pa lang po ako hanggang sa macertified na po ako dun. Pina-cross trainee na daw po kami doon sa process na yun pero wala pa daw pang feedback mula sa training center. Hindi ko na po ulitin yung nagawa kong pagkakamali, no choice lang po talaga ako nung time na yun dahil labat po ng certified sa taping ay nakaportion, wala po iba gagawin.

NOTE: You may use an extra sheet as needed


LEOMARCO A. ALBANIA / 11/18/2020

Employee's Signature Over Printed Name/Date

Received by:  11/18/20

Signature Over Printed Name/Date

WRITTEN EXPLANATION

Control No: FALP-16-2007-1422

AGENCY
Please Specify: MPHII

<u>Checked By:</u> <u>R. Hernandez</u>	<u>Checked By:</u> <u>R. Hernandez</u>	<u>Noted By:</u> <u>J. Reyes</u>
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Process: ECT
Group/Shift: DS-A
Date/ Time: July 22, 2020 / 6:30
No. of Offense: 1st
Superior Name: R. Gamboa

Non-compliance Reference/Document
Control Number:

Pending for Major Non Compliance
HRGA-2018-01-14

Details of Audit Findings: Un-authorized Person Doing the Process
taking even not certified in the process

WRITTEN EXPLANATION

Ako po ay nakacertified pa lang sa ECT Pinacastraine na po kami sa taping
ala pa pang feedback ang training center. Hindi naman po pwedeng ipasa ang
na hindi pa nacombine ang LA terminal. Tung mga certified na process ng
ay nakaportin po lahat. No choice po ako kaya ako na po ang

REMARKS/ EVALUATION

Alert written only
ed day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Employee</u> <u>5/29/2020</u>	<u>R. Gamboa</u> Jr Staff Date: <u>7-29-2020</u>	<u>J. Gamboa</u> Staff Date: <u>8-16-20</u>	<u>J. Gamboa</u> Supervisor Date: <u>8-6-2020</u>	<u>J. Gamboa</u> Manager Date: <u>8-11-20</u>
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