

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: OLIVAR, JESSABEL

EMPLOYEE NUMBER: BF-10985

DEPARTMENT: HONDA 3114 AOS

DATE: December 19, 2019

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 caught too much parts on e-bag dated last **November 18, 2019.**

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:


Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:


Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION

DATE OF SUSPENSION: February 17, 2020

DATE RETURNED TO WORK: Feb. 18

SHIFT: A

NEED FOR REFRESHER: ☒ YES ☐ NO


SIGNATURE OF EMPLOYEE

APPROVED BY:


IMMEDIATE SUPERVISOR


CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date a kunin ito pagbalik after suspension bago mag 8am/pm.

Received by:

 ANGIE T. GOMBA 1/6/20

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: OLIVAR, JESSABEL

EMPLOYEE NUMBER: BF-10985

DEPARTMENT: HONDA 3114

DATE: December 19, 2019

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 caught too much parts on e-bag dated last **November 18, 2019** which subject you to **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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____


Michelle A. Fajardo

MDHII HEAD COORDINATOR


EMPLOYEE'S EXPLANATION:

Ako po si Jessabel Olivar ng Honda 3114/A ay nandit ng 1K dahil sa maraming parts ang nailagay ko dahil po sa nahirapan po ako kumuha ng mga parts dahil po sa malayo ang pinaglalagayan ng mga parts sa aming process kaya ko po nilagyan ag marami dahil din po sa madedelay po ako sa ating process. Pasensya nAPO at hindi nAPO mawlit ang paglagay ng maraming parts sa ating e-bag.

NOTE: You may use an extra sheet as needed


Jessabel Olivar 01/06/20

Employee's Signature Over Printed Name/Date

Received by:  ANGIE T. GOMBA 01/06/20

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐

FAS

Control No: FAIP-1A-1911-3269

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AGENCY

Please Specify: Maxim

<u>P. Alegro</u> R. ALEGRO	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: Oliver, Jessabel
Position: Associate
ID Number: BF-10985
Batch No.: 227
Car Model/Line: Honda / 3114

Process: Assembly
Group/Shift: 6B / NS / A
Date/ Time: 11-18-19 / 11:15pm
No. of Offense: First offense
Superior Name: P. Mangundayao

Audit Findings: Not following SOP

Details:

Too much parts on e-bag

Remarks: NA-157-B and NB-204PK-B mixed

Note: Not one set supply (overhead parts box)

WRITTEN EXPLANATION

Kaya po ako nakapaglagay ng parts sa madami sa ating e-bag
ay sa kachalitan po na malayo po ang lalagyan ng mga parts lalo po pag
handedalay sa ating portion, kahirap namon po na paghahanap sa mga
kumaha ng parts na gagamitin ko makaka down time din po

- Sa reason po ay kakaunti na lang po ang ilalagay sa mga parts sa ating
e-bag - Hindi na po nagulat

Remarks/ Evaluation:

Issue penalty based from FAIP Handbook

<u>[Signature]</u>
Signature of Employee
Date: <u>11/26/19</u>

<u>[Signature]</u>
Jr Staff
Date: <u>11/26/19</u>

<u>[Signature]</u>
Staff
Date: <u>11/26/19</u>

<u>[Signature]</u>
Supervisor
Date: <u>11/27/19</u>

<u>[Signature]</u>
Manager
Date: <u>11/28</u>