

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MACASADDU, ROXANNE

EMPLOYEE NUMBER: BF-15975

DEPARTMENT: SUZUKI YD1 5120

DATE: MARCH 09, 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: NON-COMPLIANCE ON CUSTOMER CLAIM COUNTERMEASURE.** Associate did not follow the left and right distribution sequence last February 20, 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 2 days 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  
Fajardo

MDHII HEAD COORDINATOR

Employee's Signature Over Printed Name/Date

Received by:

  
Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	August 13-15, 2020
DATE RETURNED TO WORK	August 19, 2020
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
	KATHERINE O. CABRERA
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kumita sa pagbabalik after suspension bago mag sumapit.	



## NOTICE TO EXPLAIN

**EMPLOYEE NAME: MACASADDU, ROXANNE**

**EMPLOYEE NUMBER: BF-15975**

**DEPARTMENT: SUZUKI YD1 5120**

**DATE: MARCH 09, 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: NON-COMPLIANCE ON CUSTOMER CLAIM COUNTERMEASURE.** Associate did not follow the left and right distribution sequence last February 20, 2020, which subject you to 6 to 10 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:**

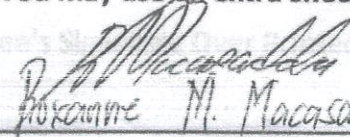
  
**Michelle A. Fajardo**

**MDHII HEAD COORDINATOR**


**EMPLOYEE'S EXPLANATION:**

Tungkol po sa pagkaaudit po sa minsang hindi ko po nasunod na rules sa pagset pong parts sa parts box ay humingi po ulit ako nang despen- sa dahil sa nagawang pagkaka shortcut nang pag set nagawa ko lang po talaga yun dahil nadelay lang po ako at hinabol ang conveyor pero po sinigurado ko naman po na kumpleto malang kulang at wala pong labis. Napangako kapa sa susunod ay susundin kong pagtalaga na gagawin at susundin na po ang lahat ng rules

**NOTE: You may use an extra sheet as needed**

  
**Roxanne M. Macasaddu**

**Employee's Signature Over Printed Name/Date**

**Received by:**  **ANGIE T. GOMBA** 03/11/2020

**Signature Over Printed Name/Date**



☒ AGENCY

Please Specify: MD H-1

Name: Roxanne Narasethi  
Position: Associate  
ID Number: BF-15975  
Batch No.: 270  
Car Model/Line: Suzuki AD / Line 5100

Process: Forfeiture Distribution  
Group/Shift: A / Dayshift  
Date/Time: February 20, 2020 / 2:00 PM  
No. of Offense: 1  
Superior Name: Roselle Manasigan

Control No: FAIR 1A-2002-0691

Audited By:

Checked by:

~~G. Magadia~~  
Noted By:

Non-compliance Reference/Document:  
Control Number:

82001 6769 Macina STM  
(GTU 3X66 X230ACVNY)

### Details of Audit Findings:

**Details of Audit Findings:** Non-compliance on Customer Claim Countermeasure  
Associate did not follow the left to right distribution sequence based on Fair Wi - PRD - RANK (C)






**WRITTEN EXPLANATION**

Tungkol po sa hindi pagmamad sa mising o palaging pag set  
una na po ang pagtingi ko nang madidaming depensa ngayon ko lang po yan da.  
hal sa magkapatidong parts na gingamit at itatagay sa bahat nimbun  
na nakaset sa box namin ko pang hindi ko yan muna pipang mas mabilis at  
chord cut lang pang paruan dahil madatay po pag susundin ang pagkakatamad sand  
na na dapat po labagang gingawa at dinasund pero lahat naman po nang sene-  
set lang parts double check po palag kaya wala naman pang magiging mi-  
sing parts pero mali parin po pala na gawing short cut ang pagset sa parts box  
kaya pumala po ngayon susundin po na po ang pagkakatamad sand nito.

## REMARKS/ EVALUATION

i-Alert written only

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

 Employee Date: <u>2/26/20</u>	 R. Marasigan Jr Staff Date: <u>2/26/20</u>	 Staff Date: <u>2/26/20</u>	 S. Hornum Supervisor Date: <u>2/27/2020</u>	 Manager Date: <u>2/29/2020</u>
---	---	--	---	--