

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DE CASTRO, JENINE AYESA

EMPLOYEE NUMBER: BF-12614

DEPARTMENT: SUBARU GC7 INITIAL

DATE: December 18, 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 did not conduct barcoding of Kanban before manual crimping process dated last **October 31, 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: _____




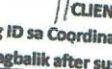
Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	Feb. 18, 2020
DATE RETURNED TO WORK	Feb. 19, 2020
SHIFT:	B
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
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.

JENINE AYESA C. DE CASTRO / 01-06-20

Employee's Signature Over Printed Name/Date

Received by: EMILY L. OSORIO 01-06-20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: DE CASTRO, JENINE AYESA

EMPLOYEE NUMBER: BF-12614

DEPARTMENT: SUBARU GC7 INITIAL

DATE: December 18, 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 did not conduct barcoding of Kanban before manual crimping process dated last **October 31, 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:


Angle T. Gomba

MDHII HR COORDINATOR

NOTED BY:



Michelle A. Fajardo

MDHII HEAD COORDINATOR

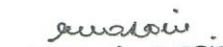
EMPLOYEE'S EXPLANATION:

✓ Nabigyan po ako ng written dahil po hindi po ako nakapagbarcode nung Oct. 31, 2019 bago po ako mag-umpisa ng pagmamamamag. Hindi ko po kasi napansin na hindi pala nakabarcode iyang kanban kasi po nakauto sleep po iyang PC na gamit ko. Hindi ko po nacheck agad ang PC kung nakapagbarcode ba ako ng kanban o hindi kaya po ngayon ang ginagawa ko na ay hindi ko hinahaylaang nakasleep ang p.c na gamit para po nacheck ko na kung nabarcode ko po ba iyang kanban o hindi.

NOTE: You may use an extra sheet as needed


JENINE AYESA C. DE CASTRO / 01-06-20

Employee's Signature Over Printed Name/Date


Received by: FINAU L. DSDRID 01-06-20

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS ☒ MDHII
☐ PKIMT ☐ ADD EVEN

Control No: PAID- 17-1910-2019

Name: Jenine Ayessa De Castro
 Position: associate
 ID Number: 197 12614
 Batch No.: 245
 Car Model/Line: Subaru crosstrek / initial

Process: Manual Crimping
 Group/Shift: PS 10
 Date/ Time: Oct 31, 2019 / 4:10
 No of Offense: 01
 Superior Name: M. Marana

<u>J. Alcanador</u> Audited By:	<u>[Signature]</u> Noted By:
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Audit Findings: Not following SOP

Details:

Did not conduct barcoding of Kanban before manual crimping process.

WRITTEN EXPLANATION

> Hindi po ako nakapagbarcode ng kanban bago po ako mag-umpisang magcrimp sa kadahilananang nakalimutan ko po itong ibarcode. Naka-auto sleep po kasi ang PC kapag po matagal na hindi nagagamit, hindi ko po napansin na hindi ko pala nagbarcode ang kanban. Kaya po ang ginagawa ko na ay hindi ko na po hinahayaan na naka-sleep ang PC na gamit ko para alam ko din po na nagbarcode ko ba o hindi ang kanban. Alam ko po kasi na maging maging maging epekto ang hindi pagbarcode ng kanban sa harness.

COUNTERMEASURE

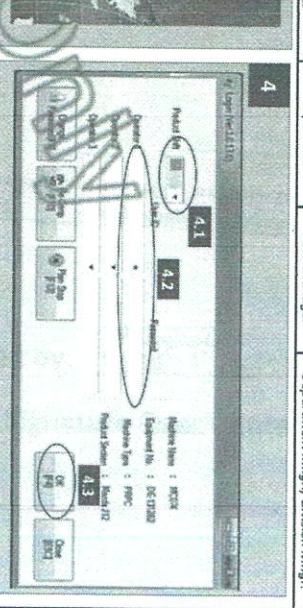
> Hindi ko na po hahayaan naka-sleep ang PC ko para po makita ko din kung nakapagbarcode ba ako ng kanban o hindi. Icheck ko ito ng maayos.

Remarks/ Evaluation:

1 day suspension

<u>[Signature]</u> Signature of Employee Date: <u>11/06/19</u>	<u>[Signature]</u> Jr Staff Date: <u>11-08-19</u>	<u>[Signature]</u> Staff Date: <u>11-08-19</u>	<u>[Signature]</u> Supervisor Date: <u>11/21/19</u>	<u>[Signature]</u> Manager Date: <u>11/22</u>
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Figure 1 displays four screenshots of the 'The Earth' interactive CD-ROM interface. Screenshot 1 shows a hand holding a CD-ROM. Screenshot 2 shows a hand pointing at a screen displaying a globe. Screenshot 3 shows the main menu with 'The Earth' title and a globe. Screenshot 4 shows the 'The Earth' screen with various buttons and a 'The Earth' button circled.



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8. Measure the crimp height and insulation height value of the sample.
Special Characteristic: ★ - C/H (EXCEPT Mazda), I/H
9. Inspect the appearance of the sample. Refer to OSH-10CIB124 Annex 10 for the use of loupe and OSH-10CIB124 Annex 3 for terminal crimping status.
Note: Use 20x loupe as needed. Must wear gloves or finger cots when inspecting terminal to avoid rust.
Special Characteristic: ★ - Crimping status
- 10.1 Test the tensile strength of sample. Refer to FAP-WI-ENG-TS-17 Tensile Strength Test.
Special Characteristic: ★ - Terminal pulling strength