

## NOTICE OF DECISION

DATE OF SUSPENSION:	April 12-13, 2021
DATE RETURNED TO WORK	April 14, 2021
SHIFT:	A
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<i>[Signature]</i>
APPROVED BY:	<i>[Signature]</i> 12-13/18
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.	

Emp. No.	BF-13574	Date Prepared	
Employee Name	SADICON, RANIEL	Case Ref. No.	F-2021-02-0493
Position	Production Associate	Employment Status	REGULAR
Dept/Section	POI section B (2105)		

### Details of Offense:

Article No.	VIII
Section No.	VII
Article Code	WORK BUSINESS OFFENSES AGAINST ATTENDANCE AND PUNCTUALITY LD PD
Article Description	FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES, WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE OF COMPANY PROPERTY
Nature of Offense	NON-COMPLIANCE ON INSERT PULL METHOD
Number of Offense	1ST OFFENSE
Applicable Penalty	1-6 DAYS SUSPENSION

### Incident Summary

NON COMPLIANCE ON INSERT PULL METHOD, SUB ASSY ASSOCIATE CAUGHT DOING ADVANCE INSERTION OF WIRES WHICH MIGHT CAUSE TED AND WRONG INSERT LAST JANUARY 15, 2021

### DECISION:

After careful evaluation and due consideration of all relevant information and evidence, including:

☐ Your failure to submit your written explanation ☒ Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

☐ Verbal Warning  
☐ Written Warning  
☒ Suspension Without Pay for

1 days starting from April 12 to 13, 2021

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

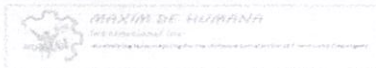
Prepared by:  
*[Signature]*  
Emie L. Osorio

Approved by:

*[Signature]*

Received by:  
*[Signature]* Feb 8 2021  
Ranico Sadicon

Employee Signature/Date



## NOTICE TO EXPLAIN

			DATE	02.08.21
EMP. NAME	SADICEN, RANIEL	CASE NO.	F-2021-02-0493	
POSITION	Production Associate	EMP. NO.	BF-13574	
CLIENT	FAS	DEPT/SEC	PDI section 3	

You are hereby given one hundred twenty (120) hours or equivalent to five (5) working days upon receipt hereof to report to this office and submit a written explanation why no disciplinary action should be taken against you for possible violation of our company rules and regulations and of the Labor Code.

Your failure to reply within the period stated shall be construed as admission of the violation and/or waiver of your rights to present evidences for and on your behalf thus shall be the basis of the Management's decision.

Alleged Violation (s): (please indicate all possible infractions)

Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	VII	OFFENSES AGAINST WORK AND BUSINESS STANDARD	FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES WORK INSTRUCTION ON WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE OF COMPANY	1st	1-6 DAY SUSPENSION

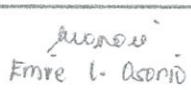

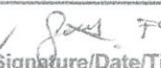
Specifically and in detail the infraction was:

PROPERTY

Based on the submitted Incident Report/document:

last January 15, 2021, Sub assey associate from Daihatsu 210C, audited by the compliance due to caught doing advance insertion of wires which might cause TDD and wrong insert. He is not follow the SOP.

Attachment (if any):

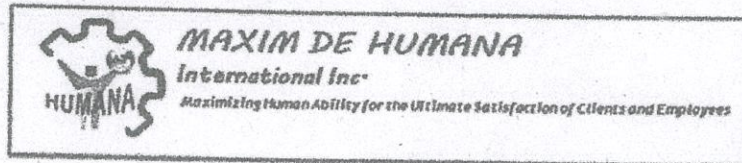
Prepared by	Noted by:
 Emre L. Asorio	
Employee's Acknowledgement	
 Feb - 2021 Signature/Date/Time	

CC: 201 File

Branch Manager

F-GEN-004(REV2)1-25-2021





## EXPLANATION FORM

Date: February 08, 2021

MEMORANDUM CONTROL NO. F-2021-02-0493

Details of Explanation Advance Incentive

ako po si Daniel Sadicon nag advance nang January 15 sa kudaditang ako po ay nag mamadali dahil ako po ay Pelay at wala po ako mai lay out

Hindi na po ako ulit na gawin yung bayad nayan na alam kong mali at hiningi po ako ng support sa aking leader upang hindi na makita ang aking pag advance

Raniel Sadicon  
Signature over Printed Name

Received by:

Emie L. Osorio

MDHII Coordinator

Mr. AS  
Admin Officer

Noted by:

Mr. AS  
Branch Manager

MDHII Remarks:


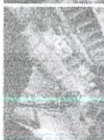

PDR DA

NON-COMPLIANCE ON INSERT PULL METHOD

	<b>MASTER COPY</b>
Copy No.	<u>1/10</u>
DC	<u>N/A</u>
Date	<u>1/10</u>
VALID ONLY if it is RED	

**COMPLIANCE ABIDIT REPORT**  
**(DS-Gold Adhono)**

**Date: Jan. 15-16, 2020**

Shift	Process / Area	Location	Action Image	Findings / Item for Improvement	QA	Action Taken	Category	Offender / Other Concern Person	Reason/Incident	Incident & Date / Model / Department	Person Involved	Status / Remarks
5/2021	Dahatsu line 2105			Non-compliance on insert -pull method sub assy associate caught doing advance insertion of wires which might cause TBO and wrong insert	NG	Informed sub assy associate to follow sop in sub assy also advised junior staff to check and monitor concern associate	SOP	 Sadicon Ramiel-Maxim	Hazel Magumbol	Subaru	Str Jhe	For Monitoring