



MAXIM DE HUMANA International Inc.  
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MYRA MADERAZO

EMPLOYEE NUMBER: BF-11391

DEPARTMENT: SUZUKI (5113)

DATE: DECEMBER 13, 2018

### 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 I. OFFENSES AGAINST PRODUCTIVITY; rule no. 5; negligence or carelessness in the performance of work.

**VIOLATION COMMITTED:** Negligence or carelessness during work due to wrong pull of wire last December 7, 2018.

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 3 days (Jan. 3, 4, 5, 2019) for the said violation of our Employee Code of Conduct.

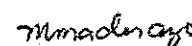
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

  
Kathleen Sean Lansangan  
MDHII HR COORDINATOR

NOTED BY:

  
Ms. Ghady Dosono  
MDHII BRANCH MANAGER

  
MYRA M. NADERAZO / 12-20-18

Employee's Signature Over Printed Name/Date

Received by:

 12/20/18  
Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.  
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## NOTICE TO EXPLAIN

EMPLOYEE NAME: MYRA MADERAZO

EMPLOYEE NUMBER: BF-11391

DEPARTMENT: SUZUKI (5113)

DATE: DECEMBER 13, 2018

SUBJECT : OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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 6. OFFENSES AGAINST PRODUCTIVITY; rule no. 5; Negligence or carelessness in the performance of work.

**VIOLATION COMMITTED:** Caught in act doing advance insertion 2 wires already inserted last December 4, 2018, which subjects you for 7-15 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:

  
Kathleen Sean Lansangan  
MDHII HR COORDINATOR


NOTED BY:

  
Ms. Chady Dosono  
MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si Myra Maderazo na nakita ng i-alert na nag-advance insertion daw po. Nakainserit na po baka ung wire na vi/o.13 na dinoble check ko lang pong hilahin dahil hindi po agad nag-ok yun naman pong BE/o.13 ay naiinsert ko na dahil nalag lag po sa bahig at un na naman po pati nng huling iinsert ko.

NOTE: You may use an extra sheet as needed

  
MYRA M. MADERAZO / 12-20-18

Employee's Signature Over Printed Name/Date

Received by:

 12/20/18

Signature Over Printed Name/Date



## MEMORANDUM

**TO :** ALL EMPLOYEES  
**FROM :** HUMAN RESOURCE & GENERAL AFFAIRS SECTION  
**SUBJECT :** PENALTY FOR MAJOR NON-COMPLIANCE  
**DATE :** APRIL 16, 2018  
**REF. NO. :** HRGA-2018-04-14

Despite our memo issued on Sept 2017 regarding quality improvement on major non-compliance, we are again reiterating the following reminders and the corresponding disciplinary penalties.

**A. Suspension (1 to 5 days) will be given as minimum penalty to any member who will be caught and/or proven to conduct the following non-compliance:**

1. Unauthorized Repair/ Hidden Repair excluding usage of prohibited extraction tool  
(Pag-repair ng harness na di naaayon sa FALP rules)
2. Bringing of the following prohibited materials / tools within production area:  
a. Push Pin b. Safety pin c. Paper clip d. other pointed materials that can be used as extraction tool  
(to be validated by the QA and Production Manager)
3. Non-compliance on INSERT - PULL method and (Hindi pagsunod sa INSERT - PULL method)  
→ This item shall also cover all non-compliance on the existing rules of Sub-assembly process
4. Un-authorized operator doing the process (Pagsasagawa ng-process ng hindi authorized/ walang certification from Recruitment and Training Section excluding expired Authorization up to 1 month)

**NOTE:**

- 4.1 For members under OJT, length of time with buddy supervision shall be based on the Process Certification Procedure of Recruitment and Training Group.
- 4.2 For processes without certification process, shall have record of refresher training and OJT based on Process Certification Procedure of Recruitment and Training Group.
- 4.3 In case the member was instructed by his/her superior to do the process even not certified/authorized based on existing rules of training center/certification department, the appropriate penalty shall be given to the superior.

In case the member repeatedly committed any of the above non-compliance he shall be meted with the following disciplinary actions:

- |   |   |                         |  |
|---|---|-------------------------|--|
| B | - | 2 <sup>nd</sup> offense | Suspension of six (6) to ten (10) working days         |
| C | - | 3 <sup>rd</sup> offense | Suspension of eleven (11) to fifteen (15) working days |
| D | - | 4 <sup>th</sup> offense | Dismissal; dishonourable separation from the service   |

**B. DISMISSAL from Employment:** will be imposed to any member who will be caught and/or proven to have conducted any of the following major non-compliance:

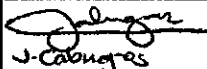

1. Using of prohibited tools during unauthorized repair.
2. Intentional Act of making defect and/or other quality related problems (Sinadya na paggawa ng defect); this shall be considered as product sabotage.

# I ALERT WRITTEN EXPLANATION

Control No: S3U-12-18

☐ FAS

☒ PKIMT / maxim

 J. Caughey	 J. Maramba
Audited By:	Noted By:

Name: MMRA MADRASA  
Position: ASSOCIATE  
ID Number: BE-11391  
Batch No.: 232  
Car Model/Line: SUZUKI / 5113

Process: SUB. ACCT  
Group/Shift: A / NS  
Date/Time: DEC 04 2012 / 10:40  
No of Offence: 1st  
Superior Name: J. BELTRAN

Audit Findings: NON-COMPLIANCE ON INSERT-PULL METHOD

Details:

CAUGHT IN ACT DOING ADVANCE INSERTION 2 WIRES ALREADY INSERTED  
PRODUCT :

CONNECTOR : SSG TP-SFG

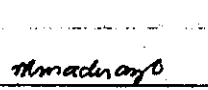
WIRE TYPE SIZE COLOR: 2# CIVUS VI / 0.13 BE / CIVUS D-13

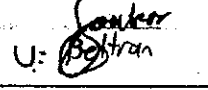
Ako po si Myra Madrasa na nakita ng i-alert na nag-advance insertion daw po. haka insert na po sadya ung wire na vi/0.13 na dinoble check ko lang pong hilahin dahil hindi po agad mag-ok. ~~ha~~ Yun naman pong BE/0.13 ay naiinsert ko na dahil naraglong po sa sahig at un na naman po pati ung huling insert ko.

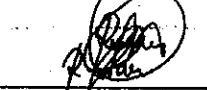
Please issue I.R

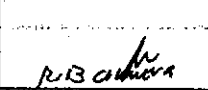
still advance insertion is not sop.

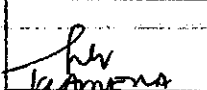
- Staff should request ulakati holder to prevent from falling

  
Signature of Employee  
Date: 12-06-18

  
U: Beltran  
Jr Staff  
Date: 12-06-18

  
Staff  
Date: \_\_\_\_\_

  
Supervisor  
Date: 12/6/18

  
Manager  
Date: 12-8-18