



NOTICE TO EXPLAIN

EMPLOYEE NAME: VILLANUEVA, MELVERLYN

EMPLOYEE NUMBER: BF-12168

DEPARTMENT: SUZUKI (5124)

DATE: MARCH 17, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2ND 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: Sub assy associate did not use sub assy jig during insertion of wire, last March 01, 2019, which subject you for **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:

Emely L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Oko po si Melverlyn A. Villanueva na mahulihan na hindi nagawa ng standard sa aktong nagawa.

RECOMMENDATION

suspension date

April 2, 3, 4,

Noted by:

Immediate Supervisor

Approved by:

KATHERINE O. CABRERA

Manager

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BITANGA, MARY GRACE

EMPLOYEE NUMBER: BF-12168

DEPARTMENT: SUZUKI (5117)

DATE: MARCH 17, 2019

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: Associate not follow business standards, operation procedures, work instruction or work practices which may or may not result to damage of company property, last March 01, 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 Three days suspension (April 2, 3, 4) 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:

Emely L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

Received by: EMILY L. OSORIO 03-25-19

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

Control No: FALT-1A-1103-0428 ¹⁴²

☐ FAS

☒ AGENCY

Please Specify: MDHII

<u>J. Catara</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Melverlyn Villanueva
Position: Associate
ID Number: BF-12168
Batch No.: 239
Car Model/Line: Suzuki YD1 / 5124

Process: Sub assy
Group/Shift: A / DS
Date/ Time: March 01 2019 / 11:05
No. of Offense: 2nd offense
Superior Name: L. Cadiz

Audit Findings: Noncompliance on INSERT-PULL method.

Details:

Sub assy associate did not use sub assy jig during insertion of wire
note: manual insertion (no sub PC)
Wire Size: GR / CIVUS 0.5
connector name: DSL-1F

WRITTEN EXPLANATION

Ako po si Melverlyn A. Villanueva na nahuh na hindi po isinasakay sa jig ang connector na paginsertin sa kadalihan po na nakaka downtime po ibo sa akin eh delay na rin po ako nang mga panahon na yun kaya ko po naisipan na gamitin ang bagay na iyon na alam ko haman pong bawal. Hindi ko na ulitin yon sa susunod po ay ilalagay ko na po sa jig ang connector para hindi na po ako maaudit. Salamat po sa pagingatini.

Please issue I-R

Remarks/ Evaluation:

- Give written explanation
- Transfer the associate to other sub PC - ? check cycle time

Explain the purpose of subpc machine, if ~~not~~ delay use Andon.

<u>Melverlyn</u> Signature of Employee Date: <u>03-06-19</u>	<u>J. Catara</u> Jr Staff Date: <u>3/6/19</u>	<u>R. Merado</u> Staff Date: <u>03-07-19</u>	<u>J. Catara</u> Supervisor Date: <u>3/11/19</u>	<u>L. Cadiz</u> Manager Date: <u>3/11/19</u>
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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 nd offense | Suspension of six (6) to ten (10) working days |
| C | - | 3 rd offense | Suspension of eleven (11) to fifteen (15) working days |
| D | - | 4 th 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.