

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BALINGASA, DONNA

EMPLOYEE NUMBER: BF-11078

DEPARTMENT: DAIHATSU D01L

DATE: OCTOBER 09, 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: UN AUTHORIZED REPAIR/HIDDEN REPAIR. Associate conduct pushing of clamp on dimension process due to encountered short band cut, last **Sep.16, 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 One day suspension for the said violation of our Employee Code of Conduct.

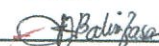
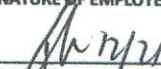
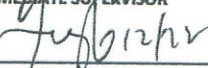
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY: 
Emily L. Osorio
MDHII HR COORDINATOR

NOTED BY: _____
Ms. Chady Dosono
MDHII BRANCH MANAGER


DONNA D. BALINGASA

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>January 14, 2020</u>
DATE RETURNED TO WORK	<u>Jan. 15, 2020</u>
SHIFT:	<u>D</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u></u> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<u></u> IMMEDIATE SUPERVISOR
<u></u> CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by:  10-13-19

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: BALINGASA, DONNA

EMPLOYEE NUMBER: BF-11078

DEPARTMENT: DAIHATSU D01L

DATE: OCTOBER 09, 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: UN AUTHORIZED REPAIR/HIDDEN REPAIR. Associate conduct pushing of clamp on dimension process due to encountered short band cut, last **Sep.16, 2019**, which subject you in **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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si Donna P. Balingasa na nahuli ng I-alert na nag pupush ng short clamp sa kadahilananang short po ito. Sa kagustuhan ko pong mas mapa bilis ang pag pasa ng harness ako na po ang gumawa ng paraan para mag good ang band cut ng clamp.

Ipagpaumanhin nyo po sana ang aking ginawa at nangangatang hindi na uulitin ang pag rerepair ng bandcut dahil ito po ay labag sa rules and regulation ng company.

NOTE: You may use an extra sheet as needed

Donna P. Balingasa
DONNA P. BALINGASA 10/17/19

Employee's Signature Over Printed Name/Date

Received by: MARY ALFAROS CRATO 10-18-19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1909-1248

☒ AGENCY

Please Specify: MDH-1

<u>Mintan</u> A. Vintora	<u>GR</u> G. Magadia
Audited By:	Noted By:

Name: Balingasa, Donna
Position: Associate
ID Number: BF-11018
Batch No.: 229
Car Model/Line: Daihatsu DCL / 2111

Process: Dimension Process
Group/Shift: Ns/B
Date/ Time: Sept. 16, 2019 / 10:48pm
No. of Offense: 1st offense
Superior Name: R. Silva

Audit Findings: Un-authorized repair / Hidden repair

Details: Conduct pushing air clamp on dimension process due to encountered short bandcut.

WRITTEN EXPLANATION

Ako po si Donna D. Balingasa na nahuli ng Ialert na nag-push ng clamp sa kadahilanan ng short po ito. Sa kagustuhan ko pong mas mapa bilis ang pagpapasa ko ng harness ako na po ang ginawa ng paraan para mag good ang bandcut ng clamp.

Tragedumantihin nyo po sana ang aking ginawa at nangangako po na hindi na uulitin ang pag-repair ng bandcut dahil ito po ay labag sa rules and regulation.

Salamat po!

Remarks/ Evaluation:

Issue memo GR
Quality is more important.

Balingasa
Signature of Employee
Date: 09/18/19

R. Silva
Staff
Date: 9/18/19

J. Silva
Staff
Date: 9/19/2019

Supervisor
Date: 9/20/19

Manager
Date: 9/20



**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

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 naayon 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.

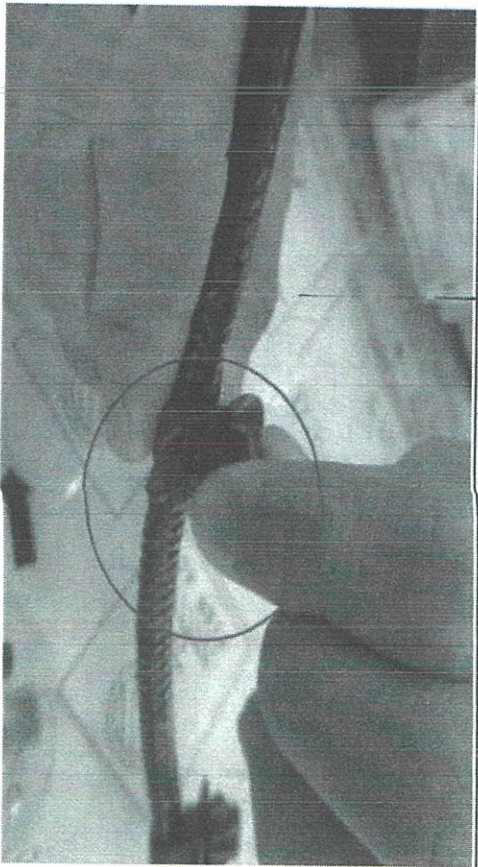
In case the member repeatedly committed any of the above non-compliance he shall be meted with the following disciplinary actions:

- | | | | |
|---|---|-------------------------|--|
| 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.

i_Alert Audit Report

Car Model / Line No.	Daihatsu D01L Line 2114	<div>Picture</div> 	<div>Action Taken</div>
Date / Time	September 16, 2019/10:48pm		
Name / ID No.	Balingasa Donna/BF-11078		
Shift / Group	NS/B		
Batch No.	229		
Process	Dimension		
FAS or Agency: specify	MDHII		
Person Informed	R. Silva		
Audited by:	J. Vintora		
	Details		
<p>Un-authorized repair/Hidden repair conduct pushing of clamp on dimension process due to short bantail.</p>			