

NOTICE TO EXPLAIN

EMPLOYEE NAME: BORQUILLO, MARILYN

EMPLOYEE NUMBER: BF-11597

DEPARTMENT: SUBARU GC7 7105

DATE: JULY 27, 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: Associate not following **SOP, STOP, CALL, WAIT**, directly give parts to assembly associate, last **June 12, 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.

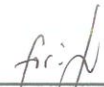
PREPARED BY:



Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

ako po si marilyn borquillo No Audit po ako ng I-alert
kasi nakalimutan kong lagyan ng parts sa board. at
hindi ko alam na bawal po pala ng magbigay ng parts sa Assey...

RECOMMENDATION

Suspension date

Sept. 05, 2019

Noted by:



Immediate Supervisor

Approved by:



Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BORQUILLO, MARILYN

EMPLOYEE NUMBER: BF-11597

DEPARTMENT: SUBARU GC7 7105

DATE: JULY 27, 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 following **SOP, STOP, CALL, WAIT**, directly give parts to assembly associate, last June 12, 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 _____ 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 EMPLOYEE RELATION OFFICER

NOTED BY: _____


Ms. Chady Dosono

MDHII BRANCH MANAGER


Marilyn A. Borquillo

Employee's Signature Over Printed Name/Date

Received by: _____

 Emily L. Osorio 8-16-19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-18-1906-261

☐ AGENCY

Please Specify: MDHII

<u>M. Casama</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Marilyn Borquilla
Position: Associate
ID Number: DE-11597
Batch No.: 224
Car Model/Line: Bubani 607/7165

Process: parts
Group/Shift: NLS D
Date/ Time: June 12, 2019 1:05am
No. of Offense:
Superior Name: J. Lunar

Audit Findings: Not following STOP call - wait

Details: Associate directly give parts to assembly associate.

WRITTEN EXPLANATION

I am Marilyn Borquilla In parts distribution
I audit I-alert because I give a missing parts to
assy. I forget to call a junior staff / expert because I'm delay.

Next time if assy call a parts I call a junior staff/
Expert to give parts to assy and from now on follow
stop call and wait.

Remarks/ Evaluation:

1 day suspension

Marilyn Borquilla
Signature of Employee
Date: 6/24/19

JM Lunar
Jr Staff
Date: 6/26/19

ML
Staff
Date: 6/24/19

GH
Supervisor
Date: 7/5

H
Manager
Date: 7/12



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.