

DISCIPLINARY ACTION MEMORANDUM

MPLOYEE NAME: CUEVAS, JOVER

EMPLOYEE NUMBER: BF-13445

EPARTMENT: SUZUKI INITIAL

DATE: JANUARY 10, 2020

UBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

RECOMMENDATION:

his is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. mployee Code of Conduct and Discipline under Article 8. **OFFENSES AGAINST WORK/BUSINESS STANDARDS; section o. 7; Failure to follow business standards, operation procedures, work instructions or work practices which may or ot result to damage of company property.**

IOLATION COMMITED: NOT FOLLOWING SOP. Associate input of wire length data on CCIS even there is no actual rire to measure, last **November 21, 2019.**

is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an mployee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you ot to be given a disciplinary action.

onduct.

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

REPARED BY:	Quesaus
	Emily L. Osorio
	MDHII HR COORDINATOR
OTED BY: _	
	Ms. Chady Dosono
	MDHII BRANCH MANAGER

RECOM	MENDATION
DATE OF SUSPENSION:	Feb. 10: 2020
DATE RETURNED TO WORK SHIFT:	Feb. 11, 2020
NEED FOR REFRESHER: SIGI	YES NÓ NATURE OF EMPLOYEE
APPROVED BY:	MEDIATE SUPERVISOR
tiviz	CLIENT'S MANAGER

mployee's Signature Over Printed Name/Date

Received by: Emily 1. OSDriD DI=10-2020

Signature Over Printed Name/Date

* XIM DE HUMANA International Inc-Maximizing Human Apriley for the Utimate Satisfaction of Citients and Employees

NOTICE TO EXPLAIN

MPLOYEE NAME: CUEVAS, JOVER

DEPARTMENT: SUZUKI INITIAL

EMPLOYEE NUMBER: BF-13445

DATE: JANUARY 10, 2020

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 COMMITED: NOT FOLLOWING SOP. Associate input of wire length data on CCIS even there is no actual wire to measure, last **November 21, 2019**, which subject you in <u>1 to 5 Days Suspension</u>.

		strued as admission of the above charges and/or waiver of your us shall be the basis of the Management's decision.	
PREPARED BY:	Juanovio	-	
	Emily L. Osorio	¥	
	MDHII HR COORDINATOR		
NOTED BY:	Ms. Chady Dosono MDHII BRANCH MANAGER		
EMPLOYEE'S EX	(PLANATION:	-21 her novlembour ha 1-Alert Ca	
Kadehilanan	ng hindi paganad	a SOP ato po ay raglagay agad actual wice - aku poy hunihing i ng	4
Pacensya		rapangako ko pong hindi na ceko mulit.	Manus Manus
NOTE: You may	use an extra sheet as needed where the same was the same with the same	Received by: Emily 6. OSONIO 01-10-2020	-
Employee's Sign	ature Over Printed Name/Date	Signature Over Printed Name/Date	

I ALERT WRITTEN EXPLANATION

FAS			Control No	D: FALP-1A-1911-3725
AGENCY			120	(A)
Please Spo	ecify: Mail		A. W. BOUIERE	G Magadia
Name:			Audited By:	Noted By:
Position:	Cyevas, Jover	Process: Group/Shift:	C2C PRO 202	/
ID Number:	19-04733/ PF-13445	Date/ Time:	November 21.2019/1	118
Batch No.:	251	No. of Offense:	15 Offence	
Car Model/Line:	suzuki Tinitial	Superior Name:	R. Athares	
Audit Findir	ngs: Not following sup	***************************************		
Details:	VE INDUT OF WHITE DENK + 4 PIATA TO	CON EVER HOERE IC	No least was to	1 Infanc
, in the second	ICE INPUT OF WILLE DENGTH DATA ON	CLIS EVEN THERE IS	NO ACTUAL WIRE 10	MEASURE

	WRITTEN	EXPLANATION		
Aho	po et Jover Cuevas ay r	la audit noong	iha-al na Nova	nber
ca kaaani	atlana ako av had early	input no wire	longth, Antragal	no kagi lumahar
nunui)	sa printer- 440 po ay na	ngangakang hindi	na wullt sana	pa ay
	nys, macaming dalamat poi	***************************************		/
***************************************		***************************************		

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	Remark	s/ Evaluation:		
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Sove	. Really posed from	FALL House	bull.	
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		/	V	
		/		
A	alu G	13 A C	70/	0
awing	Gran Lagar	hun 1	maleri -	KU
Signature of Employee	Jr Staff St	eff Sui	pervisor	Manager



19.1 input the data of the sample on CCIS 2.
19.2 Clck [flur] to import the data from the control PC to the TRD machine to read the data of mass production.



20.1 Click [Continue] to run a piece of actual wire

20.2 Measure the length form wire 3 controling to core wire protruding).

20.2 Measure the length form wire 3 controling to core wire protruding.

20.3 Measure crimp height and installation height felder to FALP-Myl-ENG-CH-290 and OSM-10CB126 Annex 3).

20.3 Measure crimp width expecually for AR wires.

For a bight berandor, of expect OSM-10CB126 Annex 18, 10.7 8 19.5 for proper mensuring of CB, Hr. CNA 10P.

20.4 Check the appearance of the silvadari Refer to OSM-10CB124 Annex 1, 2 and OSM-20CB124 Annex 2, OSM-10CB124 Annex 3, and

OSM-10CB124 Annex 1, 2 and OSM-10CB126 Annex 1, 2 and OSM-20CB126 Annex 3, OSM-10CB126 Annex 3, and

OSM-10CB124 Annex 1, 2 and OSM-10CB126 Annex 1, 2 and OSM-20CB126 Annex 3, and

OSM-10CB124 Annex 1, and OSM-10CB126 Annex 1, an



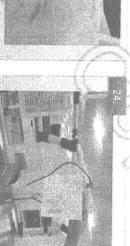




Get and loop the required numbers of shikakari based on kanban (do as all tag were done).

Note. Refer to Figure 6 for Proper Way of Looping

22. Save the data after completion of filing up the data



If the machine is not functioning properly, use Manual

SPC on C/H value will be conducted to A/B, Aluminum

Terminals identified by SPC group.

Refer to FALP-WI-ENG-MC-009 Manual Crimping Crimping machine for crimping of terminal while casting

for wire cutting.

automatically appears, click F5 and scan barcode of If components are run out and message did not Procedure, FALP-WI-ENG-CP-132 Casting Process



21. Continue cutting and crimping until the cutting quantity were produced.

Note: If encountered defect, cut a sample defect and stick

last drop wire catcher in case of 1000 mm and above. on CPA-016 Defect tag and immediately dispose other NG products on defective box. Use the wire



FIGURE 1: P*OPER SETTING OF WIRE USING SPACER ON ELECTRIC WIRE FEEDER



3. Insert the wire tray into the electric wire feeder

1. Get the wire spacer from the allocated area.

2. Insert the wire spacer into the electric



4. After inserting the wire, remove the wire spacer.



5. Place the wire spacer back to its allocated area.



A Get the end of wire and set to etermatsu.

Ander Elevally loop the wire into its wire une often using the object to the wire the stage. band the street leads the stopper band. The use of terminates is for the exist art up of wire. Set the end of the use for print the test of the wire tony. In case of founds wire, gift the end of the use with tony. In case of founds wire, gift the end of the use with to the common starting form the set of the end of the use with the first starting that the starting form the starting form the starting that the st