



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BELEN, RENNELYN

EMPLOYEE NUMBER: BF-10327

DEPARTMENT: SUBARU 5116

DATE: OCTOBER 17, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

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.**

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 1 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:

AS

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

for Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

Renneleyn Belen
RENNELEYN BELEN

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	Dec 10, 2019
DATE RETURNED TO WORK	Dec 11, 2019
SHIFT:	DS
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
<i>Renneleyn Belen</i>	
APPROVED BY:	<i>Ms. Chady Dosono</i>
IMMEDIATE SUPERVISOR	
09656159514	
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:

Angie T. Gomba
ANGIE T. GOMBA 11/07/19

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: BELEN, RENNELYN

EMPLOYEE NUMBER: BF-10327

DEPARTMENT: SUBARU 5116

DATE: OCTOBER 17, 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: NOT FOLLOWING SOP. Inspector did not follow the proper way of checking connector last September 19, 2019, which subject you 1 to 5 days of 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: _____

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

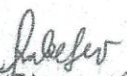
Ms. Chady Dosono

MDHII BRANCH MANAGER


EMPLOYEE'S EXPLANATION:

Na-audit po ako na hindi nag-iinspect ng ayos sa mga connector dahil po nasanay ako sa ganong pagche-check ng connector. At dahil din po nagmamadali ako kasi po tambakan kami, sira na in po ang aming master sample.

NOTE: You may use an extra sheet as needed


RENNELYN BELEN

Employee's Signature Over Printed Name/Date

Received by:  ANGIE T. GOMBA 11/03/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: ALP-IA-1909-1340

☒ AGENCY

Please Specify: MDHII

JP. RIVERA	G. Magadia
Audited By:	Noted By:

Name: Belen, Rethelyn
 Position: Associate
 ID Number: BF-10327
 Batch No.: 216
 Car Model/Line: Suzuki 103 / S14

Process: Appearance
 Group/Shift: A1 QS
 Date/ Time: 09-19-19 / 11:00 AM
 No. of Offense: 1st
 Superior Name: A. Lamonte

Audit Findings: Non-compliance or failure to follow the standard operational procedure in inspecting the product.
 Details: Inspector did not follow the proper way of checking connector

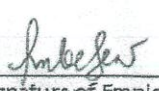


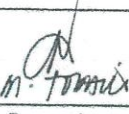

WRITTEN EXPLANATION








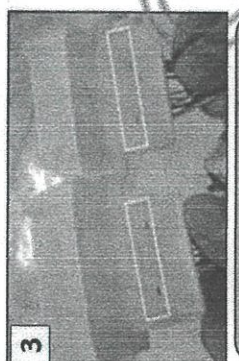

Na-audit po ako na hindi nag-inspect ng ayos sa mga connector dahil po nasarap ako ng ganong pagche-check ng mga connector. At dahil din po nagmamadali ako kasi po tambakan kami, sira na rin po ang aming master sample.

Remarks/ Evaluation:

Sa susunod po na maaudit sya ay isusahan na sya ng suspension dahil sa hindi nya pagsunod ng standard.

Issie Penney

 Signature of Employee Date: <u>09/27/19</u>	 JUDGE A. CAVILLO Jr Staff Date: _____	 JUDGE A. CAVILLO Staff Date: <u>09/27/19</u>	 M. Tomin Supervisor Date: <u>10-02-19</u>	 J. Cortala Manager Date: _____
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FAS		FURUKAWA AUTOMOTIVE SYSTEMS LINK PHILIPPINES, INC.		WORK INSTRUCTION		PAGE NO. 1 OF 1		EFFECTIVITY DATE																					
CAP. MODEL		MATERIALS		DOCUMENT TYPE		REVISION NO.		APPROVAL																					
All		N/A		FALP-WI-QCA-15008		3		May-08-2019																					
FORMS		PURPOSE		DEVICES / EQUIPMENT USED		REFERENCE		APPROVAL																					
N/A		To set instruction on how to check the condition of connector properly		Alignment jig		FALP-CP-QCA-17074 FALP-WI-QCA-15015 FALP-GL-ESH-18006		Prepared by: _____ Checked by: _____ Verified by: _____ Approved by: _____																					
SCOPE		PURPOSE		DEVICES / EQUIPMENT USED		REFERENCE		APPROVAL																					
Final Assembly Process								L. Mindanao S. Morfe Supervisor B. Ramirez Asst. Manager A. Nachor / T. Maruoka Sec. Manager / Dept. Manager																					
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>1</p> <p>• Check the mating part of connector</p> <ol style="list-style-type: none"> No terminal backing out (must check in vertical and horizontal position). No damage part (all edges must check). No foreign matter attached No excess burr No deform part of connector No bend/deform/open tip terminal (must check in vertical and horizontal position). No wrong placing of terminal (gold/tib) Presence of red mark (for male connectors that has alignment jig) Presence and condition of pack-in rubber seal (applicable for water proof connectors). <p>CAUTION: Do not insert your finger inside the connector mating part during inspection!</p> </div> <div style="width: 50%;">  <p>2</p> <p>• Check front side of connector based on connector lock position (unless otherwise specified)</p> <ol style="list-style-type: none"> No wrong part No damage part (all edges must check) No foreign matter attached No excess burr </div> <div style="width: 50%;">  <p>3</p> <p>• Check backside of connector</p> <ol style="list-style-type: none"> No damage part (all edges must check) No foreign matter attached No excess burr No half locked retainer </div> <div style="width: 50%;">  <p>4</p> <p>• Check right side of connector</p> <ol style="list-style-type: none"> No damage part (all edges must check) No foreign matter attached No excess burr No deform part of connector </div> <div style="width: 50%;">  <p>5</p> <p>• Check left side of connector</p> <ol style="list-style-type: none"> No damage part (all edges must check) No foreign matter attached No excess burr No deform part of connector </div> <div style="width: 50%;">  <p>6</p> <p>• Check the insertion part of connector</p> <ol style="list-style-type: none"> No damaged cavity (refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged Insertion Part of all Common Connectors, for the acceptable damage condition). No damaged insulation/exposed core wire Condition of inserted wire (no pulling out or TBO) Presence and condition of grommet and busmen (applicable for water proof connectors). <p>NOTE: Proper way of bending branch when checking the insertion part of connector</p> <ol style="list-style-type: none"> Bending portion must be 60mm away from neck of connector. Avoid too much bending of branch. </div> <div style="width: 50%;">  <p>7</p> <p>• Check the insertion part of connector</p> <ol style="list-style-type: none"> No damaged cavity (refer to FALP-CP-QCA-17074 Inspection Criteria for Damaged Insertion Part of all Common Connectors, for the acceptable damage condition). No damaged insulation/exposed core wire Condition of inserted wire (no pulling out or TBO) Presence and condition of grommet and busmen (applicable for water proof connectors). <p>NOTE: Proper way of bending branch when checking the insertion part of connector</p> <ol style="list-style-type: none"> Bending portion must be 60mm away from neck of connector. Avoid too much bending of branch. </div> <div style="width: 50%;">  <p>8</p> <p>• Check backside of connector</p> <ol style="list-style-type: none"> No damage part (all edges must check) No foreign matter attached No excess burr No half locked retainer </div> <div style="width: 50%;">  <p>9</p> <p>• Check front side of connector based on connector lock position (unless otherwise specified)</p> <ol style="list-style-type: none"> No wrong part No damage part (all edges must check) No foreign matter attached No excess burr </div> </div>																													
<p>NOTE 1: Slightly touch the retainer using thumb finger from left to right, and right to left, to be checked if the retainer is already locked or unlocked, refer to FALP-WI-QCA-15015 Proper Method on Pressing and Checking of Retainer lock.</p> <p>NOTE 2: TBO can be detected if encountered half locked/imperfect locked of retainer.</p> <p>NOTE 3: These applies to all connectors except special connectors where in retainer and connector lock are situated on different location.</p>																													
<p>WARNING</p> <p>NO GOOD condition on proper way of checking connector</p> <ol style="list-style-type: none"> In case of Abnormalities, Please <ol style="list-style-type: none"> Stop the Production or Process Call the attention of Jr. Staff / staff Wait for further advice Wear proper PPE. (Refer to FALP-GL-ESH-18006 Personal Protective Equipment (PPE) for the applicable PPE Be careful not to cause injury during inspection of wire/harness 																													
<p>Details of change</p> <table border="1"> <thead> <tr> <th>DR. QCN NO.</th> <th>Revision No.</th> <th>Effectivity Date</th> <th>Additional warning information regarding safety purposes (Wear Proper PPE Personal Protective Equipment (Refer to FALP-GL-ESH-18006)). Be careful not to cause injury during inspection and packing of wire harness</th> </tr> </thead> <tbody> <tr> <td>QA-QCA-L3a-1905-015</td> <td>3</td> <td>May-08-2019</td> <td>Align sequence of checking to current process (sequence no. 2,3,4,5); changes on picture item no. 6; additional instruction and note on sequence no. 1,3,4,5,6; Remove check item for (color/size/type of wire) already checked item of subassy operator using Sub PC; Remove checking of deform insulation barrel and bend-up/down terminal (checked item of initial process) (sequence no. 6); Additional check item (Presence and condition of grommet and busmen) and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference</td> </tr> <tr> <td>QA-QCA-L3a-1707-001</td> <td>2</td> <td>Jul-24-2017</td> <td>Update the sequence number of Process, additional comment for sequence No. 1 item No. 8</td> </tr> <tr> <td>A3a-1610-007</td> <td>1</td> <td>Oct-21-2016</td> <td>First issue per ISO 9001:2008 Quality Management System</td> </tr> <tr> <td>A3a-1507-022</td> <td>0</td> <td>Jul-25-2015</td> <td></td> </tr> </tbody> </table>										DR. QCN NO.	Revision No.	Effectivity Date	Additional warning information regarding safety purposes (Wear Proper PPE Personal Protective Equipment (Refer to FALP-GL-ESH-18006)). Be careful not to cause injury during inspection and packing of wire harness	QA-QCA-L3a-1905-015	3	May-08-2019	Align sequence of checking to current process (sequence no. 2,3,4,5); changes on picture item no. 6; additional instruction and note on sequence no. 1,3,4,5,6; Remove check item for (color/size/type of wire) already checked item of subassy operator using Sub PC; Remove checking of deform insulation barrel and bend-up/down terminal (checked item of initial process) (sequence no. 6); Additional check item (Presence and condition of grommet and busmen) and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference	QA-QCA-L3a-1707-001	2	Jul-24-2017	Update the sequence number of Process, additional comment for sequence No. 1 item No. 8	A3a-1610-007	1	Oct-21-2016	First issue per ISO 9001:2008 Quality Management System	A3a-1507-022	0	Jul-25-2015	
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