

NOTICE TO EXPLAIN

EMPLOYEE NAME: CALAPE, LYCA MAE

EMPLOYEE NUMBER: BF-10240

DEPARTMENT: MAZDA 1118

DATE: SEPTEMBER 13, 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: Not following SOP. Associate inspecting 2 harness at a time on ECT process, last July 02, 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 EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono
Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Kaya po ako na audit noon ay gawa po ng flow namin sa line na hindi standard sa isang board po kasi ay kailangan 1 harness lang ang manggagayari po naglingap daku gawa ng pagkaant ng kapaan ng raka po pa po resensor. Ang ganto pong case ay di po na nilitan at sarado ha po ako sa kung ano ang sop.

NOTE: You may use an extra sheet as needed

Lyca Mae S. Calape
LYCA MAE S. CALAPE 10-10-19

Employee's Signature Over Printed Name/Date

Received by: *ANGIE GOMBA*

Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CALAPE, LYCA MAE

EMPLOYEE NUMBER: BF-10240

DEPARTMENT: MAZDA 1118

DATE: SEPTEMBER 13, 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: Not following SOP. Associate inspecting 2 harness at a time on ECT process, last July 02, 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 EMPLOYEE RELATION OFFICER

NOTED BY:


Ms. Chady Dosono

RECOMMENDATION

one day suspension: Oct. 19, 2019
moved to
Re: October 21, 2019

Noted by:


Immediate Supervisor

Approved by:


Manager

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1906-395

☒ AGENCY

Please Specify: Maxim

and

<u>Samano</u> L. Arellano	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Callape, Lyca May
Position: Associate
ID Number: BF-10240
Batch No.: 214
Car Model/Line: Mazda / 1118

Process: Eot Process
Group/Shift: NS / A
Date/ Time: 07-02-19 / 5:30pm
No. of Offense: 1st offense
Superior Name: M. Lucido

Audit Findings: Not Following SOP

Details:

Inspecting 2 harness at a time on Eot process

WRITTEN EXPLANATION

Kaya po nangyayari ang ganong case yung nagiging dalawa ang harness sa Eot board ay yung manggagaling sa Kapartner ko na natapos ng Eot ay lepton pa at isa pang mali ang yung harness na in-layout namin ay naka-advance na ang sensor para ung pangabuong isat ng harness ay maalis dahil sa locksystem, Pero Lahat naman ay dadaan pa rin sa sensor bala ang huling harness na isat ay madadoble.

Kaya po pangyayari namin ang ganong Flaw dahil namin baka bitis ng dating ng harness sa amin, mer makakalabay po kami sa takbo ng linya bala na po sa Big product na nirarun namin.

Remarks/ Evaluation:

Issue penalty.

<u>Amadeo</u> Signature of Employee Date: <u>7/23/19</u>	<u>Sy 107.2</u> Jr Staff Date: <u>7/23/19</u>	<u>Sandalion</u> Staff Date: <u>7/28/19</u>	<u>S. R. R. R.</u> Supervisor Date: <u>07/23/19</u>	<u>G. Magadia</u> Manager Date: <u>7/30</u>
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