



NOTICE TO EXPLAIN

EMPLOYEE NAME: RADA, JESSICA PAULA

EMPLOYEE NUMBER: BF-10685

DEPARTMENT: SUZUKI (5124) A

DATE: JANUARY 4, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (3rd 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 output instructions or work practices which may not result to damage of company property.

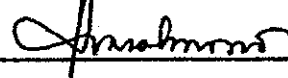
VIOLATION COMMITTED: Non-compliance on Insert – Pull Method (advance insertion) last December 02, 2018, which subjects you for 7-15 days suspension.

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:


Kathleen Sean Lansangan
MDHII HR COORDINATOR

NOTED BY:


Ms. Chady Dosono
MDHII BRANCH MANAGER

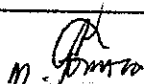
RECOMMENDATION

* 2 days suspension

(JAN. 30 - FEB. 2019)

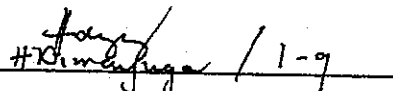
(JAN. 30, 31, 2019)

Noted by:



Immediate Supervisor

Approved by:

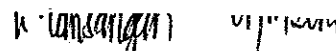


Manager

JESSICA PAULA A. RADA 01-08-19

Employee's Signature Over Printed Name/Date

Received by:



Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: RADA, JESSICA PAULA

EMPLOYEE NUMBER: BF-10685

DEPARTMENT: SUZUKI (5124)

DATE: JANUARY 4, 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 output instructions or work practices which may not result to damage of company

VIOLATION COMMITTED: Non-compliance on Insert – Pull Method (advance insertion) last December 02, 2018.

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 Jun. 11-17, 2019 suspension the said violation of our Employee Code of Conduct.

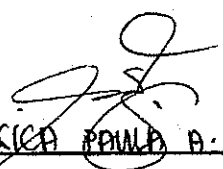
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:


Kathleen Sean Lansangan
MDHII HR COORDINATOR

NOTED BY:


Ms. Ghady Dosono
MDHII BRANCH MANAGER


JESSICA PAULA A. RADA / 01-08-19

Employee's Signature Over Printed Name/Date

Received by:


Kathleen Sean Lansangan 01/11/2019
Signature Over Printed Name/Date



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:

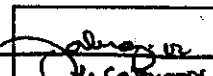
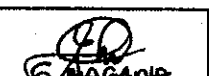
1. Using of prohibited tools during unauthorized repair.
2. Intentional Act of making defect and/or other quality related problems (Sinadya na paggawa ng defect); this shall be considered as product sabotage.

I ALERT WRITTEN EXPLANATION

Control No: 608-12-18

☐ FAS

☒ PKIMT/Maxim

 Audited By:	 Noted By:
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Name: JESSICA PAULA RADA
Position: ASSOCIATE
ID Number: BF-10685
Batch No.: 221
Car Model/Line: 5124/Suzuki

Process: SUB ASSEMBLY
Group/Shift: A / DS
Date/Time: DEC 2 2018 / 9:10
No of Offence: 1ST
Superior Name: O. ESPERITU

Audit Findings: Non compliance on Insert - Pull method

Details:

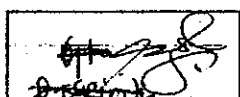
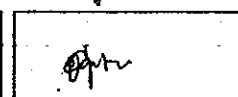
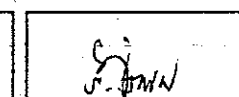
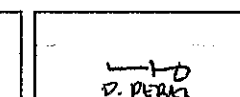
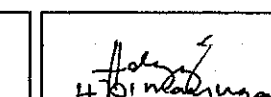
CAUGHT IN ACT ADVANCE INSERTION 12 WIRES (all wires already inserted on the connector) AND mass Pulling
PRODUCT: 36630-7960
CONNECTOR: J5N-24K-GR
COLOR OF WIRES: BR / V / P / BR / R / L / GR / BR / R / W / LG / C / GNUS
SIZE OF WIRES: 0.35 .13

pag paunmanhin nige po kung nagawa ko ang ganitong bagay sa kadalasan pang gusto ko lamang maka-buffer. pero alam ko pong hindi ito dahil na nga araw po na iyan ang sobra akong delay, araw ko lamang po na madigdagaw pa ang delay na aring tinatapos dahil nag-iisa po ang sub po na sub 5 kung nakapag-attempt po ako sa gamit yan.

Alam ko po na hindi tama ang akong ginawa at dahil po sa pangyayaring ito, di ko na po mulitin na mag-advance pa. Pag po ako ang nadelay, ako po at mag-gandon at pag-delay pa rin ay tatawag na po na in-clare upang humingi ng support. Kung, umu-man po (ako) ang akong magiging porma ay tatawag pa sa kalamang po sa inyong pang-unawa.

To request additional sub PC, still for PE approval

Please Issue I.R

 Signature of Employee Date: 12/04/18	 Jr Staff Date: 12/04/18	 Staff Date: 12/11/18	 Supervisor Date: 12-11-18	 Manager Date: 12/20
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