

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MACALALAD, VIA

EMPLOYEE NUMBER: BF-10811

DEPARTMENT: SUZUKI 5123

DATE: November 18, 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.**

VIOLATION COMMITTED: NOT FOLLOWING SOP. Associate did not use clamp jig during cutting of clamp dated last October 24, 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 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:

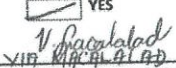
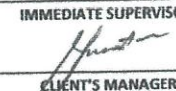

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo


MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	Dec 17, 2019
DATE RETURNED TO WORK	Dec 18, 2019
SHIFT:	DS
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
09302413653	 V. Macalalad VIA MACALALAD SIGNATURE OF EMPLOYEE
APPROVED BY:	IMMEDIATE SUPERVISOR  CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date kunin ito pagbalik after suspension bago mag 8am/pm.	


VIA MACALALAD 11/20/19

Employee's Signature Over Printed Name/Date

Received by:

 ANGIE T. GOMBA 11/20/19

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: MACALALAD, VIA

EMPLOYEE NUMBER: BF-10811

DEPARTMENT: SUZUKI 5123


DATE: November 18, 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: NON-COMPLIANCE ON INSERT PULL METHOD. Associate did not conduct pulling of wires after insertion on layout process dated last **October 18, 2019** which subject you to **1 to 6 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.

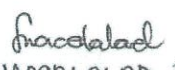
PREPARED BY: 
Angie T. Gomba
MDHII HR COORDINATOR

NOTED BY: _____
Michelle A. Fajardo
MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

HINDI PO AKO NAGCONDUCT NG INSERT PULLING METHOD
SA KADAHILAWANG PONG AKO AY DELAY NA. HINDI KO NA PO NAGIPANG MAL-ANDON.
SA SUKUNOD NA AKO AY UMABOT ULIT SA CANIDONG (CITWASVON)
AKO PO AY GAGAMIT NA NG ANDON PARA MAKABAHON AT NG
HINDI KO NA PO MAKALIMUTANG NAGCONDUCT NG INSERT PULLING
METHOD.

NOTE: You may use an extra sheet as needed


VIA MACALALAD 11/20/19
Employee's Signature Over Printed Name/Date

Received by:  **ANGIE T. GOMBA 11/20/19**
Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1910-1869

☒ AGENCY

Please Specify: MDHII

for <u>Gemma D. TEMPLER</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: MACALALAD VIA
 Position: ASSOCIATE
 ID Number: BK0011
 Batch No.: AR3
 Car Model/Line: SUZUKI YD1-5123

Process: LAY-OUT PROCESS
 Group/Shift: DS-A
 Date/ Time: OCTOBER 18, 2019 1:35
 No. of Offense: 1ST OFFENSE
 Superior Name: J. MATIAS

Audit Findings: NON-COMPLIANCE ON INSERT PULL METHOD

Details:

DID NOT CONDUCT PULLING OF KIBES AFTER INSERTION ON LAY-OUT PROCESS.

WRITTEN EXPLANATION

AKO PO SI VIA MACALALAD NG 5123 INPANEL AY MDHII.
 NG I-ALERT NA HINDI MAGCONDUCT NG INSERT PULLING
 METHOD.
 HINDI PO AKO NAGPULLING NG MGA ORAS NA NON SA
 KADAHILANGAN PONG AKO AY DELAY NA
 SA CUCUNOD PO AY GAGAMIT NA PO AKO NG ANDON KAPAG
 DELAY AKO AT MALCHAGAWA NA PO AKO NG INSERT PULLING
 METHOD.

Remarks/ Evaluation:

already aware to always use push pulling method
 on layout process. Issue Penalty Based from Memo

V. Macalalad
 Signature of Employee
 Date: 10/29/19

J. Matias
 Jr Staff
 Date: 10/25/19

Gemma D. TEMPLER
 Staff
 Date: 10/25/19

G. Magadia
 Supervisor
 Date: 10-25-19

J. Matias
 Manager
 Date: 10-25-19



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.