



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PALMA, ANGELICA

EMPLOYEE NUMBER: BF-16527

DEPARTMENT: BA SURK1 FINRL A

DATE: OCTOBER 17, 2019

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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:

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Docono

MDHII BRANCH MANAGER

Angelica C. Palma

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Dec 17, 2019</u>
DATE RETURNED TO WORK	<u>Dec 19, 2019</u>
SHIFT:	<u>DS A</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	<u>Angelica Palma</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>Angie T. Gomba</u> IMMEDIATE SUPERVISOR
	<u>Chady Docono</u> 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 11/28/19

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: PALMA, ANGELICA**

**EMPLOYEE NUMBER: BF-16527**

**DEPARTMENT: QA SUZUKI FINAL**

**DATE: OCTOBER 17, 2019**

**SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>st</sup> 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.

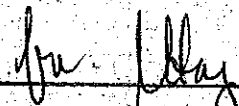
Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

**PREPARED BY:** 

**Angle T. Gomba**

**MDHII HR COORDINATOR**

**NOTED BY:**



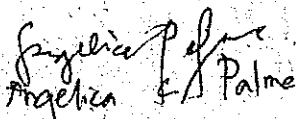
**Ms. Chady Dosono**

**MDHII BRANCH MANAGER**

**EMPLOYEE'S EXPLANATION:**

I based on the Standard operational procedure (SOP) I did the comparing the actual harness to the master sample and point to point system w/ also check. I only knew that when it comes in the connector it is okay to put down the master sample after you conduct the point to point and comparing the actual into the master sample and we can do the process for the actual product to be able to check all the checking parts of connector.

**NOTE: You may use an extra sheet as needed**

  
**Angelica Palma**

**Employee's Signature Over Printed Name/Date**

**Received by:**  **ANGIE T. GOMBA 11/07/19**

**Signature Over Printed Name/Date**

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1453

☒ AGENCY

Please Specify: MDH

<u>M. DeOcampo</u> M. DeOcampo	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: PALMA, ANGELICA  
Position: ASSOCIATE  
ID Number: BF-16527  
Batch No.: 276  
Car Model/Line: TRR / 3130

Process: GA  
Group/Shift: A / NS  
Date/ Time: 4-23-19 / 9:00 PM  
No. of Offense: 1st  
Superior Name: A. RABANO

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

**WRITTEN EXPLANATION**

I based on the standard operational procedure (SOP), I did the comparing the actual to the master sample and point to point system w/ also checking. I only knew that when it comes in the connector it is okay to put down the master sample after you conduct point to point and comparing the actual into the master sample and we can do the process for the actual product to be able to check all the checking parts of connector.

**Remarks Evaluation**

Issue Penalty

Angelica Palma  
Signature of Employee  
Date: 10-2-19

Araceli  
Jr. Staff  
Date: 10-02-19


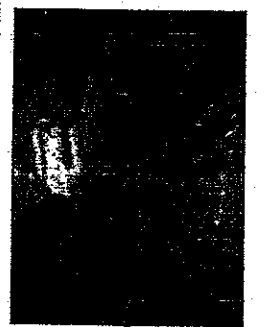
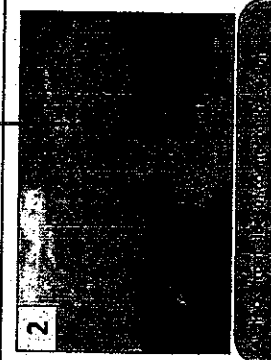
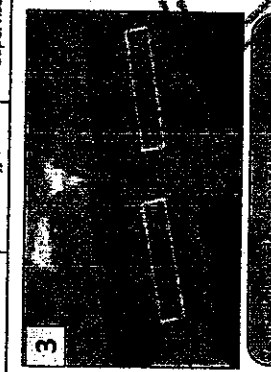
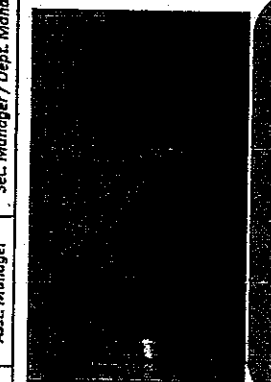
Clara  
Staff  
Date: 10-02-19

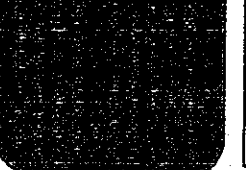
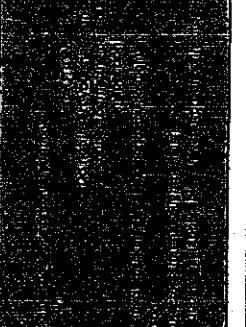



John  
Supervisor  
Date: 10-2-19

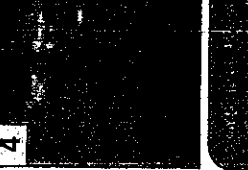



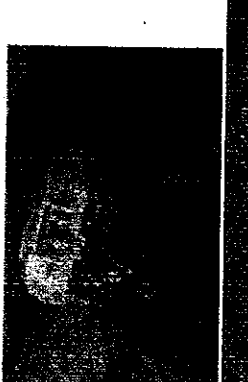
Reg  
Manager  
Date: ✓



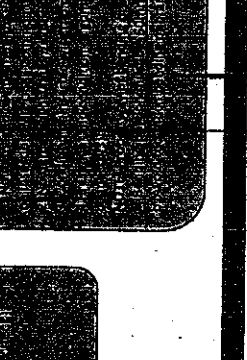
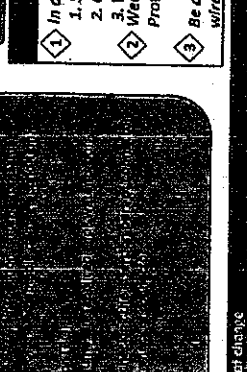
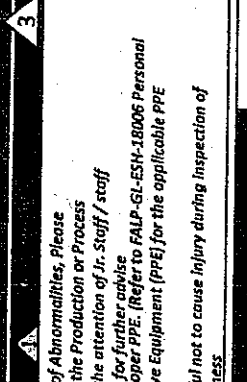
# PROPER WAY OF CHECKING CONNECTOR

WORK INSTRUCTION		1 OF 1	
FALP-WI-QCA-15008		3	
Prepared by:		Approved by:	
Checked by:		Verified by:	
FALP-CP-QCA-17074 FALP-WI-QCA-15015 FALP-GL-ESH-18006		Supervisor	
Staff		Asth. Manager / Dept. Manager	
Alignment: j/g		Final Assembly Process	
To set instruction on how to check the condition of connector properly		N/A	
N/A		N/A	

**3**

**In case of Abnormalities, Please**

1. Stop the Production or Process
2. Call the attention of Jr. Staff / staff
3. 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**

DR/EN 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)	Details of change
QA-QCA-13a-1905-015	3	May-08-2019		
QA-QCA-13a-1707-001	2	Jul-24-2017	Align sequence of checking to current process (sequence no. 2.3.A.4.5); changes of already checked item of subassy operator using Sub PC Remove checking of defoln insulation barrel and bend-up/down terminal (checked item of initial process) (sequence no. 6); Additional check item (Presence and condition of grommet and isumenen) and additional note for proper bending of branch during checking of connector (sequence no. 6); additional reference	
A3a-1610-007	1	Oct-21-2016	Update the sequence number of Process, additional comment for sequence No. 1	
A3a-1507-022	0	Jul-25-2015	First Issue per ISO 9001:2008 Quality Management System	