



NOTICE TO EXPLAIN

EMPLOYEE NAME: BEA, ROWELYN JOY V.

EMPLOYEE NUMBER: BF-11762

DEPARTMENT: DAIHATSU (2103)

DATE: DECEMBER 22, 2018


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 6. OFFENSES AGAINST PRODUCTIVITY; rule no. 5; Negligence or carelessness in the performance of work.

VIOLATION COMMITTED: Non-compliance on Insert – Pull Method (advance insertion) last December 14, 2018, which subjects you for 6-10 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

EMPLOYEE'S EXPLANATION:

Ako po ay humihingi ng lubas na pagmamahim. Iba aking nagawa noong Dec. 14, 2018. Ako po ay nag-advance insertion sa kadahilanan pong mabrang delay na po ang layout ng Lt. 1, iba pa pong kadahilanan ay akrent po noong araw na yun ang nakaportion sa rub 13 hindi ko po talaga portion yun. Hinihingi ko po ang inyong pang-unawa. Maraming Salamat Po.

RECOMMENDATION

* 3 days suspension (Jan. 16-18, 2019)

Noted by:


Immediate Supervisor

Approved by:


Manager



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BEA, ROWELYN JOY V.

EMPLOYEE NUMBER: BF-11762

DEPARTMENT: DAIHATSU (2103)

DATE: DECEMBER 22, 2018

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 6. OFFENSES AGAINST PRODUCTIVITY; rule no. 6; Negligence or carelessness in the performance of work.

VIOLATION COMMITTED: Non-compliance on Insert – Pull Method (advance insertion) last December 14, 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 3 days suspension (Jan. 16-18, 2019) 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:

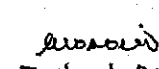

Kathleen Sean Lansangan
MDHII HR COORDINATOR

NOTED BY:


Ms. Chady Doono
MDHII BRANCH MANAGER


Rowelyn Joy V. Bea / (Jan. 7, 2019)

Employee's Signature Over Printed Name/Date


Received by: Emely L. Osorio 01-09-2019

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS ☒ MDHII
☐ PKIMT ☐ ADD EVEN

Control No: D03-12-18

<i>[Signature]</i> J. Masacan	<i>[Signature]</i> J. Masacan
Audited By:	Noted By:

Name: Ronetha Joy Bea
 Position: Associate
 ID Number: RF-11762
 Batch No.: 296
 Car Model/Line: Daihatsu D23L JIP-Line 2103

Process: sub-assy
 Group/Shift: 4/PM
 Date/ Time: December 14, 2018 / 11:50 PM
 No of Offence: 1st
 Superior Name: J. Masacan / S. Velasco

Audit Findings: Non-compliance on insert-kill method (advance insertion)
 Details: Caught in act during advance insertion of wires 1/1, 10E/1, 1/1 & 1/1 on conn. 75k / 15W/4-24m

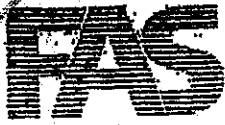
WRITTEN EXPLANATION

Ipagpapamahi po ninyo ang ating nagawa dahil po ako na nagpad-
 yance insertion sa kadahilanan pang delay na delay na po kame. Yun
 lang po ang narip kong paraan para makaahon kame sa pagkakadelay.
 Iba po po absent ang tatlong makapwesto dun. At ang kinarub ko po
 ay bakop ng station. Kaya kailangan ko nung gawin pagpakat
 wala ng pang layout, at sa oras na yun big product ang
 ating kinarub.
 Hinuhingi po ako ng pamamahi.
 Hinuhingi ko po ang inyong malapit na pang-unawa.
 Maraming Salamat po.

REMARKS/REMARKS

Please Issue I.R

<i>[Signature]</i> Signature of Employee Date: <u>12-16-18</u>	<i>[Signature]</i> Jr Staff Date: <u>12-15-18</u>	<i>[Signature]</i> Staff Date: <u>12-13-18</u>	<i>[Signature]</i> Supervisor Date: _____	<i>[Signature]</i> Manager Date: _____
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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.