

NOTICE TO EXPLAIN

EMPLOYEE NAME: LAYLO, VINA J.

EMPLOYEE NUMBER: BF-10343

DEPARTMENT: MAZDA (1114)

DATE: FEBRUARY 06, 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 or failure to follow standard operational procedure in inspecting the product, last January 28, 2019, which subject you for **7 to 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: Emely L. Osorio

Emely L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si Vina Laylo na kinonsean ng ating ekt na naghila ng terminal sa jig nang araw po ng arista nang araw po na yun ay nagwala ako pag insert ko po sa connector ng terminal ay nag gawad nam po po nang patatay po ay natugot na ang terminal sa connector kaya chinsela ko po tung baba araw nag insert up po pla ay inserted nang malapit nanon po nagtrab tyon ay insert ko po ang BEI at hindi po un nag chik kaya chinsela ko po paghila ko na ang habant hindi

RECOMMENDATION

Suspension Date (7 days Suspension)

March 4, 5, 6, 11, 12, 15 & 16

Noted by:

Edith M. Ward / 2-26

Immediate Supervisor

Approved by:

George 2/27/19

Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: LAYLO, VINA J.

EMPLOYEE NUMBER: BF-10343

DEPARTMENT: MAZDA (1114)

DATE: FEBRUARY 06, 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: Associate not follow business standards, operation procedures, work instruction or work practices which may or may not result to damage of company property, last January 28, 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 7 day Suspension (March 4, 5, 6, 11, 12, 15 & 16) 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: Emely L. Osorio

Emely L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: _____

Ms. Chady Dosono

MDHII BRANCH MANAGER

Vina J. Laylo 02/06/19

Employee's Signature Over Printed Name/Date

Received by: Emely L. Osorio 02-10-19

Signature Over Printed Name/Date

ARTICLE VIII

SECTION 7. CODE OF DISCIPLINE VIOLATION & PENALTY SCHEDULE

Penalty Codes:

- A - Written Warning; a memorandum to an erring employee for the commission of an offense or an offense committed for the first time, as provided in the Code of Conduct. This places an employee under observation.
- B - Suspension of one (1) to six (6) working days
- C - Suspension of seven (7) to fifteen (15) working days.
- D - Dismissal; dishonorable separation from the service. A dismissed employee loses his right to retirement and separation pay as his/her employment is terminated for a cause.

MDHII may place a concerned employee under preventive suspension if his/her continued employment poses a serious and imminent threat to the life or property of the Company of his co-workers. No preventive suspension shall last longer than 30 days.

SPECIFIC VIOLATIONS AND THEIR PENALTIES

A. Offenses Against Safety	1st offense	2nd offense	3rd offense	4th offense
1. Failure to comply with established safety or housekeeping regulations in the company or in specific work areas.	A	B	C	D
2. Failure to wear required safety outfits during working hours	B	C	D	
3. Failure to report any work-related accident or injury to superiors	A	B	C	D
4. Running inside the plant or riding on lifter or pushcart inside the Company.	A	B	C	D
5. Engaging in horseplay, practical jokes, throwing things or other acts which can cause disruption or endanger the safety of others.	B	C	D	
6. Driving a forklift without proper authorization. Riding double on forklift or riding on the forks or top loads. Stunt driving.	B	C	D	

5 times within the same month

6 times within the same month

Suspension of 3 days

Additional 1 day each time

4. Unauthorized Absences

½ to 1.5 days consecutive absences	A	B	C	D
2 to 2.5 days consecutive absences	B	C	D	
3 to 4.5 days consecutive absences	C	D		
5. 5 th day or in excess of 4.5 days consecutive absence	D			
6. Falsifying time records (absences, tardiness, undertime, overtime).	D			
7. Recording time for co-employees or swiping in/out other employee's ID. Allowing another person to swipe in/out on his behalf	D			

C. Offenses Against Work/Business Standards

1. Wrong fill-up of voucher or any clerical error which affects accuracy of company data/information.	A	B	C	D
2. Insubordination or refusing to observe company regulations or obey reasonable or official orders of superiors to perform assigned work.	C	D		
3. Willful holding back, slowing down, hindering or limiting work output or inducing or encouraging other employees to do so.	D			
4. Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.	A	B	C	D
5. Doing unsatisfactory work such as low quality or not meeting the required work output as scheduled (work delay).	A	B	C	D
6. Non-compliance or failure to follow standard operational procedure in inspecting the product				

	C	D		
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D. Offenses Against Company Interest and Policy

1. Using other shoes rather than those allowed	A	B	C	D
2. Failure to wear ID, head caps, wakaba mark or other prescribed badges or paraphernalia within company premises.	A	B	C	D
3. Failure to wear prescribed uniform or improper wearing of uniform or company shoes.	A	B	C	D
4. Failure to follow the prescribed company standards on proper grooming.	A	B	C	D
5. Failure to properly participate in daily company exercise when an employee is already inside the company premises.	A	B	C	D
6. Showing lack of concentration or doing unnecessary talking/chatting with co-employee during working time or while training is on-going.	A	B	C	D
7. Bringing food or drink or eating in restricted areas.	A	B	C	D
8. Disclosing confidential company information, records, technical data, business plans, etc. without proper authorization.	A	B	C	D
9. Failure to inform the Company (through the Personnel & General Affairs Group) within a period of one month, regarding any change in personal data.	A	B	C	D
10. Putting up unauthorized posters, messages, propaganda on walls, bulletin boards or other places within company premises.	A	B	C	D
11. Engaging in personal business not related to the company's business-like selling food snacks, and other merchandise to anyone during company time.	A	B	C	D
12. Driving and parking personal cars, motorcycles and bicycles in areas other than those specified.	A	B	C	D

EXPLANATION FORM

Department: Mazda

Date : 02/06/19

SUBJECT: _____

Ako po si Vinna J. Laylo ay nangangako na hindi na gagawa ng anumang hindi dapat gawin o abnormality, pinangangako ko na sa sumal na may detect akong ganong abnormality ay tatawagin ko na ang ating line leader, mag stop, call, wait na po ako. At kung magkaroon po ulit ng ganong pangyayari habang wala ang leader o expert hamin ay maglalagay na lang po ako ng red tag. At sa pagbalik po nila ay concern ko agad ang pangyayari.

(Kindly use another paper if necessary.)

Vinna J. Laylo

Signature over printed name

Received by: _____
Coordinator/Admin



WRITTEN EXPLANATION

NAME: Vina J. Laylo
EMPLOYEE NO: BF-10343

DATE: Feb - Jan. 4 2019
LINE: 1114

☐ FAS
☐ PKIMT

☒ MAXIM
☐ ADD-EVEN

VIOLATION:

Ako po si Vina Laylo ako po ay kinauwag ng mam baby pagkatapos ng break time dahil ako daw po ay kinoncern ng aking ojt na naghila. tung sa twist po na inverted po ang pagkakacolpak ko nung sa unang insert po ay nag ok sa pangalawa nag ok din po pagclating sa patatib ay nahugot kaya tinagtag ko po ang connector sa jig para icheck ng nakita ko po ay inverted pla kaya nahugot kaya humila ko po ang twist dahil madali naman po matagtag check ko po ang lens at connector ok naman po kaya nirectat ko po ulit para ichuck lahat kung okat ayon naman at ska po ung isa na baka nakita ng ojt ko na naghila ako ay dun sa BE/ dahil sa akin pang gin jig ay may pagkakataon kaya na matirap insert kaya tinagtag ko un sa jig para ichuck ng ichuck ko na po ay biglang matanggal sa connector dahil di po nag click at nakaisert kaya po tinanggal ko ang wire at insert ulit at ichuck. Hindi din po ako tinignan ng mam baby o mam nany na naghila.

COUNTER MEASURE

Tatavagin ko na po cina mam baby at mam nany kopag nalacka defect ako ng abnormality.

ilaga
ASSOCIATE

A. BAHISTA
STAFF

O. Vergara
ASST. MANAGER

B. Anot
JR STAFF

SUPERVISOR

SEC. MANAGER

WRITTEN EXPLANATION

NAME: Vina J. Laylo
EMPLOYEE NO: BF-10343

DATE: Feb. 4 2019
LINE: 1114

☐ FAS
☐ PKIMT

☒ MAXIM
☐ ADD-EVEN

VIOLATION:

Ako po si Vina Laylo ako po ay kinawap ng mam baby awat na ako daw po ay kinonern ng aking ojt. na inverted po kasi kaya tinagtag ko sa po ang connector sa lagayan at obi check ang linc at connector good naman po, at sigur po ang nakita ng ojt ko na sinabi na nag hugot ako ay ung BEI dahil po di nag click sa connector kaya direct ko pag hugot ko po ay natagtag sa connector. Hindi ko halang po tinawag si mam baby o mam nacy dahil naayos ko na naman po. itindi ko lang din po na ipaliwanag sa ojt ko na may pagkatatan na di nag click ang BEI sa connector.

COUNTER MEASURE

Tatawagin ko na po si mam baby o mam nacy once na makade test ulit ako ng garon abnormality.
Hindi na po ako gagawa ng paghihula. pag na inverted tatawag na po kay mam baby.

V. Laylo
ASSOCIATE

A. Bautista
STAFF

D. Vergara
ASST. MANAGER

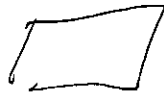
JR STAFF

SUPERVISOR

SEC. MANAGER

First test

SSCM



(2)

↳ HSBM

- manually pulled
out to connector.

→ defect - inverted insert of terminal to conn.

- did not call Jr staff to inform

Jr. staff

HSCM.



(4)

(3)

→ Nalugof

- SSCM

hap a'icent.

- manually pulled out
to connector.

^{igla}
Vinal Lailo

Olive ^{Jr.}
Pengara.

^{igla}
Abegail Bantista.



WRITTEN EXPLANATION

NAME: Gonzalvo Laarni
EMPLOYEE NO: BF 12814

DATE: FEB 05, 2019
LINE: 1114

☐ FAS
☐ PKIMT

☒ MAXIM
☐ ADD-EVEN

VIOLATION:

Ako po si Gonzalvo Laarni, inaginasabing may nakitang abnormality daw sabi ni Erika, wala po akong Maalala, Ang Nasabi ko sa kanya tinukungan Ako ni Liza v. ng shift b kung saan kami ng Ort, na na inverted pla ang pasok ko akala ko mawrong insert ako, kinuha nya ang housing ng Hscm at tiningnan kung may foreign mat. ang nakikita ko lang po ay ang pag kuka ng lpcs na wires minsang hindi na ilalagay sa wireatcher ng wires at minsang hindi pag tugin sa sub pc. Hindi ko na po napapansin ang iba dahil focus ako sa pag sub. sa bkot ko makikilang red tag. Iyon lamang po at salamat. kung doon naman sa isang Wala green Hindi ko po alam ano ang ginagawa nya oh nag buhat dahil ako po ay focus nga sa sub pc.

COUNTER MEASURE

Laarni Gonzalvo
ASSOCIATE

A. BAUTISTA
STAFF

D. Vergara
ASST. MANAGER

B. AWAT
JR STAFF

SUPERVISOR

SEC. MANAGER