



NOTICE TO EXPLAIN

EMPLOYEE NAME: BERGORIO, SHELLA MAE

EMPLOYEE NUMBER: BF-14012

DEPARTMENT: SUBARU GC7/7101

DATE: JULY 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: Associate pulling of branch due to short dimension from clamp to connector in dimension process (Un-authorized repair/Hidden Repair), last **June 17, 2019**, which subject you in **1 to 5 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: Emily L. Osorio

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si Shella Mae Bergorio, Production Operator ng Subaru Line 7101, ay nakita po ng T-alert audit na ng repair po ng short dimension sa kadahilanan po ng ako po'y natitigayon.

RECOMMENDATION

Suspension date

Aug. 14 & 15

Noted by: [Signature]

Immediate Supervisor

Approved by: [Signature]

Manager

Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BERGORIO, SHELLA MAE

EMPLOYEE NUMBER: BF-14012

DEPARTMENT: SUBARU GC7/7101

DATE: JULY 18, 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.**

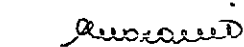
VIOLATION COMMITTED: Associate pulling of branch due to short dimension from clamp to connector in dimension process (Un-authorized repair/Hidden Repair), last **June 17, 2019**.

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 Two 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.

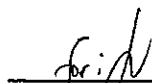
PREPARED BY:



Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:



Ms. Chady Dosono

MDHII BRANCH MANAGER

Received by:



EMILY L. OSORIO 07-24-19

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-IA-1906-284

☒ AGENCY

Please Specify: MAXIM

<u>Johns</u> <u>L De Castro</u>	<u>G Magadia</u>
Audited By:	Noted By:

Name: Berganio, Sheila Mae
Position: Associate
ID Number: BF-11012
Batch No.: 2005
Car Model/Line: Cubana GCT / L7101

Process: Dimension
Group/Shift: NC-B
Date/ Time: June 17, 2019 / 4:15am
No. of Offense: 1st Offense
Superior Name: E. Chino

Audit Findings: Unauthorized Repair / Hidden Repair

Details:

Rolling or branch due to short dimension from clamp to connector in
Dimension process.
(Please refer on attach memorandum FINALITY FOR MAJOR NON-COMPLIANCE) Item #1

WRITTEN EXPLANATION

Ako po si Sheila Mae Berganio nahuli po ng I-alert audit na nag-resepara po ng short dimension, sa kadahilanang nahihirap na po akong tumawag ng Jr. Staff / expert para magpaconfirm kaya nag-insist nAPO akong ayusin, nangangako po ako na hindi kora po ulitin at tatawag na po ako ng staff or Jr. Staff.

Remarks/ Evaluation:

Pls issue penalty!

Must follow stop call & wait

<u>Johns</u> Signature of Employee Date: <u>06-19-19</u>	<u>Editha Olano</u> Jr Staff Date: <u>6-19-19</u>	<u>R. Buel</u> Staff Date: <u>6-19-19</u>	<u>Supervisor</u> Date: <u>6-19-19</u>	<u>Manager</u> Date: <u>6/21</u>
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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.