

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MARASIGAN, JARILYN

EMPLOYEE NUMBER: BF- 12870

DEPARTMENT: NISSAN INITIAL B

DATE: December 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 COUNTER MEASURE FOR CUSTOMER CLAIM FOR WIRE BREAKING ON JOINTED WIRES. Inspector conduct improper way of counting welding branch dated last November 19, 2019.

In view of this, you are hereby given a one 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:

for : reviewed
Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

MDHII HEAD COORDINATOR

RECOMMENDATION	
DATE OF SUSPENSION:	<u>Feb. 14, 2020</u>
DATE RETURNED TO WORK	<u>Feb - 15 2020</u>
SHIFT:	
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>[Signature]</u>
APPROVED BY:	
	<u>[Signature]</u> 1/10
	IMMEDIATE SUPERVISOR
	<u>[Signature]</u> 1/10
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

JARILYN MARASIGAN / 01/09/2020

Employee's Signature Over Printed Name/Date

Received by:

EMILY L. DORIO 01-09-2020

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: MARASIGAN, JARILYN

EMPLOYEE NUMBER: BF- 12870

DEPARTMENT: NISSAN INITIAL

DATE: December 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: NOT FOLLOWING COUNTER MEASURE FOR CUSTOMER CLAIM FOR WIRE BREAKING ON JOINTED WIRES. Inspector conduct improper way of counting welding branch dated last **November 19, 2019** which subject you to **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: for: [Signature]

Angie T. Gomba

MDHII HR COORDINATOR

NOTED BY: _____

Michelle A. Fajardo

MDHII HEAD COORDINATOR

EMPLOYEE'S EXPLANATION:

Ako po si Jarilyn Marasigan ay nasadit ng alert noong Nov. 19, 2019 sa dahilan po na sa improper conduct of counting welding branch. Napansin ko po ako sa part na malapit sa welded part dahil nahihirapan po ako sa mga wire na long length.

NOTE: You may use an extra sheet as needed

[Signature]
JARILYN MARASIGAN 01/09/2020

[Signature]
Received by: EMILY L. ROSARIO 01-09-2020

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-18-1911-3215

☐ AGENCY

Please Specify: MD111

<u>Abanador</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: marasigan, Jarlyn

Process: Welding Inspection

Position: associate

Group/Shift: DX 1B

ID Number: BF 12870

Date/Time: Nov. 19, 2019 / 11:25

Batch No.: 248

No. of Offense: 1st

Car Model/Line: Nissan / initial

Superior Name: J. Sabrevalos

Audit Findings: Not following countermeasure for customer claim for wire breaking on jointed wires
Details: inspector conduct improper way of counting welding branch.

WRITTEN EXPLANATION

Ma po si Jarlyn Marasigan ay na audit ng I Alert na nakatawag sa welded part ng wire habang nagbibilang po ng branches nito. Napapakawag po ako sa part na malapit sa welded part dahil sa may branch po kasi na long length na mismang wire po kasama kung ako ay nagbibilang ng branches, hindi ko po maiiwan sa ganon ang gawin sa kadahilanan ng kanya binitiwang ko po ay magkasabag-sabag po ang long length na branch nito.

Remarks/ Evaluation:

Follow the countermeasure always!
Issue penalty based on said book

<u>Marasigan</u> Signature of Employee Date: <u>11-21-19</u>	<u>Jobanino</u> Staff Date: <u>11-21-19</u>	<u>Quasana</u> Staff Date: <u>11-21-19</u>	<u>J. Sabrevalos</u> Supervisor Date: <u>11-21-19</u>	<u>Mebr</u> Manager Date: <u>11-22-2019</u>
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Proper Handling & Hanging Condition of Welding Joint Wires

DOCUMENT TYPE:

DOCUMENT NO.:

REVISION NO.:

EFFECTIVITY DATE:

PAGE NO.:

Check Point

FALP-CP-QCA-19003

0

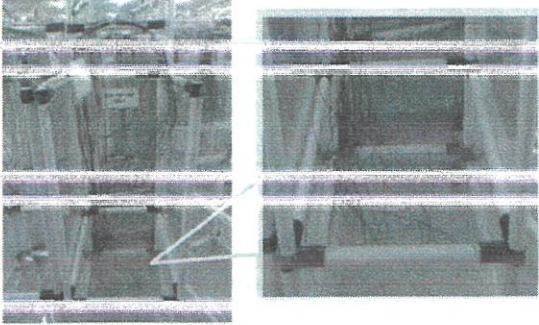
Feb-11-2019

2 OF 2

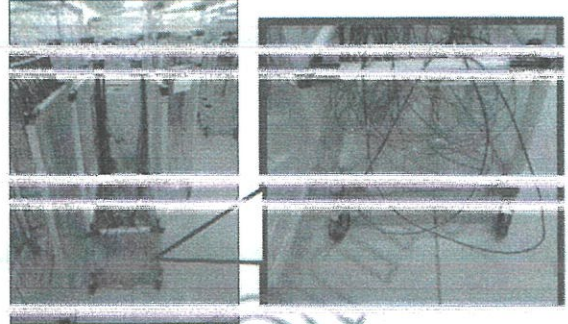
GOOD

NO GOOD

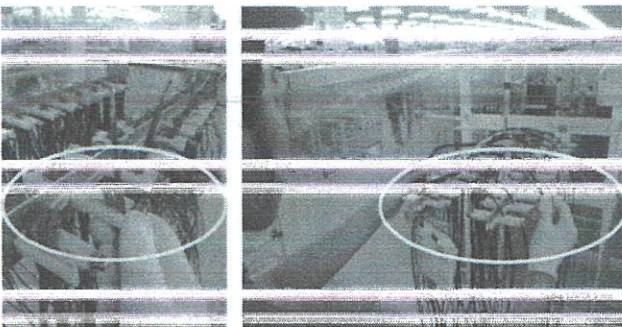
4. For long wires, terminals must be placed inside vinyl cover.



4. Terminals are not placed inside vinyl cover. Terminals are touching the floor.



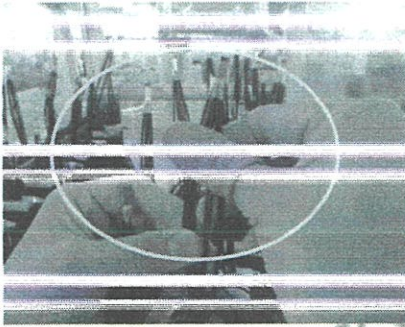
5. Hold all wires when picking / removing welding wire from hanger.



5. Only one side / few wires are held when picking / removing welding wire from hanger.



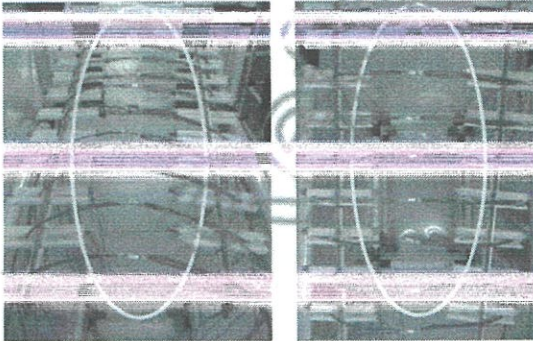
6. Wires were not bended when counting number of wires.



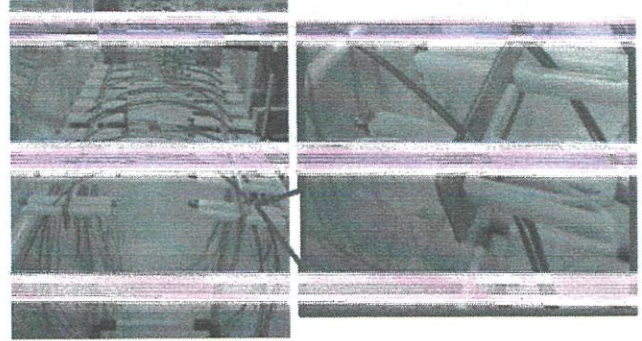
6. Wires were bended when counting number of wires.



7. Welded portion should be aligned at the center portion.



7. Welded portion was caught by tanmatsu jig.



DR/CN NO.

REVISION NO.

EFFECTIVITY DATE

REVISION HISTORY

QA-QCA-13c-1902-002

0

Feb-11-2019

First Issue