

NOTICE TO EXPLAIN

EMPLOYEE NAME: JULIATA, MARY ROSE

EMPLOYEE NUMBER: BF-14585

DEPARTMENT: HONDA 3108

DATE: AUGUST 04, 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.**

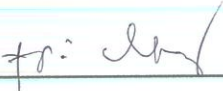
VIOLATION COMMITTED: Non- Compliance on insert pull method sub assy associate caught doing advance insertion and mass pulling of wires might cause TBO, last **July 31, 2019**, which subject you in **1 to 5 Days Suspension.**

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

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: 

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

ako po si Mary Rose Juliata, pasensya na po ako po ay nakagawa ng kasabanan sa aming line, nag advance insertion po ako sa kadahilanan ako lamang po ay delay pasensya na po sa aking nagawla

RECOMMENDATION

Suspension date

Oct. 03-04

Noted by: 

Immediate Supervisor

Approved by: 

Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: JULIATA, MARY ROSE

EMPLOYEE NUMBER: BF-14585

DEPARTMENT: HONDA 3108

DATE: AUGUST 04, 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: Non- Compliance on insert pull method sub assy associate caught doing advance insertion and mass pulling of wires might cause TBO, last **July 31, 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 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: 

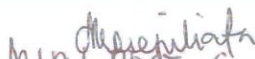
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER


NOTED BY: 

Ms. Chady Dosono

MDHII BRANCH MANAGER

 - MARY ROSE S. JULIATA 09-05-19

Employee's Signature Over Printed Name/Date

Received by:  EMILY L. OSORIO 09-05-19



Signature Over Printed Name/Date



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: July 31, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Ca. Model/ Department	Person Incharged	Status/Remarks
3	7/31 NS	Honda line 3108 BF - 14585			Non-compliance on insert-pull method sub-assy associate caught doing advance insertion and mass pulling of wires might cause tbo	NG	Informed sub-assy associate to follow SOP in sub-assy also advised junior staff to check and monitor concern associate	SOP	Juliata Mary Rose-Maxim 	Cris Salud and Anna De Rapete	Honda	Sir Jhe	For Monitoring