

## NOTICE TO EXPLAIN

EMPLOYEE NAME: DE CASTRO, RENZO

EMPLOYEE NUMBER: BF-13109

DEPARTMENT: SUZUKI 5120

DATE: JULY 18, 2019

### SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1<sup>ST</sup> 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 not following insert pull method, associate did an advance insertion of wires in jig A connector, outflow of wrong insert or TBO may occur, last **July 06, 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 Renzo B. de Castro ay humihingi po ng paumanhin sa ating nagawang pagadulane insertion kawa sa insertion

### RECOMMENDATION

Suspension date

Aug. 24 2019

Approved by: [Signature]

Manager

Noted by: \_\_\_\_\_

Immediate Supervisor

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DE CASTRO, RENZO

EMPLOYEE NUMBER: BF-13109

DEPARTMENT: SUZUKI 5120

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 not following insert pull method, associate did an advance insertion of wires in jig A connector, outflow of wrong insert or TBO may occur, last **July 06, 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 days 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

Emily L. Osorio

**MDHII EMPLOYEE RELATION OFFICER**

NOTED BY: \_\_\_\_\_

Ms. Chady Dosono

**MDHII BRANCH MANAGER**

Renzo B. De Castro 07/29/19

Employee's Signature Over Printed Name/Date

Received by: Emily L. Osorio 07-29-19


Signature Over Printed Name/Date



FURUKAWA AUTOMOTIVE SYSTEMS  
LIMA PHILIPPINES, INC.

**COMPLIANCE AUDIT REPORT**  
(DS - Pauline P. Agojo)

Date: July 6, 2019

Item #	Date/Shift	Process / Area	Actual Image	Findings/Items for Improvement	OK/ NG	Action	Category	Operator / Concern Person	Concern Shift	Person Informed	Group/Department	Person In-charge	Status/Remarks
1	07/06/19 DS	Suzuki S120  BF-12109		Not following insert-pull method, associate did an advanced insertion of wires in jig A connector, outflow of wrong insert or TBO may occur	NG	Advised concern member to do insertion following the sub PC sequence and informed leader also to remind and monitor	SOP	Renzo de Castro (Maxim)	B / DS	Myles Ramos	Suzuki	Ma'am Kath C.	for monitoring