

NOTICE TO EXPLAIN

EMPLOYEE NAME: GALILING, JUAN CARLOS

EMPLOYEE NUMBER: BF-13123

DEPARTMENT: SUBARU 7113

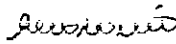
DATE: JULY 18, 2019

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.**

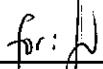
VIOLATION COMMITTED: Associate un-authorized doing the process, conduct taping process without authorization badge, certified only on sub assy, last **June 11, 2019**, which subject you **1 to 5 Days Suspension.**

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:

- Tumulong lang po ako kasi po wala na ni naman - bu dinagawa na

RECOMMENDATION

Suspension date

Aug. 14 & 15

Noted by: 

Immediate Supervisor

Approved by: 

Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GALILING, JUAN CARLOS

EMPLOYEE NUMBER: BF-13123

DEPARTMENT: SUBARU 7113

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 un-authorized doing the process, conduct taping process without authorization badge, certified only on sub assy, last **June 11, 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
Ms. Chady Dosono

MDHII BRANCH MANAGER

Employee's Signature Over Printed Name/Date

Received by:

Emily L. Osorio
EMILY L. OSORIO 07-29-19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐

FAS

Control No: FALP-1A-1906-244

☒

AGENCY

Please Specify: Maxim

<u>[Signature]</u> D. FIEBER	<u>[Signature]</u> G. Magadia
Audited By:	Noted By:

Name: Juan Carlos Galimang
Position: Associate
ID Number: BF-13123
Batch No.: 250
Car Model/Line: Subaru 11B

Process: Sub assay
Group/Shift: NS/B
Date/ Time: 06-11-19 3:15pm
No. of Offense: 1st offense
Superior Name: J. LUSTRO (Jr. Staff)

Audit Findings: Unauthorized Doing The Process

Details:

Conduct taping process w/out authorization badge
certified only on sub assay process.

WRITTEN EXPLANATION

Gusto ko lang pa tumulong kaya mag tape ako alam ko naman po na
banal pero naisipan kong tumulong dahil wala na po akong ginagawa at delay
nila.

Countermeasure:

Hindi na po ako mag nassay (ng)

Remarks/ Evaluation:

Issue penalty

<u>[Signature]</u> Signature of Employee Date: <u>05/12/19</u>	<u>[Signature]</u> Jr Staff Date: <u>06/13/2019</u>	<u>[Signature]</u> M. Bonifacio Staff Date: <u>06/13/2019</u>	<u>[Signature]</u> Supervisor Date: <u>06/13/19</u>	<u>[Signature]</u> Manager Date: <u>06/21</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.

Any non-compliance on these two additional items (a and b) will be subject for disciplinary action based on FALP Handbook under specific violations and their penalties, letter C. Offenses Against Work/Business Standards, number 4.

Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

This memorandum shall also supersede the memorandum issued last February 2, 2017 (QA-1702-01) and shall take effect on the date stated above.

Thank you very much for your utmost support and cooperation.

Prepared by:


GUILLERMO MAGADIA
QA Supervisor

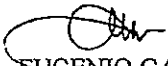
Reviewed by:

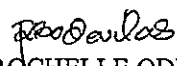

ARLENE RUBIO
QA Section Manager

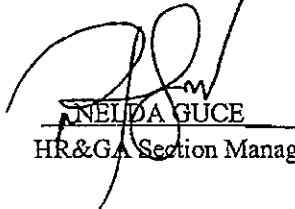
Approved by:


TAKEHIDE MARUOKA
QA Department Manager


Noted by:


EUGENIO CAILAO
Production Department Manager


ROCHELLE ODEVILLAS
Recruitment and Training Section Manager


NELIDA GUCE
HR&GA Section Manager


HIRONORI SHIRAHATA
Production Division Manager


MITUSHIGE KAWASE
Administration Division Manager


MASAHITO TOKUDA
FALP President