

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MACUHA, ARNOLD

EMPLOYEE NUMBER: BF-12969

DEPARTMENT: SUBARU 7113 (ADS)

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: UN-AUTHORIZED HIDDEN REPAIR/ NOT FOLLOWING SOP.** Associate did not use COT Jig during process Certified only on layout and parts distribution process dated last **November 19, 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 1 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: susanito

Angie T. Gomba

MDHII HR COORDINATOR

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

Michelle A. Fajardo

MDHII HEAD COORDINATOR

Arnold Macuha

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	Jan. 24, 2020
DATE RETURNED TO WORK	Jan. 25, 2020
SHIFT:	ADS
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
CLIENTS MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: susanito

EMILY L. OSORIO

01-04-2020

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: MACUHA, ARNOLD**

**EMPLOYEE NUMBER: BF-12969**

**DEPARTMENT: SUBARU 7113**

**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: UN-AUTHORIZED HIDDEN REPAIR/ NOT FOLLOWING SOP.** Associate did not use COT Jig during process Certified only on layout and parts distribution process 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: Revolver

**Angie T. Gomba**

**MDHII HR COORDINATOR**

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

**Michelle A. Fajardo**

**MDHII HEAD COORDINATOR**

**EMPLOYEE'S EXPLANATION:**

→ ako po ay nag-support sa kadalasan po ako po ay writing out  
gusto ko din po magkatulong sa kasamahan para po makakuha ng munga  
ng pagkatamali ko po ay hindi po ako gumamit ng COT JIG at hindi  
din po ako certified sa susunod po ay hindi ko na po ulitin at  
nag-sabi narin po sa leader ko na mag-papares-traine para hindi na po  
ma-audit

**NOTE: You may use an extra sheet as needed**

Arnold H. Macuha

**Received by:** Revolver  
ETHEL V. BORDO DE-DA-2019

**Employee's Signature Over Printed Name/Date**

**Signature Over Printed Name/Date**



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR 1A-1911-8126

☐ AGENCY

Please Specify: MOH

<u>Edel Redondo</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: mauyha, arnold  
 Position: associate  
 ID Number: BF12969  
 Batch No.: 249  
 Car Model/Line: Subaru 1113

Process: assembly process  
 Group/Shift: bs10  
 Date/ Time: Nov. 19, 2019 / 8:40  
 No. of Offense: 1st  
 Superior Name: J. Castroverde

Audit Findings: Not following SOP & un-authorized person doing the Process  
 Details: associate did not use lot jig during process, and doing assy process, certified only on lay out. & parts distribution process

## WRITTEN EXPLANATION

ako po ay ay nagsupport sa kadalasan po ako po ay waiting at  
jig ko din po ng Marking sa kumotasyon para po makausap ng mga  
pagkumot: ko po ay hindi po ako gumamit ng lot jig at hindi din po ako  
certified sa segment po ay hindi ko na po ulitin at magkahi na ako sa leader  
ko na mag pa assistance para hindi na po magalit.

## Remarks/ Evaluation:

Written 1 day suspension

Arnold H. Mauryha  
 Signature of Employee  
 Date: 11-20-19

Ir Staff  
 Date: 11-21-19

Staff  
 Date: 11-20-19

Supervisor  
 Date: 11/20/19

Manager  
 Date: 11/22





## 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 <sup>nd</sup> offense | Suspension of six (6) to ten (10) working days         |
| C | - | 3 <sup>rd</sup> offense | Suspension of eleven (11) to fifteen (15) working days |
| D | - | 4 <sup>th</sup> 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.