

NOTICE TO EXPLAIN

EMPLOYEE NAME: ROBLES, JULLIANNE

EMPLOYEE NUMBER: BF-10399

DEPARTMENT: SUZUKI (5114)

DATE: DECEMBER 13, 2018

SUBJECT : OFFENSES AGAINST PRODUCTIVITY (2ND 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 6. OFFENSES AGAINST PRODUCTIVITY; rule no. 3; Failure to carry out job instructions or noncompliance to work standard and procedure and other company policies.

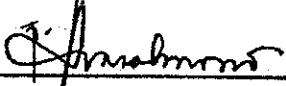
VIOLATION COMMITTED: Performed on Sub-Assembly Process, even you're not certified on the process last December 1, 2018, which subjects you for 1-6 days suspension.

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:


Kathleen Sean Lansangan
MDHII HR COORDINATOR

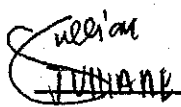
NOTED BY:


Ms. Chady Dosono
MDHII BRANCH MANAGER


EMPLOYEE'S EXPLANATION:

Kaya po ako na suspended sa kadahilanan naging alam po ako na di-ako authorized hindi ko po talaga radya yun kaya lng po makapag sub-ako nun sa kadahilan nahumali po talaga ako magrub nun pero po talaga dapat po talaga dadam lng po talaga ako nun at kukuha po ako parts box eh napatigil po ako nun sa sub-assy kaya po nahumali po ako mag-invert.

NOTE: You may use an extra sheet as needed

 Julianne Robles

Employee's Signature Over Printed Name/Date

Received by:  12/21/18


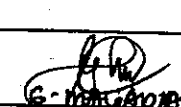
Signature Over Printed Name/Date

ALERT WRITTEN EXPLANATION

Control No: 801-12-18

☐ FAS

☒ PKINT/MAXIM

 P. SANCHEZ	 G. MACANILLA
Audited By:	Noted By:

Name: JULIANNE J. ROBLES
Position: ASSOCIATE
ID Number: BF-10399
Batch No.: BATCH 217
Car Model/Line: LINE 514

Process: PARTS DISTRIBUTOR
Group/Shift: QS/A
Date/Time: 12-01-2018 / 09:20
No of Offence: 1ST OFFENSE
Superior Name: ENIE ESMERALDA / MAAM RACQUEL SARMIENTO

Audit Findings: UN - AUTHORIZED OPERATOR DOING THE PROCESS.

Details:

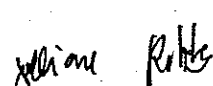
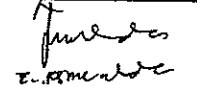
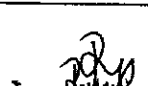
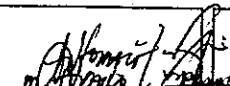
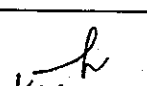
- 7 PERFORMED ON SUB-ASSEMBLY PROCESS, EVEN SHE'S NOT CERTIFIED ON THE PROCESS.
- 7 NO CERTIFICATION BADGE.

WRITTEN EXPLANATION

✓ kaya po ako nasa job - aisy nun sa katarayan po talaga napadaan lang po talaga ako nun sa wh 14. bapat po talaga nung lang po talaga ako nun ng part boy. eh napangin po ako nun bigla sa wh-H tapos po parang na inganyo po ako nun mag - insert kaya po ng insert ako nun tapos po tantang fama po na small product nun - kaya po lalo ako na maganyo kaya diko nasisip na bawal yun kahit hindi ako authorized.

Remarks/Evaluation

Please Issue I.R

 Signature of Employee Date: 12/04/18	 Jr Staff Date: 12-04-18	 Staff Date: 12/4/18	 Supervisor Date: 12-05-18	 Manager Date: 12/4/18
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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. Unauthorized 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.

NOTE: An investigation shall be conducted and the employee who allegedly committed the violation shall be given the opportunity to defend himself prior to the imposition of the penalty.

This memorandum shall supersede the memorandum issued last September 19, 2017 (QA-1709-01).

Further, the above Policies will now form part of our Employees Handbook and the same shall take full effect on 01 May 2018.

For your strict compliance.

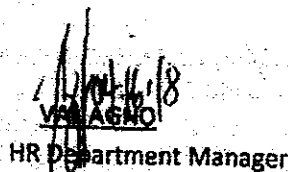
Prepared by:

Reviewed by:

Approved by:


NELDA GUCE

HRGA Section Manager


VAN AGNO

HR Department Manager


MITSUSHIGE KAWASE

ADMIN Division Manager

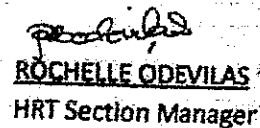
Noted by:


EUGENIO CAILAO

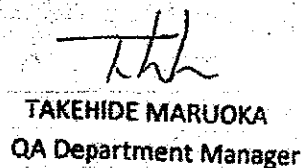
Production Department Manager


ARLENE RUBIO

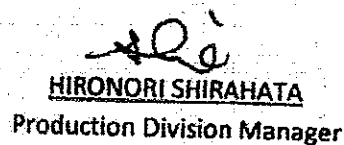
QA Section Manager


ROCHELLE ODEVILAS

HRT Section Manager


TAKEHIDE MARUOKA

QA Department Manager


HIRONORI SHIRAHATA

Production Division Manager


MASAHITO TOKUDA

President

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ROBLES, JULLIANNE

EMPLOYEE NUMBER: BF-10399

DEPARTMENT: SUZUKI (5114)

DATE: DECEMBER 13, 2018

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 6. OFFENSES AGAINST PRODUCTIVITY; rule no. 3; Failure to carry out job instructions or noncompliance to work standard and procedure and other company policies

VIOLATION COMMITTED: Performed on Sub-Assembly Process, even you're not certified on the process last December 1, 2018.

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 2 days (January 10-11, 2019) for the said violation of our Employee Code of Conduct.

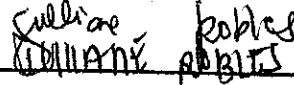
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY: 

Kathleen Sean Lansangan
MDHII HR COORDINATOR

NOTED BY: 

Ms. Chady Dosono
MDHII BRANCH MANAGER


JULLIANNE ROBLES

Employee's Signature Over Printed Name/Date

Received by: 

Signature Over Printed Name/Date 12/21/18