

## NOTICE TO EXPLAIN

**EMPLOYEE NAME: MERCADO, PAULO**

**EMPLOYEE NUMBER: BF-14453**

**DEPARTMENT: SUBARU GC7 7101**

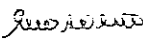
**DATE: JULY 27, 2019**

**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.**

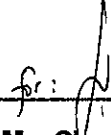
**VIOLATION COMMITTED:** Un-authorized associate doing taping process without certification badge, last **July 04, 2019**, which subject you for **1 to 5 Days Suspension.**

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:**

Oko po si Paulo Mercado ay na audit ng IAlert dahil po sa  
Un-Authorized process. Kaya ko lang naman po nagawa lyon ay dahil  
po sa kagustuhan kong makatulong sa aming ACSI. Dahil po sa sabrang  
delon 1-1-1

## RECOMMENDATION

Suspension date

Aug. 16, 2019

**Noted by:** 

**Immediate Supervisor**

**Approved by:** 

**Manager**

## DISCIPLINARY ACTION MEMORANDUM

**EMPLOYEE NAME:** MERCADO, PAULO

**EMPLOYEE NUMBER:** BF-14453

**DEPARTMENT:** SUBARU GC7 7101

**DATE:** JULY 27, 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:** Un-authorized associate doing taping process without certification badge, last **July 04, 2019**, which subject you for **1 to 5 Days Suspension.**

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 One 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:** 

**Emily L. Osorio**

**MDHII EMPLOYEE RELATION OFFICER**

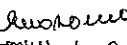
**NOTED BY:** 

**Ms. Chady Dosono**

**MDHII BRANCH MANAGER**

  
**MERCADO PAULO C.**

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

**Received by:**  EMILY L. OSORIO 08-01-2019

**Signature Over Printed Name/Date**

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-1907-419

☒ AGENCY

Please Specify: MAXIM

<u>L. P. Castro</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Mercado Paulo  
Position: Associate  
ID Number: RF-14433  
Batch No.: 257  
Car Model/Line: Subaru GC7 / 7101

Process: Sub Assy  
Group/Shift: D  
Date/ Time: July 07, 2014 / 01:40 PM  
No. of Offense: 1st Offense  
Superior Name: A. Aquino

## Audit Findings:

Un-authorized Associate Do The Process

## Details:

- Un-authorized Person doing the process
- > Doing the process without certification badge.
- > See attached memorandum.

## WRITTEN EXPLANATION

Ako po si Paulo Mercado sub assy out ng 7101 ay na audit ng IAlert dahil po ako ay naga assy ng hindi certified. Sa kadahilananang gusto ko pong makatulong sa assy namin dahil po sa sobrang delay dahil po sa mga absent namin. Pagkatapos ko naman pong dawin ay pinapa check ko po sa assy na aking sinusupport kung good po ba o NG. Yung ginagawa kong portion. Ako po ay labis na humihingi ng inyong malawak na pang-unawa sa aking nagawa. Ako po ay nangangako na hindi na po ako gagawa ng mga bagay na hindi dapat. At nangangako din po ako na eto na yung unat huli kong audit ng IAlert. Pinapangako ko din po na hindi nako gagawa ng anumang process na hindi ako authorized o certified.

Pasensya na po talaga sa aking nagawa.

Maraming Salamat po sa inyong malawak na pang-unaw.

1 day suspension

<u>Saulo Jr</u> Signature of Employee Date: <u>07-05-14</u>	<u>A. Castro</u> Jr Staff Date: <u>07-05-14</u>	<u>A. Aquino</u> Staff Date: <u>07-05-14</u>	<u>Q. L.</u> Supervisor Date: <u>07-05-14</u>	<u>H. J.</u> Manager Date: <u>7/11</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 <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.