

NOTICE TO EXPLAIN

EMPLOYEE NAME: CELERINA, MARISTELA

EMPLOYEE NUMBER: BF-15618

DEPARTMENT: SUZUKI 5101

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 PROPERTY; section 7; Unauthorized use or lending of equipment to which the employee has not been assigned.**

VIOLATION COMMITTED: Associate doing taping process on **Dimension process**, without authorization badge, certified only on dimension process, last **June 27, 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 I. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: _____

Ms. Ghady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

- Dahil bago palang po ako sa dimension e hindi ko po alam na
bawal pong mag-apply sa (part) parton na
Hindi rin po ako alam na

RECOMMENDATION

Suspension date
Aug. 14 to 18
24, 25

KATHERINE O. CABRERA

Approved by: _____

Manager

Noted by: _____

Immediate Supervisor

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: CELERINA, MARISTELA

EMPLOYEE NUMBER: BF-15618

DEPARTMENT: SUZUKI 5101

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 Article 8. **OFFENSES AGAINST PROPERTY; section 7; Unauthorized use or lending of equipment to which the employee has not been assigned.**

VIOLATION COMMITTED: Associate doing taping process on **Dimension process**, without authorization badge, certified only on dimension process, last **June 27, 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

MDHII EMPLOYEE RELATION OFFICER

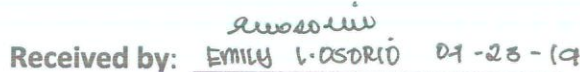
NOTED BY:



MDHII BRANCH MANAGER


CELERINA C. MARISTELA

Employee's Signature Over Printed Name/Date


Received by: EMILY L. OSORIO 07-23-19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP- 1A - 1906 - 383

☒ AGENCY MAYIM
Please Specify: ADD EVENT

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Noted By:
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Name: Maristela, Celerina
Position: Associate
ID Number: EF-15618
Batch No.: 263
Car Model/Line: Wuzuki / 5101

Process: Dimension
Group/Shift: NS-A
Date/ Time: June 27, 2019 / 05:30am
No. of Offense: 1st
Superior Name: G. Santos

Audit Findings: Un-authorized person doing the process
Details:

> Doing tapping process on dimension process, without authorization badge.
> Certified only on dimension process.

WRITTEN EXPLANATION

Ako po si Maristela Celerina na nakita ng I.alert na mag-option taping sa dimension. Hindi ko po alam na hindi pa palaw ako pwedeng mag-option sa parton na yun dahil bago palang po ako at a weeks palang sa dimension. Sinabutan ko lang po nang araw na yun mag-option dahil umalis po ang naka-parton din.

Remarks/Comments

please /see penalty

<u>[Signature]</u> Signature of Employee Date: <u>07-3-19</u>	<u>[Signature]</u> Jr Staff Date: <u>07/04/19</u>	<u>[Signature]</u> Staff Date: <u>7/04/19</u>	<u>[Signature]</u> Supervisor Date: <u>7-4-19</u>	<u>[Signature]</u> Manager Date: <u>07-05-19</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.