

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: LANDICHO, BERNADETTE

EMPLOYEE NUMBER: BF-14373

DEPARTMENT: SUBARU 7102 (B)

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 not following Insert-Pull method, did not conduct pulling of wire after insertion, last **June 12, 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 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

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	<u>January 19, 2020</u>
DATE RETURNED TO WORK	<u>Jan. 24, 2020</u>
SHIFT:	<u>B</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	<u>B. Landicho</u>
APPROVED BY:	<u>[Signature]</u>
	IMMEDIATE SUPERVISOR
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date a kunin ito pagbalik after suspension bago mag 8am/pm.	

BERNADETTE I. LANDICHO 11/05/19

Employee's Signature Over Printed Name/Date

Received by: MARY ALANIS PRIMO 11-5-19

Signature Over Printed Name/Date

## NOTICE TO EXPLAIN

**EMPLOYEE NAME:** LANDICHO, BERNADETTE

**EMPLOYEE NUMBER:** BF-14373

**DEPARTMENT:** SUBARU 7102

**DATE:** JULY 18, 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:** Associate not following Insert-Pull method, did not conduct pulling of wire after insertion, last **June 12, 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 L. Osorio

Emily L. Osorio

**MDHII EMPLOYEE RELATION OFFICER**

**NOTED BY:**

Ms. Chady Dosono

Ms. Chady Dosono

**MDHII BRANCH MANAGER**

**EMPLOYEE'S EXPLANATION:**

Ako po si BERNADETTE LANDICHO ay na audit noong June 12, 2019 sa kadahilananang hindi po ako nag conduct ng pulling up wire after insertion sa kadahilananang po ako po ay nagmamadali dahil ako po ay delay sa aking process kaya po nakalimutan ko ipull pagkatapos ko iinsert. Nag iinsert pull naman po ako nagkatak lang po na nadelay ako kaya nakalimutan ko po. Paumanhin po.

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

BERNADETTE I. LANDICHO 11/05/19

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

**Received by:** MARY ALANIS PRADO 11-579

**Signature Over Printed Name/Date**



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1906-260

☐ AGENCY

Please Specify: MDH11

<i>M. Casama</i> Audited By:	<i>G. Magadia</i> Noted By:
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Name: Bernadette Landicho  
Position: Associate  
ID Number: BF-14373  
Batch No.: 257  
Car Model/Line: Subaru / 7102

Process: lay out  
Group/Shift: NLS A  
Date/ Time: June 12, 2019 / 10:40PM  
No. of Offense:   
Superior Name: J. Macarayan

Audit Findings: Not following Insert-Pull Method

Details: Associate did not conduct pulling of wire after insertion

## WRITTEN EXPLANATION

I BERNADETTE LANDICHO, Lay out from SUBARU LINE 7102 got audited by I ALERT AUDIT because I did not conduct pulling of wire after insertion on connector DSY/ MK4-16F, twisted wire color L/ R/ size 0.35 and B/ 0.35.

I didn't perform pulling of wire because I am delayed and hurrying to my portion. I always do the insert pull method but because I am delayed I forgot to perform pulling of wire.

I PROMISE to always conduct insert pull method even though I am in delayed situation. I promise it will never happen again.

I HOPE you UNDERSTAND.

## Remarks/ Evaluation:

*Please /one Necessary Penalty*

*BJ Landicho*  
Signature of Employee  
Date: 06-25-19

*H. Guler*  
Jr Staff  
Date: 6-25-19

*M. Reyes*  
Staff  
Date: 06-25-19

*[Signature]*  
Supervisor  
Date: 6/28

*[Signature]*  
Manager  
Date: 7/2





## 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.