



MAXIM DE HUMANA International Inc.
Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: PEÑAFLORIDA, JOMARIE

EMPLOYEE NUMBER: BF-14064

DEPARTMENT: SUBARU 7103 A

DATE: OCTOBER 09, 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 REPAIR USING PROHIBITED TOOL. Associate attempt to dis- insert using male terminal, last September 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 ^{Six} ~~ten~~ 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:

f. l. Osorio
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

for: J. Dosono
Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	NOV. 18 - 23, 2019
RETURNED TO WORK:	NOV. 25, 2019
<i>J. Peñaflorida</i> SIGNATURE OF EMPLOYEE	
APPROVED BY:	<i>[Signature]</i> IMMEDIATE SUPERVISOR
	<i>[Signature]</i> CLIENT MANAGER

J. Peñaflorida
Jomarie C. Peñaflorida

Employee's Signature Over Printed Name/Date

Received by: *M. Prago*
MARY ALANIS PRAGO 10/23/19

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: PEÑAFLORIDA, JOMARIE

EMPLOYEE NUMBER: BF-14064

DEPARTMENT: SUBARU 7103 DS

DATE: OCTOBER 09, 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 REPAIR USING PROHIBITED TOOL. Associate attempt to dis- insert using male terminal, last **September 12, 2019**, which subject you in **6 to 10 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:

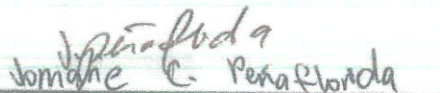

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si Jomarie C. Penafloida ay humiling ng pumarkin kung nagawa ko po mag tang kang mag dis insert sa kadahilang ako po (ang ay support lamang po din ako) at ako po ay nahihiya sa kanila sa kadahilang ako po ay walang ibigay na buffer sa kanila sa susunod po ay dinala po ako mahihiyang mag sabi at kahit po na ako ay delay gagamit na po ako ng red tag nanganga ko po ako na hindi na mawili + maraming salamat po.

NOTE: You may use an extra sheet as needed


Jomarie C. Penafloida

Employee's Signature Over Printed Name/Date

Received by:  MARY ALANIS PRAGO 10/22/19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-P109-1223

☒ AGENCY

Please Specify: INDHII

<u>J. Masapol</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Peñaflores, Jonanie
Position: Associate
ID Number: BF-14064
Batch No.: 255
Car Model/Line: Subaru/7103

Process: Subassy Process
Group/Shift: MS/E
Date/Time: Sept 12, 2019 / 11:10
No. of Offense: 1st Offense
Superior Name: R. Reyes

Audit Findings: Un-authorized Repair Using Prohibited Tool
Details: (Male Terminal)

Incorrect attempt to dis- insert using male terminal

WRITTEN EXPLANATION

Ako po si Jonanie C. Peñaflores ay humihingi ng paumanhin kung nagawa ko po mag tangkang mag-dis insert sa kadalihan nang ako po ay superior lang po din at ako po ay nahihiya sa kahila sa kadalihan nang ako po ay wala po mabigay na buffer sa kahila at sa susunod po ay hindi na po ako mahihiyang mag-sabi at kahit po akay delay gagamit na po ako na red tag nangangako po ako na hindi na po makulit meraming sakamal po sa inyong malawak na pang-unawa.

Remarks/ Evaluation:

6 days Suspension

<u>[Signature]</u> Signature of Employee Date: <u>9-23-19</u>	<u>[Signature]</u> Jr Staff Date: <u>9-23-19</u>	<u>[Signature]</u> Staff Date: <u>9-23-19</u>	<u>[Signature]</u> Supervisor Date: <u>9-23-19</u>	<u>[Signature]</u> Manager Date: <u>9-24</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.

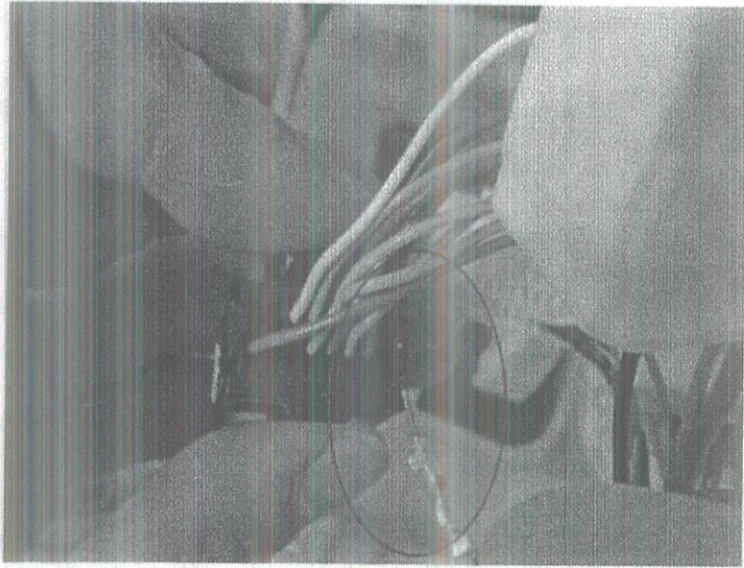
In case the member repeatedly committed any of the above non-compliance he shall be meted with the following disciplinary actions:

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.

i_Alert Audit Report

Car Model / Line No.	Subaru GC7 Line 7103	Picture 	
Date / Time	August 12, 2019/2:20am		
Name / ID No.	Peñaflorida, Jomarie/ BF-14064		
Shift / Group	NS-B		
Batch No.	255		
Process	Sub-Assembly		
FAS or Agency: specify	MDHII		
Person Informed	R. Reyes		
Audited by:	J. Masapol		
Details			