



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

## NOTICE TO EXPLAIN

EMPLOYEE NAME: ASUNCION, FRITZ G.

EMPLOYEE NUMBER: BF-12193

DEPARTMENT: SUZUKI (5124) -A

DATE: JANUARY 8, 2018

**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:** Taping Operator caught in act doing insertion on lay out process (not certified) last December 18, 2018, which subjects you for 7-15 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:**

The reason I insert for the wire frame they were delayed in their layout. I know what I did was wrong due to an act committed in layout. Next time I will not


## RECOMMENDATION

\* 2 days suspension

(Jan 16 - 17, 2019)

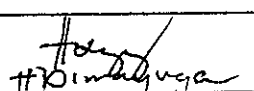
Jan. 21-22, 2019

Noted by:

  
m. [Signature]

Immediate Supervisor

Approved by:

  
H. [Signature] / 1-9

Manager



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: ASUNCION, FRITZ G.

EMPLOYEE NUMBER: BF-12193

DEPARTMENT: SUZUKI (5124)

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

**VIOLATION COMMITTED:** Taping Operator caught in act doing insertion on lay out process (not certified) last December 18, 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 Jan. 16-17, 2018 suspension (2 days) for the said violation of our Employee Code of Conduct.

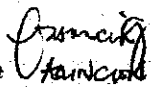
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

  
Kathleen Sean Lansangan  
MDHII HR COORDINATOR

NOTED BY:

  
Ms. Ghady Dosono  
MDHII BRANCH MANAGER

  
Fritz Asuncion / 1/8/18

Employee's Signature Over Printed Name/Date

Received by:

  
Signature Over Printed Name/Date

# I ALERT WRITTEN EXPLANATION

☐ FAS ☒ MDHII  
☐ PKIMT ☐ ADD EVEN

Control No: SG2 - 12-18

<i>[Signature]</i> Audited By:	<i>[Signature]</i> Noted By:
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Name: FRITZ G. ACUNCION Process: TAPING  
 Position: ASSOCIATE Group/Shift: NS / B  
 ID Number: BF - 12193 Date/ Time: 12-18-18 / 7:30 am  
 Batch No.: 239 No of Offence: 1st  
 Car Model/Line: SU20K1 5124 Superior Name: OPERA ESPINOSA

Audit Findings: UNAUTHORIZED PERSON DOING THE PROCESS

Details: Taping operator caught in act doing insertion on lay out process (not certified) on. SEG / ASB - BF v/ GR / B / product 36630 - 70660 (two months in process)

*He says: I keep the layout if, I see how we get over  
 del-3,3 & know what I did in wrong because  
 I am not certified with that process.  
 But then I will not do it again in his day forward.*

*Please Issue I.R*

- 7 INFORMED HEN V STAFF TO CHECK THE WORK LOAD OF LAY-OUT ASSOCIATE DUE TO DELAY ON PROCESS AND THE TAPING PROCESS HAVE LEAD TIME TO HELP LO.
- 7 GIVE WRITTEN WARNING

<i>[Signature]</i> Signature of Employee Date: <u>12/20/18</u>	<i>[Signature]</i> Jr Staff Date: <u>12/20/18</u>	<i>[Signature]</i> Staff Date: <u>12/20/18</u>	<i>[Signature]</i> Supervisor Date: <u>12/20/18</u>	<i>[Signature]</i> Manager Date: <u>12/21</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.

## WRITTEN EXPLANATION

Name: FRITZ KENDALL

Date: 12-19-12

Violation: miss fin

No. of violation: 1

Line Suzuki 5124

### Reason:

The reason for inserting the wire because I just  
wanted help then because they were delay for their  
layout. I know that what I did is wrong because  
I'm not certified for <sup>the</sup> layout.

### Countermeasure:

for this day onwards I will never help  
them do the insertion even though they were  
delaying just because I'm not certified for  
their position in the assy board

Francis

EMPLOYEE

John  
JR. STAFF

JR. STAFF

STAFF

SUPERVISOR

SECTION MANAGER