



NOTICE TO EXPLAIN

EMPLOYEE NAME: SALAZAR, NORMAN

EMPLOYEE NUMBER: BF-14462

DEPARTMENT: SUBARU 7111

DATE: AUGUST 04, 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: Associate not following **SOP**, conduct mass pulling of wires on connector **LIFM/MK2 FR26F & ASZ-16FB** at sub assy process, last **July 24, 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: for: kbdeborax 10-2-19

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

RECOMMENDATION

Suspension/ date
Oct. 5-09

Oct. 5, 2019

Noted by: W. D. Perez 9/11/19

Immediate Supervisor

NORMAN

Approved by: Chady 9/20

Manager

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: SALAZAR, NORMAN

EMPLOYEE NUMBER: BF-14462

DEPARTMENT: SUBARU 7111

DATE: AUGUST 04, 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 **SOP**, conduct mass pulling of wires on connector **LIFM/MK2 FR26F & ASZ-16FB** at sub assy process, last **July 24, 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:

Esosorio
Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

for: kbdeBxar 10-2-19
Ms. Chady Dosono

MDHII BRANCH MANAGER

NORMAN B. SALAZAR / 09-12-19

Employee's Signature Over Printed Name/Date

Esosorio
Received by: EMILY L. OSORIO 09-12-19

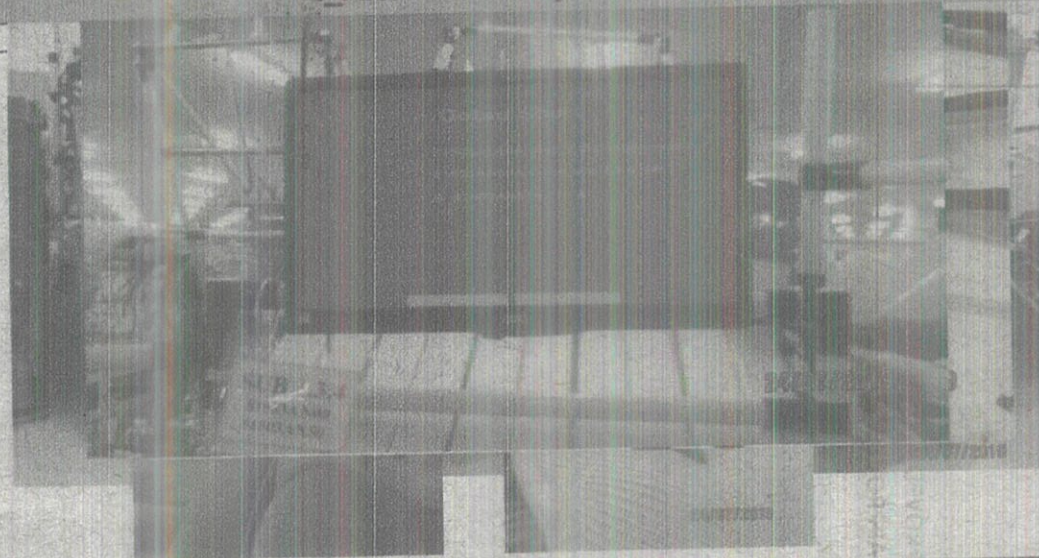
Signature Over Printed Name/Date

Alert Audit Report

Car Model / Line No.	Subaru GC7/7111
Date / Time	July 24, 2019/06:50 am
Name / ID No.	Aquino, Rona/BF-15773
Shift / Group	Salazar, Norman/BF-14462
Batch No.	NS/B
Process	268 & 257
FAS or Agency: specify	Sub-Assembly Process
Person Informed	MDHII
Audited by:	A. Sayosa
	L. Cabataña
	Details

Non Compliance on Insert-Pull Method
Conduct mass pulling of wires on connector LIFM/MK2-
FR26F & ASZ-16FB at sub assy process

Product no: 8182AN00A(6)



Action Taken

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1907-648

☒ AGENCY

Please Specify: MDH II

<u>Jabara</u> GABATANA	<u>G. Magadia</u>
Audited By:	Noted By:

Name: SALAZAR, NORMAN
Position: ASSOCIATE
ID Number: BF 14462
Batch No.: 257
Car Model/Line: SUBARU GC9 17111

Process: SUB-ASSEMBLY PROCESS
Group/Shift: NS/B
Date/ Time: JULY 24, 2019 106:50
No. of Offense: 1ST OFFENSE
Superior Name: A. SAYOSA

Audit Findings: NON-COMPLIANCE ON INSERT PULL METHOD

Details:

WRITTEN EXPLANATION

Dapat lamang ang pagpull ko ng wire na twisted. Nahi-
ang pagpull ko dito kasi parha ko itong hinawakan. Pero ngayon
alam ko na dapat kahit twisted wire, hindi dapat sabay ang
pagpull dito.

Remarks/ Evaluation:

Written
Issue penalty
1 day suspension Hays 9/20

<u>[Signature]</u> Signature of Employee Date: _____	<u>YSS</u> Jr Staff Date: <u>7-31-19</u>	<u>[Signature]</u> Staff Date: <u>7-31-19</u>	<u>[Signature]</u> Supervisor Date: <u>8/6</u>	<u>[Signature]</u> Manager Date: <u>9/1</u>
--	--	---	--	---