



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

## NOTICE TO EXPLAIN

EMPLOYEE NAME: AVILA, JERELYN

EMPLOYEE NUMBER: BF-11076

DEPARTMENT: SUZUKI (5123) -B

DATE: JANUARY 4, 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 output instructions or work practices which may not result to damage of company property.

**VIOLATION COMMITTED:** Non-compliance on Insert – Pull Method (advance insertion) last December 18, 2018, which subjects you for 1-5 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:

Kathleen Sean Lansangan  
MDHII HR COORDINATOR

NOTED BY:

*[Signature]*

## RECOMMENDATION

\* 2 days suspension (Jan. 14-17, 2019)

Noted by:

*[Signature]*

Approved by:

*[Signature]* / 1-9

Immediate Supervisor

Manager

NOTE: You may use an extra sheet as needed

*[Signature]*  
Jerelyn B. Avila 01-07-19

Received by:

*[Signature]*  
Emely L. Osorio 01-07-2019

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date



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

## DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: AVILA, JERELYN

EMPLOYEE NUMBER: BF-11076

DEPARTMENT: SUZUKI (5123)

DATE: JANUARY 4, 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 output instructions or work practices which may not result to damage of company

**VIOLATION COMMITTED:** Non-compliance on Insert – Pull Method (advance insertion) 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 2 days suspension (Jan. 16-17, 2019) the said violation of our Employee Code of Conduct.

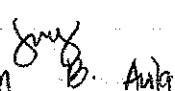
You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

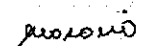
  
Kathleen Sean Lansangan  
MDHII HR COORDINATOR

NOTED BY:

  
Ms. Chady Dosono  
MDHII BRANCH MANAGER

  
Jerelyn B. Avila 01-07-19

Employee's Signature Over Printed Name/Date

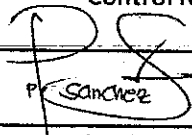
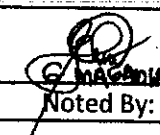
  
Received by: Emely L. Dosono 01-07-2019

Signature Over Printed Name/Date

# I ALERT WRITTEN EXPLANATION

☐ FAS  
☒ MDHII  
☐ PKIMT  
☒ ADD EVEN

Control No: SG-12-18

 P. Sanchez	 G. Macanias
Audited By:	Noted By:

Name: Jerelyn Anila  
 Position: Associate  
 ID Number: BF-11076  
 Batch No.: Batch 229  
 Car Model/Line: Line 523


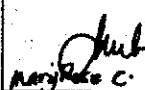
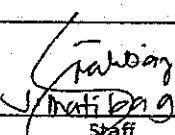

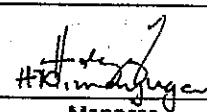
Process: Sub-Asy Process  
 Group/Shift: Shift A / NS  
 Date/ Time: 12-13-18  
 No of Offence: 1st Offence  
 Superior Name: M. Anilao / J. Matibag

Audit Findings: Non-compliance on INCERT-PULL method.

Details:  
 - Conduct advance insertion, when encountered DOTSU.  
 connector: SSG-TP-SF-W / SSG-TP-22F-G  
 wire already inserted: 4 wires B/ B/ B/ B/  
 Product: 36920-7RBO

Nag advance Insertion po ako pero di ko po sinasidya.  
 Nag ipon po kasi ako ng buffer sa sub ko kasi po  
 Nag susupport din po ako sa sub-IT maka po kasing  
 permanenteng nag susub dyan palitan kung po kami kung  
 sino may buffer may ka biddly din po ako ng a susupport  
 din po naman sa sub lo a sabi po ni marm dex  
 di daw po nua naring edalawa na po po ang  
 natirag - hatawag na po namin nag makakas  
 lika po tinatang gi ang nagawa ko hindi  
 na po mawulit.

Please Issue I.R

 Signature of Employee Date: <u>12-13-18</u>	 Jr Staff Date: <u>12-13-2018</u>	 Staff Date: <u>12-13-18</u>	 Supervisor Date: <u>12-14-18</u>	 Manager Date: <u>12/20</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.

Suzuki YD1	Picture		Action Taken
12/18/2018			
Process			
5123			
Shift/ Group			
NS-A			
Person Informed			
J. Topacio (SV)			
Details			
<p><u>Advance Insertion of 4 insertion in Sub-assy process.</u>  (2wires in 4 insertion; 2 wires are connected)  &gt; As per interview she did the noncompliance due to late response of Jr Staff to clear the Dotsu NG.</p>			
