

NOTICE TO EXPLAIN

EMPLOYEE NAME: RUBIA, ANGELINE

EMPLOYEE NUMBER: BF-12153

DEPARTMENT: DAIHATSU 2104

DATE: JULY 18, 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 non-compliance on insert pull method, did not conduct pulling of wire after insertion on lay out process, last **July 09, 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:

- Pasensya na no sa akin nangyayari violation. hindi ko alam kung ano ang nangyayari, but m.

RECOMMENDATION

Suspension date

Aug. 14 - 15

Noted by: S. Infante

Immediate Supervisor

Approved by: [Signature]

Manager

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: RUBIA, ANGELINE

EMPLOYEE NUMBER: BF-12153

DEPARTMENT: DAIHATSU 2104

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 non-compliance on insert pull method, did not conduct pulling of wire after insertion on lay out process, last **July 09, 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:

Emily L. Osorio

Emily L. Osorio

MDHII EMPLOYEE RELATION OFFICER

NOTED BY:

Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

Angeline B. Rubia 07-29-19

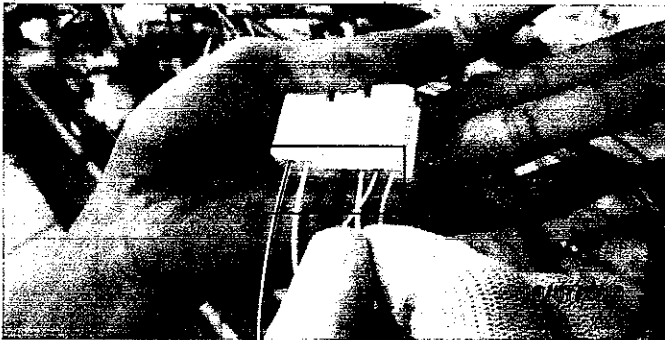



Received by:

Emily L. Osorio 07-29-19

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

i_Alert Audit Report

Car Model / Line No. Daihatsu/2104 Date / Time July 09, 2019/10:00 am Name / ID No. Rubia, Angeline/BF12153 Shift / Group DS/B Batch No. 243 Process Lay-out Process FAS or Agency: specify MDHII Person Informed J.Laya Audited by: M.Casama Details	Picture 	Action Taken <p style="text-align: center;">S</p>
Non-Compliance on Insert-Pull Method Did not conduct pulling of wire after insertion on lay-out process. Connector Name: DSL-11F Wire Color: W/B W/ W/		
Car Model / Line No. Daihatsu/2105 Date / Time July 09, 2019/10:40 am Name / ID No. Emelyn, Belza/18PK33339 Shift / Group DS/B Batch No. 267 Process Option Taping FAS or Agency: specify PKIMT Person Informed H.Magsombol Audited by: M.Casama Details	Picture 	Action Taken <p style="text-align: center;">W</p>
Not following SOP Did not use reference for end of grommet during option process		
Car Model / Line No. Daihatsu/2105 Date / Time July 9, 2019/1:50 pm Name / ID No. Manto, Jovelyn/18PK25284 Shift / Group DS/B Batch No. 222 Process Assembly Process FAS or Agency: specify PKIMT Person Informed H.Magsombol Audited by: C.Bautista Details	Picture 	Action Taken <p style="text-align: center;">W</p>
Not following SOP Did not use clamp jig during cutting of clamp		
Car Model / Line No. Daihatsu/2105 Date / Time July 9, 2019/3:18 pm Name / ID No. Pesigan, Mary Jean/BF-11739 Shift / Group DS/B Batch No. 35 Process Appearance Inspection FAS or Agency: specify MDHII Person Informed H.Magsombol Audited by: M.casama Details	Picture 	Action Taken <p style="text-align: center;">S</p>
Un-authorized/Hidden Repair Conduct pushing of clamp dur to encountered loose clamp om CL-34490 B,D		

Already received

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: TAU-1A-1907-494

☒ AGENCY

Please Specify: Maxim

<u>Casama</u> m/Casama	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Rubia Angeline
Position: Associate
ID Number: 01-B153
Batch No.: 243
Car Model/Line: Daihatsu A104

Process: lay out
Group/Shift: DLS B
Date/ Time: July 9, 2019 10:00am
No. of Offense: 1
Superior Name: L. Javier

Audit Findings: Non compliance on Insert-Pull method

Details: Associate did not conduct pulling of wire after insertion on lay out.

WRITTEN EXPLANATION

Pasensya ng po kung hindi ko na apply ang push pulling iba naman po kasi ang terminal ng insert ko kumpara sa ibang terminal maging babasi na lang po kasi ako sa mark ng terminal at sa pag insert ko naman po ay sa pag click.

Remarks/Evaluation:

Please issue corresponding penalty.

<u>[Signature]</u> Signature of Employee Date: <u>7/11/19</u>	<u>[Signature]</u> Staff Date: <u>7/15/19</u>	<u>[Signature]</u> Staff Date: <u>7/15/19</u>	<u>[Signature]</u> Supervisor Date: <u>7-18-19</u>	<u>[Signature]</u> Manager Date: <u>7/24/19</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.