



MAXIM DE HUMANA International Inc.

Maximizing Human Ability for the Ultimate Satisfaction of Clients and Employees

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: BASCO, GIZELLE

EMPLOYEE NUMBER: BF-17194

DEPARTMENT: Y2R 5127

DATE: JULY 01, 2020

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (1st OFFENSE)

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 DOING THE PROCESS. Associate inspector caught doing taping, she was only authorized in dimension process, last **JUNE 24, 2020.**

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 1 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: Emily L. Osorio

Emily L. Osorio

MDHII HR COORDINATOR

NOTED BY: for. Idgaly

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

RECOMMENDATION	
DATE OF SUSPENSION:	August 26, 2020
DATE RETURNED TO WORK:	August 27, 2020
SHIFT:	D
NEED FOR REFRESHER:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
IMMEDIATE SUPERVISOR	
KATHERINE O. CARRERA	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	

Gizelle Basco BASCO

Employee's Signature Over Printed Name/Date

Received by: ANGIE 08/24/20

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.
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NOTICE TO EXPLAIN

EMPLOYEE NAME: BASCO, GIZELLE

EMPLOYEE NUMBER: BF-17194

DEPARTMENT: Y2R 5127

DATE: JULY 01, 2020

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 DOING THE PROCESS. Associate inspector caught doing taping, she was only authorized in dimension process, last **JUNE 24, 2020**, 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 HR COORDINATOR

NOTED BY:

Michelle A. Fajardo

Michelle A. Fajardo

MDHII ONSITE SUPERVISOR

EMPLOYEE'S EXPLANATION:

Ako po ay nagtape sa ng harness sa conveyor board dahil kita ko po na walang tape yung isang portion, ako po ay manggagabon na hindi na ipon manalit at hindi na mag tatape uli.

NOTE: You may use an extra sheet as needed

GIZELLE BASCO
Employee's Signature


Employee's Signature Over Printed Name/Date

Received by: MICHELLE A. FAJARDO 07/01/20

Signature Over Printed Name/Date

COMPLAINT AUDIT REPORT
(NS - Gold / (Hans/Mheng Marquino))

Date: June 14-26, 2020

Item #	Date/Start	Auditor	Access / Area	Location	Actual Image	Findings / Areas for Improvement	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incident / Car Model / Equipment	Person In Charge	Status/Remarks
3	0624 NS	Gold	Suzuki line 512th			Un-audited doing the operation. Inspector caught it doing taping, she was only authorized in dimer's process	Informed junior staff regarding this and advised to remind to follow work assign	SOP	Basco Gizelle-Madim	Araine Monteljo AND Lisa Lumayag	Suzuki	Ma'an, Kath	For Monitoring