

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: GACHO, SHERLYN

EMPLOYEE NUMBER: BE-14957

DEPARTMENT: HONDA 3116

DATE: FEBRUARY 5, 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: NOT FOLLOWING SOP. Associate hanging of wire on assembly jig while taping, last November 13, 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 one 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: Ms. Chady Dosono

Ms. Chady Dosono

MDHII BRANCH MANAGER

SHERLYN GACHO, Feb 11, 2020

Employee's Signature Over Printed Name/Date

RECOMMENDATION	
DATE OF SUSPENSION:	<u>MARCH 11, 2020</u>
DATE RETURNED TO WORK	<u>MARCH 12, 2020</u>
SHIFT:	<u>0</u>
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<u>09361826301</u>	<u>[Signature]</u> SIGNATURE OF EMPLOYEE
APPROVED BY:	<u>[Signature]</u> IMMEDIATE SUPERVISOR
	<u>[Signature]</u> CLIENT'S MANAGER
Reminder: human and IT to Coordinator have any suspension date of kunin ito pagbalik after suspension bago mag 8am/pm.	

Received by: Emily L. Osorio 02-06-2020

Signature Over Printed Name/Date



MAXIM DE HUMANA International Inc.

Harmonizing Human Ability for the Ultimate Satisfaction of Clients and Employees

NOTICE TO EXPLAIN

EMPLOYEE NAME: GACHO, SHERLYN

EMPLOYEE NUMBER: BF-14957

DEPARTMENT: HONDA 3116

DATE: FEBRUARY 5, 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: NOT FOLLOWING COF. Associate hanging of wire on assembly jig while taping, last November 13, 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 HR COORDINATOR

NOTED BY:

Mr. Chady Debesa

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

habang ako ay nagtatape ng wire sinasabit ko po sa
jig, hindi ko po alam na kasama un sa pag
mamalit. kaya ang gagawin ko ay sinunod sa
pamamagitan nang uno ang tawag gagawin.

NOTE: You may use an extra sheet as needed

Sherlyn Gacho
Gacho, Sherlyn

Emily L. Osorio
Received by: *Emily L. Osorio*

Employee's Signature Over Printed Name/Date

Signature Over Printed Name/Date

ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1911-3112

☐ ~~RECEIVED~~

Please Specify: Maxim

R. Alegre R. ALFREDO	G. Magadia
Audited By:	Noted By:

Name: Sherlyn Gacho
Position: Associate
ID Number: BF-1957
Batch No.: 261
Car Model/Type: Honda / all

Group/Shift: B/NS
Date/ Time: 11-13-19 / 11:00 pm
No. of Offense: 1st Offense
Superior Name: Belinda Beatriz

Audit Findings: Not following SOP
Details: working as a cashier while taping

WRITTEN EXPLANATION

Habang ak nag tatape madalas kung sinasabit ang wire sa bag hindi ko pa alam na karama ipon sa pag Antukit. Ang magara mangayari sa wire ay karama. Ang magara ng wire karama ko pa ay hindi kung pa kasabit ang a wire sa bag habang nagtatape.

Remarks/ Evaluation:

Issue penalty based from FAIP Hand book.

<u>Sherlyn Gacho</u> Signature of employee Date: <u>11/13/2019</u>	<u>G. Magadia</u> Staff Date: <u>11/11/20</u>	<u>R. Alegre</u> Staff Date: <u>11/11/20</u>	<u>Belinda Beatriz</u> Supervisor Date: <u>11/15/2020</u>	<u>W. Magadia</u> Manager Date: <u>11/30/20</u>
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