



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

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: MILLA, RACHELLE

EMPLOYEE NUMBER: BF-11139

DEPARTMENT: DAIHATSU 2114

DATE: DECEMBER 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. 6; Non-Compliance or failure to follow standard operational procedure in inspecting the product.**

VIOLATION COMMITTED: COMPLIANCE AUDIT. Inspector inspecting harness with error PC not follow inspection sop might cause skip process, dated **November 21, 2019**, which subject you in **1 to 5 Days Suspension**.

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:

ANGIE T. GOMBA

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

RECOMMENDATION	
DATE OF SUSPENSION:	April 1, 2020
DATE RETURNED TO WORK	April 2, 2020
SHIFT:	A
NEED FOR REEFFECTER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE Rachelle	
APPROVED BY: IMMEDIATE SUPERVISOR	
CLIENT'S MANAGER	
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date s kunin ito pagbalik after suspension bago mag 8am/pm.	

Rachelle Mae Milla | 01-10-20

Employee's Signature Over Printed Name/Date

Received by: ANGIE T. GOMBA 01-10-20

Signature Over Printed Name/Date

NOTICE TO EXPLAIN

EMPLOYEE NAME: MILLA, RACHELLE

EMPLOYEE NUMBER: BF-11139

DEPARTMENT: DAIHATSU 2114

DATE: DECEMBER 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. 6; Non-Compliance or failure to follow standard operational procedure in inspecting the product.**

VIOLATION COMMITTED: COMPLIANCE AUDIT. Inspector inspecting harness with error PC not follow inspection sop might cause skip process, dated **November 21, 2019.**

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:


ANGIE T. GOMBA

MDHII HR COORDINATOR

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:

Ako po si Rachele mae mila na nahuli na compliance na nag inspect ng tuloy tuloy pero ang IRCS ay na nakita kopo na nag ng na ang pc nagtauag po ako ng ir staff pero hindi po nakalapit agad tapos po hinuloy tuloy kong mag inspect hanggang sa nakalimutan kopo.

countermeasure: ititigil po ako pag naka encounter ako ng abnormality sundin ko po ang STOP, call, wait bago ako magproceed sa process na ginagawa ko. Titingin ako sa IRCS bago ako mag inspect.

NOTE: You may use an extra sheet as needed


Rachelle Mae T. Milla / 01-10-20

Employee's Signature Over Printed Name/Date




Received by:  ANGIE T. GOMBA 01-10-20

Signature Over Printed Name/Date

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: November 21, 2019

1 day

Item #	Date Shift	Process Area	Location	Assign to Dept	Inspector	Findings	NG	Advised Inspector to follow SOP and also informed her junior staff regarding this	Skip	Inspector	Person Informed	Inspector or Model Department	Person Incharged	Status Remarks
1	11/21 NS	Dahatsu line 2114			Inspector inspecting harness with Error PC not follow inspection sop might cause skip process	Inspector inspecting harness with Error PC not follow inspection sop might cause skip process	NG	Advised Inspector to follow SOP and also informed her junior staff regarding this	SOP	Milla Rachelle Mae-Maxim 	Jolbee Ebite	Dahatsu	Sir Marlon	For Monitoring