

SUMMARY OF CONCERNS DISCUSSED DURING BIRTHDAY MEETING *December 20, 2019– Canteen Area Plant2 (3:45PM~5:15PM)*

Attendees: Top Management and December Birthday Celebrators


CONCERN/REQUEST	ACTION/S	RESPONSIBLE/ DUE DATE
1. Suggestion to maintain cleanliness at all times of all CRs, immediate repairs of flush and door lock at P2 female CR.	GA in coordination with Janitors are doing their very best to maintain cleanliness but this is not a one-man responsibility. If we want our working environment and facility to look and feel clean, everyone must also do their share. This is a continuous effort that need everyone's effort and cooperation: <ol style="list-style-type: none"> 1. Report immediately to GA anything that needs facility repair related items. 2. Use all company provided facilities with care and treat it as yours. 3. Never throw trashes anywhere, use trash bin instead. 4. Use tissue paper moderately. 5. Sit on the toilet bowl and clean/wipe after use. 6. Do not use plastics and styro-foam, protect our mother earth 7. Be disciplined and responsible in all your actions. 	ALL Employees / Janitors / Security Guards / Canteen Personnel
2. To allow employees in Assembly line to seat every occasionally to avoid discomfort/fatigue and to increase productivity.	The LAW allows occasional seating, please refer to DO 178 (<i>Safety and Health Measures for Workers who by the Nature of their Work have to Stand at Work</i>) & DO 184 (<i>Safety and Health Measures for Workers who by the Nature of their Work have to Sit at Work</i>).	Safety & Health / All Employees
3. Request for an additional proximity machine near Mariner Line to avoid running and long fall in line.	RUNNING IS STRICTLY PROHIBITED, everyone must be disciplined enough to fall in line and wait for their turn. It only takes 3-5 seconds to tap your proximity card, be patient. Installed additional Proximity Machine near mariner area.	All employees / Admin-GA/HR/IS Done, 2020/01/16
4. Shuttle Outgoing for Mercado/Nissan	If approved, possible additional shuttle cost maybe incurred due to 3 outgoing schedules (5:25PM, 7:10PM & 8:50PM). But with only one outgoing schedule this request can be possible.	Top Management / GA
5. Loyalty Cash Incentives for 5 years in service awardees	Subject for LMC discussion and proposal.	Top Management / LMC
6. Request to check first all the screw before giving to Assembly to avoid NG or waste on screw	We understand and appreciate the concern but as per checking with Assembly, dismantled screw still in good appearance when reuse does not guarantee good quality. Oftentimes it causes NG to unit when use after the dismantling (based on assembly history).	Assembly
7. Docking and burn-in flooring need repair.	Facilities for repairs on each section must directly reported to GA for immediate action.	Assembly / GA

Prepared by: 作者:

Reviewed by: 復習者:

Approved by: 承認者:


Rosalin Caringal
HR Staff


Annabelle S. Arambulo
Admin Senior Manager


Goki Ishida
Admin Adviser


Hiroshi Saito
President

