

Inter-Office Memorandum

Ref. No.: HR 2012.02.027

TO : ALL REGULAR EMPLOYEES
FROM : Administration Division
SUBJECT : LMC ELECTION GUIDELINES
DATE : February 29, 2012

“**Workplace Relations Enhancement**” or commonly known as **Labor Management Cooperation (LMC)** is a state of relations where workers and management work hand and hand to accomplish certain goals using mutually accepted means. It is also considered as schemes of workers’ participation in decision making process on matters not covered by collective bargaining agreements (CBA).

In establishing LMC in the workplace, workers’ representation in a committee is held thru selection process called election.

For a Rank & File (worker/staff/leader) to be qualified as candidate/nominee, following must be complied with:

A. Nomination Guidelines

- (1) **Recommendatory** maximum number of candidates allowed from each department/section are the following:

Admin (GA/HR/Accounting/Purchasing/PC)	3
TDM (Sales & Design & Manufacturing)	3
Assembly 1 & 2	6
Press 1 & 2 / PE	4
QA/QCI/ISO	3

- (2) Choosing and deciding for section candidates/nominees will take place within each department/section.
- (3) Filing of candidacy is from March 1-5, 2012.
- (4) He/she must be a regular employee for at least 1 year in the company.
- (5) Each eligible candidate/s must complete an Application for Candidacy Form and submit to HR on or before March 5, 2012, 12NN.
- (6) Nominations received after the deadline will no longer be considered.

B. Committee Composition (Rank & File Representatives)

- (1) Each regular employee **will elect their representative/s in their respective areas** who will serve for a term of one year and maybe elected for further terms.
- (2) The number of candidates a regular employees may elect as representatives from each area are the following:

Admin (GA/HR/Accounting/Purchasing/PC)	1
TDM (Sales & Design & Manufacturing)	1
Assembly 1 & 2	3
Press 2 & 2 / PE	2
QA/QCI/ISO	<u>1</u>
TOTAL	8

C. Election Process

- (1) At the close of filing of candidacy, Admin-HR will announce and post the names of the candidate before and during the Election Day.
- (2) Voting process will occur over a period as designated by the Admin-HR. Election is scheduled on March 6, 2012.
- (3) Balloting procedure will ensure that only eligible voters cast a ballot and that anonymity is guaranteed for the voter. Voters must be part of the official voter's list to cast a ballot.
- (4) Election shall be held at the Canteen Area during employees' break time.
- (5) For Night Shift regular employees election is scheduled on March 6, 2012 also but will start at 7:30am.
- (6) There will eight (8) ballot boxes designated for each represented department/section.

Admin (GA/HR/Accounting/Purchasing/PC)	Ballot Box #1
TDM (Sales & Design & Manufacturing)	Ballot Box #2
Assembly 1 & 2	Ballot Box #3, 4, 5
Press 1 & 2 / PE	Ballot Box #6, 7
QA/QCI/ISO	Ballot Box #8

Once the accomplished election ballot dropped wrongly to other ballot box, vote is considered void/forfeited. *(Example: Admin employee dropped his election ballot to Ballot Box #3, his/her vote is considered void because Ballot Box #3 is intended to Assembly employees' vote only)*

- (7) Company ID need to be presented first to the election committee for validation before voting. No ID, No Vote.
- (8) Only those present at the time of election are allowed to vote.
- (9) The Admin will be responsible for counting of ballots together with the appointed representatives from each department/section.

Following number of **appointed representatives** per area will only be allowed to validate the election results.

Admin (GA/HR/Accounting/Purchasing/PC)	1
TDM (Sales & Design & Manufacturing)	1
Assembly 1 & 2	1
Press 1 & 2 / PE	1
QA/QCI/ISO	1

- (10) Admin election in-charge together with the appointed representatives shall sign on the election results as confirmation to the validity of the election results.
- (11) Candidate/s may be allowed to request for a recount provided that the official counts indicate a margin of difference between candidates of 5 votes or less. He/she must submit a signed letter of request to the Admin-HR.
- (12) In case of a tie vote, the Admin, in conjunction with the two candidates, will decide the outcome by a hand vote from his/her respective section.

D. Announcement of Results

- (1) The Admin-HR will be responsible for informing all candidates of the results.
- (2) The Admin-HR will announce the names of the successful candidates thru paging system.
- (3) The candidate/s with the highest number of votes within a department/section will be declared as successful candidate/s.

E. Disqualification of Candidates

- (1) The Admin-HR may disqualify any candidate who does not comply with the above stated guidelines.
- (2) The decision on disqualification is subject to appeal under the election appeals procedure.

F. Appeals

- (1) Any candidate is eligible to file a written request for an appeal within 3 working days from the announcement of the election results.
- (2) The appellant must provide specific grounds for the appeal, indicating that due process was not followed, important evidence was missing, or the decision was inconsistent with the principles of natural justice.
- (3) For the meantime, the Admin-HR together with the appointed representatives (refer to C.9) shall be the designated Elections Appeal Committee.
- (4) The Admin-HR will sit ex-officio and will be non-voting. In the event of a conflict of interest, another voting member will be selected in consultation with the appellant. Decisions rendered by the Appeal Committee are final and binding. The appellant will attend the appeal hearing.

G. By-elections

- (1) By-elections will be held in the event that a candidate cannot complete a term of office.
- (2) A by-election will not be held if there is three months or less to serve in the term.

For the meantime the Admin and appointed representatives (refer to C.9) shall be responsible for monitoring compliance with the regulation. For any violation affecting company's rules and regulations, FDTP's Code of Conduct and Discipline shall prevail and violation of such shall be disciplined accordingly.

Reviewed & Approved by:


KAZUSHIGE SAITO
Admin-Senior Manager


KATSUHIKO ORIKASA
VP/Treasurer


NORIKAZU TSUCHIDA
President

Application for Candidacy Form

COMPLETE NAME: (last name /first name /middle name)	POSITION TITLE:	DEPARTMENT/SECTION:
NAME to APPEAR on the BALLOT:	EMPLOYEE NO.	PERMANENT ADDRESS:
PRESENT ADDRESS:	TELEPHONE NO. (HOME)	MOBILE NO.
BIRTHDAY (mm/dd/yy) AGE:	STATUS:	EDUCATIONAL ATTAINMENT:

I, _____, have read and understand the LMC Election Guidelines, am willing to serve for election as a worker representative to the LMC Committee. I agree and am able to serve the 1-year term ending March 31, 2013.

Signature over Printed Name

NOTE: Please ensure that your Application for Candidacy is received by the Admin-HR no later than 12NN, March 5, 2012

FUJITSU DIE-TECH CORP. OF THE PHILS.
Labor Management Cooperation

ELECTION RESULTS

March 6, 2012

ADMIN DIVISION		Tally of Votes	Total Votes
1	Candidate A		
2	Candidate B		
3	Candidate C		
4	Candidate D		
5	Candidate E		
TOOL & DIE DIVISION			
1	Candidate A		
2	Candidate B		
3	Candidate C		
4	Candidate D		
5	Candidate E		
ASSEMBLY 1 & 2			
1	Candidate A		
2	Candidate B		
3	Candidate C		
4	Candidate D		
5	Candidate E		
6	Candidate F		
7	Candidate G		
8	Candidate H		
9	Candidate I		
10	Candidate J		
PRESS 1 & 2 / PE			
1	Candidate A		
2	Candidate B		
3	Candidate C		
4	Candidate D		
5	Candidate E		
QA / QCI / ISO			
1	Candidate A		
2	Candidate B		
3	Candidate C		
4	Candidate D		
5	Candidate E		

LMC ELECTION BALLOT

Code No. 2012-

ADMINISTRATIVE DIVISION:

(1) _____

LMC ELECTION BALLOT

Code No. 2012-

ASSEMBLY 1 & 2

(1) _____

(2) _____

(3) _____

LMC ELECTION BALLOT

Code No. 2012-

TOOL & DIE DIVISION

(1) _____

LMC ELECTION BALLOT

Code No. 2012-

QA /QCI /ISO

(1) _____

LMC ELECTION BALLOT

Code No. 2012-

PRESS 1 & 2 / PE

(1) _____

(2) _____