



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

1102

INCIDENT REPORT FORM

ID Number: 18-04042	Complete Name: Dolor Shiara	Section: PD3-MAZDA FINAL	Date of Incident: August 24, 2020	Date Issued: October 20, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On August 06, 2020 it was reported that you allegedly do non-compliance act (Doing band gun process even not certified) as reported by I-Alert auditor.

In view of the above, please explain in writing within ^{5 days} 48 hours why no disciplinary action should be imposed on you for the alleged violation under Memorandum HRGA-2018-04-14 No.4 Un-authorized operator doing the process (Pagsasagawa ng hindi authorized/ walang certification from recruitment and training Group excluding expired Authorization up to 1 month).

The allege offense is punishable by suspension for 1st offense. Your failure to submit the written explanation as required shall be treated as your waiver of right to be heard and we shall proceed processing the case.



(Please explain in writing within ⁵ hours/days upon receipt of this report. Failure to do so, means you have waived your right to be heard.)

FREQUENCY OF OFFENSE

<input checked="" type="checkbox"/> 1 st Offense	<input type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
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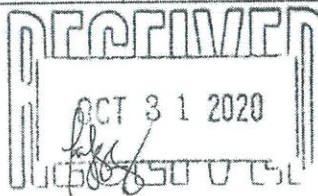
Issued by: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: Signature over Printed Name	Date Received: 10/27
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po ay support noon sa 1101 Una po ay dinala ako sa conveyor tapos binigyan ng portion maka may po kinuha po nita ako at dinala sa bukumi ifinuro po sa akin ang buong portion karama po ang bando pagkatapos po nag process na po ako di po nag sink in sa akin na hindi po pala ako certified sa bando nasanay po kasi ako na kung anong ibigay na portion sa akin ay ginagang ko po.

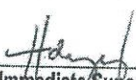
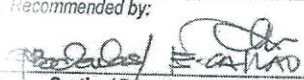
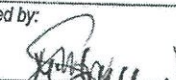

 Employee Name Signature over Printed Name	Date prepared: 10-27-2020	 Explanation received by: Signature over Printed Name	Date Received: 10-27-2020
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11/16/20

Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: Since the whole portion was taught by superior. He forget that this she is not certified in bands. Also superior neglect to confirm. Advise member to always think if she is allowed to do the work. If staff did not check.			
RECOMMENDATION / CORRECTIVE ACTION			
Suspension	<input checked="" type="checkbox"/> Workings Days Date from <u>11/27</u> to <u>11/27</u> Date Returned to work <u>11/28</u>		
Dismissal	Effective Date: _____ Offenses Against: <u>Dec. 3rd 2018</u>		
Remarks:			
Issued by:	Recommended by:	Approved by:	Noted By:
 Immediate Superior (Signature over Printed Name)	 Section/ Department Manager (Signature over Printed Name)	 Human Resources (Signature over Printed Name)	 President (Signature over Printed Name)
Date:	Date:	Date:	Date:

Note: For recommendation of the imposition of lesser penalty of verbal / written warning, aside from the signature of the immediate superior & Manager, the approval of Human Resource is needed before implementing the Disciplinary Action.
 In case/s of SUSPENSION and/or TERMINATION, the President's signature must affix before implementing the Disciplinary Action.

By signing this notice, I am acknowledging that I have read and understood the information in this IR Form and I have been informed of the consequences of my action.

Employee Signature over Printed Name: _____

Date Received: _____



I-Alert Daily Line Audit Report

QCA-097-00

EFF:10/17/19



**TOYOKAWA AUTOMOTIVE SYSTEMS
LIMITED PHILIPPINES, INC.**

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearing
Venue: PD3 Area
Facilitator: H Dimaculangan

Date: 10/29
Time: 3:30 pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	SHIARA	PD3	Associate	Shiara
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Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

H. Dimaculangan
Facilitator's Signature/Date:



Minutes of Meeting

Prepared	Examined	Noted	Verified
<i>H. Dimayuga</i>	N/A	N/A	<i>R. Odevilas</i>

Date : 10/29/20

Agenda :

Location : Mazda Control Area

Hearing

Attendees :

Shiara Dolor

Details : Meeting Started:

2:40 pm

- Discussed the violation for the issuance of IR
- Employee explain her side and give reasons why she committed the violation

Based on Investigation

She is Since the whole portion was taught by Superior, She forget that she is not certified in Bando Gun. the Superior neglect to confirm. Advise member to always if she is allowed to do the process if Jr. Staff did not check.

For the offense committed employee Dolor, Shiara will be given suspension of 1 day

- Noted and fully acknowledged

End of Minutes

3:50 pm