



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 14-01992	Complete Name: Dovelyn Torino	Section: Production 5/Subaru	Date of Incident: July 20, 2019	Date Issued: July 22, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On July 20, 2019 it was reported that you allegedly conducted Un-Authorized Repair straighten bend terminal at ECT process using key as reported by i-Alert auditor.

In view of the above, please explain in writing within 48 hours why no disciplinary action should be imposed on you for violating the Company Policy C. Offences Against Work/Business Standard Section 4 which states Failure to follow business standards, operation procedures, work instruction or work practices which may or may result to damage of company property.

Section 5 Unauthorized repair/hidden repair excluding usage of prohibited extraction tool.

The allege offense maybe punishable by written warning to dismissal.

(Please explain in writing within 5 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"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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Issued by: <i>Rommel Gil M. Raz</i> Immediate Superior Signature over Printed Name	Noted by: <i>Jerald Gangillo</i> Manager Signature over Printed Name	Received by Employee: <i>Dovelyn Torino</i> Signature over Printed Name	Date Received: 7-23-19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

How to say directly sa ating ginawang pagkakataling pagandot ng terminal sa appearance, dahil naghihayang kung po ako sa harness, hays ko po ang kondisyon ng terminal di muna po sa bawat bend straightly po din. Kaya pumasa ko sa unit kung ayon ayon. Pagkatapos ko na mali po ayon. Kaya po kumapit po sa unit sa terminal na ako po ang magagamit ko bay agad ko pang mamili ang pagkakamili ko at mamili ko din ang kung anong pangandot ko.

Maghihayang po talaga ako sa harness kase sayang po dagaag din po sa output kaya ragawa ko po ang bagay ngayon. Kaya humingi po ako ng pamamili sa ginawa kong pagkakamile di ko lang po atkarin nabinyagan po ako.

Kung Maghihayang sa harness kung kapaliit ninyang ang explanation po.

"NG" equal kung nakarecounters ula

<i>Dovelyn Torino</i> Employee Name Signature over Printed Name	Date prepared: 7-24-19	<i>Rommel Gil M. Raz</i> Explanation received by: Signature over Printed Name	Date Received: 7-24-19
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense

☐ Verbal Warning☐ Written Warning

Major Offense

☒ Suspension☐ Dismissal

Result of Investigation:

- the intention is good but the method / action made violates implementing rule

RECOMMENDATION / CORRECTIVE ACTION

Suspension

3

Workings Days

Date from

9/15 to 10/09/19

9/12 to 10/11/19

Date Returned to work

9/14 to 10/12/19

Dismissal

Effective Date:

Offenses Against:

Remarks:

from 11/6 to 11/8 return 11/9

Issued by:

Rommel C. M. Raz

Immediate Superior
(Signature over Printed Name)

Recommended by:

Jerald Ganadillo

Section/ Department Manager
(Signature over Printed Name)

Approved by:

M. Rowas

Human Resources
(Signature over Printed Name)

Noted By:

M. Tokuda

President
(Signature over Printed Name)

Date:

7/25

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.

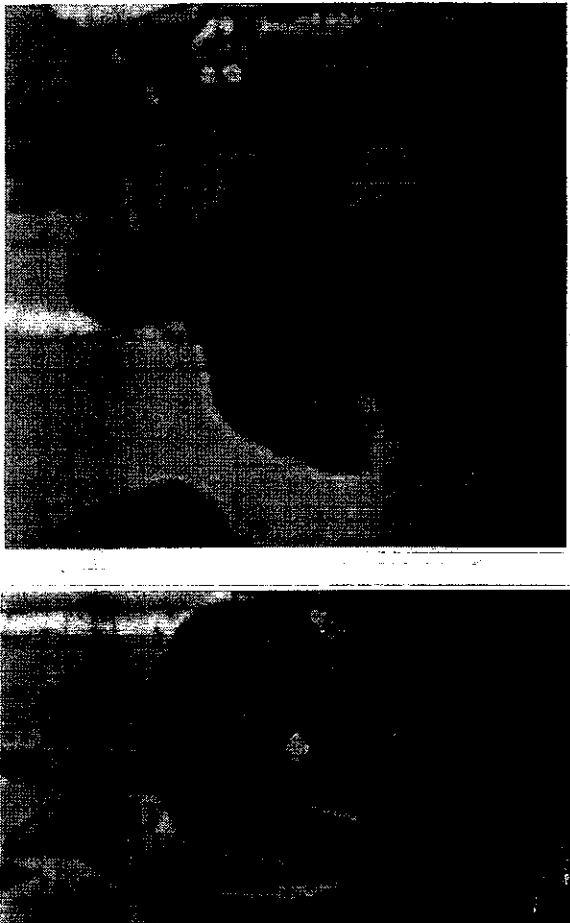
By signing this notice, I am acknowledging that I have read and understood the information in this IR Form and I have been Informed of the consequences of my action.

Employee Signature over Printed Name:

Date Received:

7-23-19

11-05-19

Car Model / Line No.	Subaru / 7111		<div style="display: flex; justify-content: space-around;">  </div>
Date / Time	July 22, 2019 / 06:35 pm		
Name / ID No.	To'ino, Dorelyn / 140-992		
Shift / Group	DS/A		
Batch No.	29		
Process	Appearance		
FAS or Agency: specify	FAS (jr.staff)		
Person Informed	I. Gonzales		
Audited by:	D. Temsem		
Details			
<p><u>Un-Authorized Repair / Hidden Repair</u></p> <p>Upon reviewing of CCTV, Jr. caught repairing the harness on for appearance inspection hanger, she straighten the terminal due to encountered bend terminal on ECT using key.</p>			

Picture