

Date: Sept. 17, 2019

To: Diaz, Reinabelle Joy M.

From: **Human Resources and Administrative Dept.**

Re: **As stated**


Based on incident reported on August 22, 2019 for not following SOP, Not using clamp jig during cutting of clamp. You hereby allegedly violated Article A (offenses against safety) Section 8 (Operating equipment and tools without proper authorization and/or instruction on its issue). Based on your explanation you hereby declared guilty on this violation and documented as your 2nd offence.

In line with the violation, this memorandum will serve as your

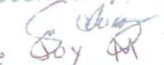
<input type="checkbox"/> Written Warning	<input type="checkbox"/> 10-day Suspension
<input type="checkbox"/> 1-day Suspension	<input type="checkbox"/> 15-day Suspension
<input checked="" type="checkbox"/> 3-day Suspension	<input type="checkbox"/> 30-day Suspension
<input type="checkbox"/> 5-day Suspension	<input type="checkbox"/> Warning to Dismissal Depending to gravity of offense
<input type="checkbox"/> 7-day Suspension	<input type="checkbox"/> Dismissal Effective _____
<input type="checkbox"/> For record purposes only	

For your reference. Thank you

Best Regards,


Adrian Del Mundo
Project Supervisor




Received By:


Reinabelle Joy M. Diaz
Signature over Printed Name

For Suspension use only

Date of Start of Suspension Sept. 24, 2019 to Sept. 26, 2019

RECOMMENDATION:

For 15 days suspension  pls consider to change date due to 
 from Sept. 24, 2019 to Sept. 10, 2019 October 10 - 12 Issue
 resume on Sept. 27, 2019
9/12/19  Hand / 9-21

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1908-1040

☒ AGENCY

Please Specify: One Source

<u>J. Magadia</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Diana Reinable
 Position: Associate
 ID Number: ENCA-0199
 Batch No.: 263
 Car Model/Line: Sabaru / 7107

Process: Assembly Process
 Group/Shift: DS / B
 Date/ Time: Aug. 31, 2019 / 02:10
 No. of Offense: 1st Offense
 Superior Name: N. Sambo

Audit Findings: Not Following SOP.

Details: Not using clamp jig during cutting of clamp.

WRITTEN EXPLANATION

The reason why I'm not using a jig during when I cutting on board
is because the jig is not on that id I can use it the business
will always be

Remarks/ Evaluation:

Issue Penalty

<u>[Signature]</u> Signature of Employee Date: <u>09-02-19</u>	<u>[Signature]</u> Jr Staff Date: <u>09-02-19</u>	<u>[Signature]</u> Staff Date: <u>9/4/19</u>	<u>[Signature]</u> Supervisor Date: <u>9/5</u>	<u>[Signature]</u> Manager Date: <u>9/5</u>
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NOTICE TO EXPLAIN

DATE: 9-17-19
EMP NAME: Diaz, Reinobille
POSITION: Production Operator

PROJECT: Furukawa
EMP NO: ENG-0199 DEPT: Subaru
SUPERIOR: _____

As your immediate superior I am putting you on notice that based on preliminary investigations, you allegedly violated the following provision in the One Source Specialized Services Inc. Code of Discipline; see attached Incident Report (HRF004-00).

[Cite Code of Discipline provision here]

on [date/time] at [location, if applicable].

For this reason, One Source is considering the following disciplinary action against you:

Provision/Policy	Ordinal No. of Offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline
	<u>2nd offense</u>	<u>3 Suspension</u>

Please submit this within five (5) days upon receipt of this Notice of your written explanation, reasons, and justifications as to why the disciplinary action stated above should not be taken against you.

Employee's Explanation:

the reason why im not using a jig when I cutting
a band tail because the jig to jig is Ng so
that if I can use it the harness will always be

Note: You may use an extra sheet as needed.

Schuy 09/17/2019
Employee signature and date

(To be filled up by One Source HR only.)

Superior's Recommendation:

As your immediate supervisor I am putting you on notice that after a thorough investigation, presented evidence, and statements made by you in writing, we find that you violated the _____ provision in the One Source Code of Discipline:

For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

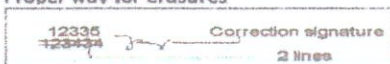
- | | | |
|------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Written Warning | <input type="checkbox"/> 15-day Suspension and Warning of Dismissal | <input type="checkbox"/> For Records Only |
| <input checked="" type="checkbox"/> 5-day Suspension | <input type="checkbox"/> Dismissal | |
| <input type="checkbox"/> 10-day Suspension | <input type="checkbox"/> For Further Investigation | |

Adrian Del Mundo 9-18-19

Immediate Superior (Signature over Printed Name)

Noted by: _____
Manager, HR & Admin. Department

1. Proper way for erasures



2. Standard way of writing date.

ex: 2010-07-14 (year-month-day)