



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-39 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK15330
Caponpon, Khleny Jenell Geraldo

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 10, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 2 ONK SUSPENSION MARCH 21-22, 2019
Line (25720)	Return : 3/23 - DS
Jr. Staff - R. P. P. P.	
Staff	
ACKNOWLEDGE BY: KATHERINE O. CABRE	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 15-Feb-19 to name: Caponpon, Khleny Jenell Geraldo

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work.

Description:

Non-compliance bon Insert Pull Method

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme:

17_PK15330

FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK15330
Caponpon, Khlenney Jenell Geraldito
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 9-Mar-19

This refers to the alleged offense(s) you have committed at 15-Feb-19 to name: Caponpon, Khlenney Jenell Geraldito

Violation Offense No. V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work.

Description:

Non-compliance bon Insert Pull Method

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme: /

17_PK15330

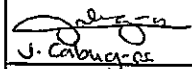

FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)

ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: FALP-18-1902-077

 J. Cabungco Audited By:	 G. Magadia Noted By:
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Name: Caponpon Khienmy Jenell
 Position: Associate
 ID Number: 17-PKIS330
 Batch No.: 169
 Car Model/Line: 401 / 51120

Process: Sub Assy
 Group/Shift: A / NS
 Date/ Time: Feb 15 2019 / 9:05
 No. of Offense: 2nd
 Superior Name: R. marasigan

Audit Findings: Non-Compliance on INSERT PULL method

Details:

- > caught in the act doing half insertion on sub assy process
- > Already conducted awareness meeting regarding half insert
- > Page JS/78 SHIKAKARI 115
BE / 0.35 CIVUS
- > Connector name = SSG-TP-14m

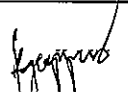
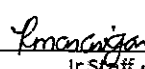
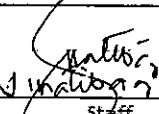
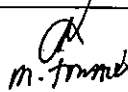
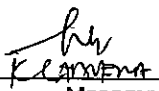
WRITTEN EXPLANATION

Inaabangan ko lang naman pong makapag-insert ang kartabi ko.
 Kaya ko lang naman nagawa yun ay nagwewaiting po ako,
 inaabang ko lang naman po ang wire para madali po itong
 maiinsert.

Please Issue I.R

Remarks/Evaluation:

* INFORM ASSOCIATE TO FOLLOW THE SOP.

 Signature of Employee Date: <u>02/19/19</u>	 Jr Staff Date: <u>2/19/19</u>	 Staff Date: <u>2/19/19</u>	 Supervisor Date: <u>2-19-19</u>	 Manager Date: <u>7/27/19</u>
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Car Model	Suzuki YD1	FEBRUARY		Action Taken
Date, Time:	Feb.15,2019			
Line/ Process	5120/Sub assy			
Shift/ Group	A/NS			
Person Informed	R.Marasigan			
Details				
Non-compliance on Insert Pull method Sub assy associate caught in the act doing half insertion on sub assy. *Already conducted awareness meeting regarding half insert.				



MEMORANDUM

TO : ALL EMPLOYEES
FROM : HUMAN RESOURCE & GENERAL AFFAIRS SECTION
SUBJECT : PENALTY FOR MAJOR NON-COMPLIANCE
DATE : APRIL 16, 2018
REF. NO. : HRGA-2018-04-14

Despite our memo issued on Sept 2017 regarding quality improvement on major non-compliance, we are again reiterating the following reminders and the corresponding disciplinary penalties.

A. Suspension (1 to 5 days) will be given as minimum penalty to any member who will be caught and/or proven to conduct the following non-compliance:

1. Unauthorized Repair/ Hidden Repair excluding usage of prohibited extraction tool
(Pag-repair ng harness na di naayon sa FALP rules)
2. Bringing of the following prohibited materials / tools within production area:
a. Push Pin b. Safety pin c. Paper clip d. other pointed materials that can be used as extraction tool
(to be validated by the QA and Production Manager)
3. Non-compliance on INSERT - PULL method and (Hindi pagsunod sa INSERT - PULL method)
→ This item shall also cover all non-compliance on the existing rules of Sub-assembly process
4. Un-authorized operator doing the process (Pagsasagawa ng process ng hindi authorized/ walang certification from Recruitment and Training Section excluding expired Authorization up to 1 month)

NOTE:

- 4.1 For members under OJT, length of time with buddy supervision shall be based on the Process Certification Procedure of Recruitment and Training Group.
- 4.2 For processes without certification process, shall have record of refresher training and OJT based on Process Certification Procedure of Recruitment and Training Group.
- 4.3 In case the member was instructed by his/her superior to do the process even not certified/authorized based on existing rules of training center/certification department, the appropriate penalty shall be given to the superior.

In case the member repeatedly committed any of the above non-compliance he shall be meted with the following disciplinary actions:

- | | | | |
|---|---|-------------------------|--|
| B | - | 2 nd offense | Suspension of six (6) to ten (10) working days |
| C | - | 3 rd offense | Suspension of eleven (11) to fifteen (15) working days |
| D | - | 4 th offense | Dismissal; dishonourable separation from the service |

B. DISMISSAL from Employment: will be imposed to any member who will be caught and/or proven to have conducted any of the following major non-compliance:

1. Using of prohibited tools during unauthorized repair.
2. Intentional Act of making defect and/or other quality related problems (Sinadya na paggawa ng defect); this shall be considered as product sabotage.


NOTE: An investigation shall be conducted and the employee who allegedly committed the violation shall be given the opportunity to defend himself prior to the imposition of the penalty.

This memorandum shall supersede the memorandum issued last September 19, 2017 (QA-1709-01).

Further, the above Policies will now form part of our Employees Handbook and the same shall take full effect on 01 May 2018.

For your strict compliance.

Prepared by:


NELDA GUCE
HRGA Section Manager


Reviewed by:


VAL AGNO
HR Department Manager

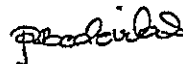
Approved by:


MITSUSHIGE KAWASE
ADMIN Division Manager


Noted by:



EUGENIO CAILAO
Production Department Manager


ARLENE RUBIO
QA Section Manager


ROCHELLE ODEVILAS
HRT Section Manager


TAKEHIDE MARUOKA
QA Department Manager


HIRONORI SHIRAHATA
Production Division Manager


MASAHITO TOKUDA
President

ECT 2 Time detected - 3:24am
- Connector backing Out - Previews
TEN-12M on 12/15-13X0
300us - 64 P80 / 5/18/2 / 23
- Time ECT 1
@ 15am onwards

Ellen Harress - 65 P80 / 5/18/48 / 18
- 11-27-18