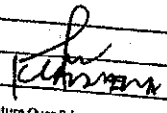




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK26859
Sadsad, Gladys Anne Muntipar
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 17-Dec-18

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st For 1st DIRK SUSPENDING 2018-19 Jan. 15-16, 2019 Jan. 17 will report on DS
Line	FURUKAWA 0713 - B
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 28-Nov-18 to name: Sadsad, Gladys Anne Muntipar

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:

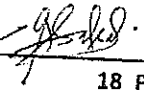
Not following SOP-Non compliance on insert pull method

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

onforme: 
18_PK26859

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 : 18_PK26859

Sadsad, Gladys Anne Muntipar

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 15-Dec-18

This refers to the alleged offense(s) you have committed at

28-Nov-18

to name: Sadsad, Gladys Anne Muntipar

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:

Not following SOP-Non compliance on 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:

JIMT Management

Inform:
18_PK26859
FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

1 ALERT WRITTEN EXPLANATION

Control No: 609-11-18

☐ FAS
☒ PKIMT

Name: GARCIA, Anne Soledad
Position: Associate
ID Number: 18-PK46899
Batch No.: 231
Car Model/Line: SUZUKI JLB

Process: Layout
Group/Shift: D / NS
Date/ Time: 11/28/18 3:42 AM
No of Offence: 1
Superior Name: RONA VIVOR (staff)

Audited By: [Signature]
Noted By: [Signature]

Audit Findings:

Details:

Non compliance on Insert Pull method

> Not conduct pulling of wire on conn. VLE - TK - IOP
Wire color: L, Br / CIVILS
Product: JULOA - 33 RTO (S) - P
33 GB 47
WOOD

WRITTEN EXPLANATION

Dahil sa sabrang delay na po ako at hindi ko na napanatilihan. At dahil ang alam ko mali ko nga din po ay hindi ko nga po nalapulling force. Kung kelan may dumamang ang talent sa mga din po ako di ako napapulling force dahil nga medyo panatilihan ako sa sarili na patang kung ang utak ko kaya pasubun na po di na ko mauulit.
na-pull

Please Issue I.R

Remarks/Evaluation:

Kung nala ka sa sarili, dapat naginform ka para mas mabantayan usap
iyang ginagana o napapalit ka muna para ito ay di na mauulit

<u>[Signature]</u> Signature of Employee Date: <u>12-15-18</u>	<u>[Signature]</u> Jr Staff Date: <u>12-15-18</u>	<u>[Signature]</u> Staff Date: <u>12-16-18</u>	<u>[Signature]</u> Supervisor Date: <u>12-6-18</u>	<u>[Signature]</u> Manager Date: <u>12/8/18</u>
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**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

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 naaayon 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.