

NOTICE OF DECISION MEMO

December 20, 2018

| ТО | : IMIE ROSE K. ALARAZ | | · |
|-----|---|---|----------------------------------|
| FR: | HUMAN RESOURCE & GENERAL AFF | FAIRS SECTION | |
| RE: | DISCIPLINARY ACTION | | |
| Thi | s has reference to your alleged violation o | of the company rule. | |
| | 1. Section A No. 4 Unauthorized Repair | r/Hidden Repair excluding usage of prohib | ited extraction tool, on June 14 |
| | 2018 you were allegedly involved in | attempted dis-insertion of terminal due to | wrong insertion, such violation |
| | is punishable by suspension of 1 to 5 | 5 working days. | . • |
| | sed on the incident report we received a offense mentioned above. | nd the investigation conducted, you have | admitted the responsibility for |
| De | · - | ense in the future, the next higher penalty be more cautious in performing your | |
| | ur suspension will be on <u>borary</u> 8 | 3, 2017 - Lanuary 12, 2019 | · |
| | | | |
| For | your strict compliance. | | |
| | | | |
| | | Approved by: | |
| Va | 12.10.18 | Million Tollan | |
| HR | Department Manager | President | |
| No | red.bv: | , | |
| | Mounday | | • |

Received by:

Mitsushige Kawase 3 10 Division Manager

FURUKEWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC. Lima Technology Center, Lipa City, Batangas

| Part 1: (To be filled-in by the fining within 18 hours, why no disciplinary action should be imposed on you for allegedly involving in an attempte dis-Insertion of terminal due to wrong insertion. Your alleged action is in violation of Memorandum for Major Non-Compliance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Part 2: (To be filled-in by compensed on you for allegedly involving in an attempte dis-Insertion of terminal due to wrong insertion. Your alleged action is in violation of Memorandum for Major Non-Compliance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Durator Part 2: (To be filled-in by compensed employee: Signature over Printed Name Part 2: (To be filled-in by compensed employee) EXPLANATION Also po in Table floor Memorandum po your of the color in Mark Gracc Signature over Printed Name Signature over Printed Name Signature over Printed Name Signature over Printed Name COUNTERMEASURE EXPLANATION Also po in Table floor Memorandum po your of the color in Mark Gracc In your signature over Printed Name Signature over Printed Name COUNTERMEASURE COUNTERMEASURE COUNTERMEASURE Signature over Printed Name Signature over Printed Name Signature over Printed Name Signature over Printed Name Part 2: (To be filled-in by compensed employee) COUNTERMEASURE COUNTERMEASURE COUNTERMEASURE Signature over Printed Name Signature over Prin | • . | INCIE | ENT REPORT FO |)RM | |
|--|--|---|--|---|-------------------------|
| Part 1: (To be filled-in by the Ammediate Superior) NGIDENT REPORT VIOLATION: VIOLATION: Violation is minimized by the same is subjected to suspension of 1-5 days for first offense. Your alleged action is in violation of Memorandum for Major Non-Compilance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Violation in writing within 48 issued by: Violation of Memorandum for Major Non-Compilance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Violation in writing within 48 issued by: Violation of Memorandum for Major Non-Compilance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Violation in writing within 48 issued by: Violation of 1-5 days for first offense. Part 2: (To be filled by: Violation of 1-5 days for first offense. Violation of 1-5 days for first offense. Part 2: (To be filled by: Violation of 1-5 days for first offense. Violation of 1-5 days fo | ID Number: | | Honda Final | June 14, 2018 | |
| VIOLATION: VIOLATION: VIOLATION: Violation: Violation: Violation: Your alleged action is in violation of Memorandum for Major Non-Compliance #1 Section A and the same is subjected to suspension of 1-3 days for first offense. Violation: Your alleged action is in violation of Memorandum for Major Non-Compliance #1 Section A and the same is subjected to suspension of 1-3 days for first offense. Violation: Violation: Your alleged action is in violation of Memorandum for Major Non-Compliance #1 Section A and the same is subjected to suspension of 1-3 days for first offense. Violation: Vio | 15-02440 | | | | |
| Please explain in writing within 48 hours, why no disciplinary action should be imposed on you for allegedly involving in an attempte dis-insertion of terminal due to wrong insertion. Your alleged action is in violation of Memorandum for Major Non-Compliance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Please explain in writing within 48 hours, why no disciplinary action should be imposed on you for allegedly involving in an attempte dis-in-serving in the first of this report. Dissolved by Employee: Date Received by Employee: Date Receive | James Adalay Joseph San Care San Grange San Care San | Part ' | | uperior) | |
| Please explain in writing within 48 hours, why no disciplinary action should be imposed on you for allegedly involving in an attempte discinsertion of terminal due to wrong insertion. Your alleged action is in violation of Memorandum for Major Non-Compliance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Part 2: To be filled by: Date Received: Weight Property Printed Name Part 2: To be filled by property Printed Name Part 2: To be filled in by conferred employee) Signature over Printed Name Signature over Printed Name Signature over Printed Name Part 2: To be filled in by conferred employee) Set Secund Printed Name Part 2: To be filled in by conferred employee Part 2: To be filled in by conferred employee Part 2: To be filled in by conferred employee Part 2: To be filled in by conferred employee Part 3: To be filled in by conferred employee Part 4: To be filled in by conferred employee Part 4: To be filled in by conferred employee Part 4: To be filled in by conferred employee Part 4: To be filled in by conferred employee Part 5: To be filled in by conferred employee Part 4: To be filled in by conferred employee Part 5: To be filled in by conferred employee Part 5: To be filled in by conferred employee Part 5: To be filled in by conferred employee Part 5: To be filled in by conferred employee Part 5: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employe | | | INCIDENT REPORT | | |
| Please explain in writing within 48 hours, why no disciplinary action should be imposed on you for allegedly involving in an attempte discinsertion of terminal due to wrong insertion. Your alleged action is in violation of Memorandum for Major Non-Compliance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Part 2: To be filled by: Date Received: Weight Property Printed Name Part 2: To be filled by property Printed Name Part 2: To be filled in by conferred employee) Signature over Printed Name Signature over Printed Name Signature over Printed Name Part 2: To be filled in by conferred employee) Set Secund Printed Name Part 2: To be filled in by conferred employee Part 2: To be filled in by conferred employee Part 2: To be filled in by conferred employee Part 2: To be filled in by conferred employee Part 3: To be filled in by conferred employee Part 4: To be filled in by conferred employee Part 4: To be filled in by conferred employee Part 4: To be filled in by conferred employee Part 4: To be filled in by conferred employee Part 5: To be filled in by conferred employee Part 4: To be filled in by conferred employee Part 5: To be filled in by conferred employee Part 5: To be filled in by conferred employee Part 5: To be filled in by conferred employee Part 5: To be filled in by conferred employee Part 5: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employee Part 6: To be filled in by conferred employe | | | | | |
| And the same is subjected to suspension of 1-5 days for first offense. Your alleged action is in violation of Memorandum for Major Non-Compliance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Non-Compliance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Non-Compliance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Non-Compliance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Non-Compliance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense. Non-Compliance # 1 Section A and the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compliance # 1 Section A geometry in the suspension of 1-5 days for first offense. Non-Compl | | | VIOLATION: | - je (| |
| A and the same is subjected to suspension of 1-5 days for first offense. A and the same is subjected to suspension of 1-5 days for first offense. Course upon receipt of this report. | Please explain in | writing within 48 hours, why no dis-in | disciplinary action should be imp sertion of terminal due to wrong in | osed on you for allegedly in Isertion. | volving in an attempted |
| D. Linatoc D. Linatoc D. Linatoc Signature over Printed Name Part 2: (To be filled-in by concerned employee) EXPLANATION Alko po in Table Poole Highthat any process he po any lay-oot, my group capacities in a part of the part in the point former in the point former in the part in the par | | Your alleged action is in v | iolation of Memorandum for Major s subjected to suspension of 1-5 d | Non-Compliance # 1 Section ays for first offense. | ı |
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| D. Linatoc D. Linatoc D. Linatoc Signature over Printed Name Part 2: (To be filled-in by concerned employee) EXPLANATION Alko po in Table Poole Highthat any process he po any lay-oot, my group capacities in a part of the part in the point former in the point former in the part in the par | | | | | |
| D. Linatoc Signature over Printed Name Sign | Please explain in | <u> </u> | Noted by: | Received by Employee: | Date Received: |
| Signature over Printed Name Signature over printed Signature over printed Signature over printed Signature over printed Signatu | | | A A | Onicko den | سع |
| Part 2: (To be filled-in by conferred employee) EXPLANATION Ako po ci IMIE Rose AHARAZ ang process he po ay lay-out, ang pang-lay-out ko po ay yong sinan abo ni Marx 6 kiece. Eloc Revies Nong araw po na yan deloy po si 6 race lomant ang may alonormatity na girag-na aragonet yong retainer ng connector. Nindi to po alam na ang may alonormatity na girag-notit tinn po yong connector na yan doliit hindi na man po to pang tay-out ko nakita to po na pang may alonormatity na girag-notit tinn po yong connector na yan doliit hindi na man po to pang may alonormatity na girag-notit tinn po yong connector na yan doliit hindi na man po to pang may alonormatity na girag-notit tinn po yong connector na yan doliit hindi na man po to pang tay at hiro po ako ng Handa, Nakata yo long po ako sa si na na na young insant dun doliit to naman po alam na na young insant dun doliit to naman po alam na na nayong insant dun doliit nay nakifa po ako ni Macam Juli e ay po ang pang lay-obt to. Employee Signature: (hic for dunt) Date Received: Date Received: Date Received: Date Received: | | | natoc Natencia | IMIE ROAE PH | DKF2 06-20-18 |
| EXPLANATION Also po it IMIE Rose HIMRAZ and process so po ay lay-out, ing peng-lay-out to po ay yong vina abo ni Marx scrict. Los reptes. Nong arisw po na yon delay po it brace longial and retainer para alam to a also para tomata ng peng-lay-out to nakita to po na pang may abnormatity na ginegent yong retainer. No connector hindi to po alam na ong inga Co-verker to para so will inn po yong connector na yon dalini hindi naman po to yong connector na yon dalini hindi naman po to yong connector na yon dalini hindi naman po to yong ako isa tabi naya, ang interval to po ay kohanin ang bayo tang po ako isa tabi naya, ang interval to po ay kohanin ang bo wire tabi naya, ang interval to po alam na nay voong insent dun dahil nay nakita po aho ni Maam Juli e ay po ang pang lay-out to. Employee Signature: (hind for dust) Date Preparad: Oto 22-18. Explanation received by: Imile report the hinds. Date Received: Uniter report to the poor of countries and para pang pang lay-out to. Date preparad: Oto 22-18. Date Received: Uniter report the hinds. Date Received: Uniter report the hinds. Date Received: | , , | Signature over | r Printed Name Signature over Printed | Name Signature over Printe | d Name |
| Ako po in Thill lose HIMMAZ and process to po ay lay-out, independent of the policy of | | Par | t 2: (To be filled-in by concerned em | | |
| ing pang-lay-but ko po ay yong cina ab ni Mary Grace langt ang retainer para alam to be also pang lay-but ko po ay no delay po is Grace Langt ang retainer para alam to be also pang retainer. Nong arow po na yon delay po is Grace Langt ang retainer para alam to be also not pang may abnormality na ginag-na arogent yong retainer. No connector tinds to pe also not pang may abnormality na ginag-na arogent yong connector no you dahid hinds na man po to lang po sko rag tistan, gama ng bago lang po to pe also no pe to pe arogent ho pe is of the pang to ako ica tabi nota, ang intention ke po ay kuhanin ang ang bago lang po ako ng intention ke po ay kuhanin ang ang bago insent dun dahid may nakita po ahan na na may arodent ko hinds to naman po alam na na may arodent dun dahid may nakita po aha ni Maam Julie ay arodent dun dahid may nakita po aha ni Maam Julie ay arodent dun dahid may nakita po aha ni Maam Julie ay arodent dun dahid may nakita po aha ni Maam Julie ay arodent dun dahid may nakita po aha ni Maam Julie ay Date prepared: (Anie for days) Date prepared: Ob = 20-18 Explanation received by: Date Received: (C 22-18) (C 22-18) (C 22-18) | · . | |)N | COUNTER | MEASURE |
| Eloc. REPTER. Nung arrow po na sun delay po si Grace Lomagit ang retainer para alam to a aka para tumbra ng pang tayaut ko nakita to po na pang may abnormality na ginggan arbopat yong retainer. Ng connector hindi to po alam na na may ing retainer ng connector na sun dalit hindi na man po masabé ko pa sa Jr. Stoff na ko sa Line na yon galting po ako ng Handa, Nakata yo bang ako sa tabi nya; ang intercon ko po ay kuhanin ang bengotok hindi to naman po alam na NC pala ang obvire na hawak nya at hindi ko rim po alam na may adadating ko Lang po sa Sub Asay dahit kokuhanin ko pang pang Lay-out ko. Employee Signature: Ative for Adaptar Date Received: Sub-Received: Date Received: Sub-Received: Sub-Received: Date Received: Sub-Received: | Ako po ci | | | Sa Socurod | po ay aatamin |
| and also para homother no panglayat ko nakita to po na pag may abnormality na gingen and pag may abnormality na gingen and page may abnormality na gingen and and page may abnormality na gingen and and page may abnormality na gingen and page lam na may may may abnormality na gingen and page may a | | | ring oub in MARY GRACE | no una major conne | cotor na built m |
| page to para homona no panglayat ko nakita to po na pag may abnormality na ginggan anggat yong retainer no connector hindi tro po alam na ang may abnormality na ginggan anggat yong retainer no connector na van dahit hindi na man po ang may abnormality na ginggan ang bago tang po ko po ua Jr. Stoff na ko pamilitiar va connector ng Kissan, gawa ng bago tang po ko po ua Jr. Stoff na ko ua tine na yon gating po ako ng tronda, Nakata yo tang po ako na tabi nya, ang inkarpan ko po ay kohanin ang ang tang ang tang and hawak nya at hindi ko rim po atam na may viong insent dun dahit nang nakita po aho ni Maam Julie ay adadating ko tang po ua Sub Assy dahit kokulanin ko Employee Signature: (hive for dang) Date Received: This for the holds Date Received: This for the holds Date Received: | | hung arow po na you | delay po in Grace Lom | aplang retainer pa | na alam to |
| wilt inn po yong connector na yon dahir hindi na man po ko Familiar va connector ng Nissan, gawa ng bago lang po ko sa line na yon galing po ako ng Honda, Makata yo tang and tag poot ko hindi to naman po alam na NC pala ang be vine na hawak nya at hindi to rim po alam na may veong insent dun dahir nung nakita po ako ni Macam Julie ay adadating ko Lang po sa Sub Assy dahir kukuhanin ko Employee Signature: Anie for dang Date prepared: Ob = Ro - 18 Explanation received by: Tim for some thindis out thinds Date Received: Jan - 1940 | 1 | 7 (3,77) | t to nakita to po r | | ity na giragen |
| would into po young connector as you defint hinds named to be young connector as the season, gown as bago lang to be a sea of the season of th | | retainer. no connector | | ang mag Co-work | er to para |
| ko Familian on concotor of Kistan, gama ng bago lang to ko wa time na yon galing po ako ng Honda, Nakatayo tang o ako wa tabi niya; ang inkatan ko po ay kohanin ang ang bagoot ko hindi ko naman po alam na na na wonng insent dun dahil ning nakita po ako ni Maam Julie ay adadating ko lang po wa Sub Assy dahil kukuhanin ko pa po ang pang lay-out to. Employee Signature: Anje ka dang Date Prepared: Ob = Ro - 18 Explanation received by: Jimile Rowe Hindig and Date Received: Jimile Rowe Hindig and Date Received: | | 7) | / / | 26 | 1 (1 |
| ko ca Line no you galing po ako ng Honda, Nakata yo tong o ako ca tabi niya; ang inknopen ko po ay kishanin ang ang long-oop ko tingdi to naman po alam na NC pala ang obsorvine na hawak nya at hindi ko rim po alam na may obsorvine na hawak nya at hindi ang obsorvine na hawak nya at | to Familian | na consector as it was | , ganua ng bago lana po | 111-12-13-0 | |
| Explanation received by: and interest the policy of the p | iko ka tine | na you gating po ako | ng Honda, Nakatawa | | |
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| Date Prepared: Supplementation received by: Date Received: Date Received: Date Received: Date Received: | | s hind: its | 1 Juneanin als |) | |
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| edactating to long po up Sub Assy dan't kukuhan'n ko Po ang pang Lay-out to. Employee Signature: Oute for dung Date prepared: Ob = 20 - 19 Explanation received by: The Roce thanks of Date Received: | | nak nya at hindi t | so rin po alam na ma | у | Commence of the second |
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FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.

MEMORANDUM

TO

ALL EMPLOYEES

FROM

HUMAN RESOURCE & GENERAL AFFAIRS SECTION

STRUCT

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)
 - 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:

| В | - | 2 nd offense | Suspension of six (6) to ten (10) working days |
|---|---|--|--|
| C | - | 3 rd offense _. . | Suspension of eleven (11) to fifteen (15) working of |

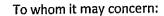
D - 4th offense Dismissal; dishonourable separation from the service

- 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.

EFF: 04/01/13

Danica / Danica Mangundayao Linatoc

| From: Sent: To: Cc: | Julie / Maria Julie Bruno Sabido Thursday, June 14, 2018 4:42 PM Rose / Rose Ann Comia Camalig; Rhen / Rhena Tiquis Valencia; Kim / Kimberly Atienza Morales; Danica / Danica Mangundayao Linatoc Je / Jerald Ramos Ganadillo; Jenny / Gene Rose Fruelda Ferry; Angie / Angelica Vilel | | | | |
|--|--|-------------------|----------------|-----------------|-------------------|
| | Tapalla; Neldz / Nelda | | | a . c.,,,,g | ,,,g=a,,e. |
| Subject: | IR issuance | | | | |
| Importance: | High | • | | | |
| | | | | | |
| Dear Ma'am, | | | | | |
| | | | | | |
| Good day! Kindly issue IR for below employee. | | | | | |
| Alaraz, Imee-Rose | | | | , | .`` |
| Specific Violation: was involved whe insertion. | n co-worker (Delos Reyes, | Mary Grace- PKIMT |) attempted to | disinsert termi | inal due to wrong |
| Thank you, | | | | | |
| Julie | | | | | |
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Last June 14, 2018 at around 2 o' clock in the afternoon (Thursday), upon checking line of 6101, Ms. Mary Grace Delos Reyes (PKIMT) is beside Imee Alaraz (FAS), they were found in sub assy doing suspicious act. Upon checking on their sub PC, found 2 wires with bend male terminal. And then, when I ask of what they were doing, Ms. Mary Grace admitted that they were about to disinsert the terminal on conn. YRHRZ8- 48FLC- BR due to wrong insertion. Upon checking the affected connector, Ms. Mary Grace already removed the built in retainer on connector.

For your reference.

Maria Julie Sabido