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	Signature	over Printed Name/Date	Signature over Printed Name/Date



"Innovating Service Quality"

DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DAGANTE, JANETH

EMPLOYEE NUMBER: EN69-0137

DEPARTMENT: SUBARU (7107)

DATE: AUGUST 27, 2019

RECOMMENDATION:

1.1. This is in reference with your written explanation regarding your alleged violations of One Source General Solution Employee Code of Conduct and Discipline Article 3 Workplace Decorum; section 3.2 Use of Company Property under 3.2.1 wherein Unauthorized possession, use or lending of Company property, equipment or materials

VIOLATION COMMITED: Sub Assy Operator caught on act dis-inserting wrong insert last July 25, 2019, which subjects you for **1-5** days suspension.

It is clearly stated in One Source General Solution Employee Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

For this reason, One Source is considering the following disciplinary action against you and hereby given a long transfer of the said violation of our Employee Code of Conduct.

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

MAYCE ZABEL PENAFLOR OSGS COORDINATOR

NOTED BY:

RITCHIE E. FERRER

OSGS SENIOR SUPERVISOR

Employee's Signature Over Printed Name/Date

Received by:

Signature Over Printed Name/Date

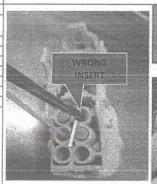
I ALERT WRITTEN EXPLANATION

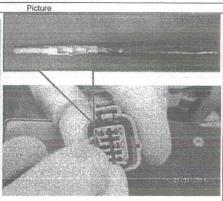
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Name: Position: ID Number: Batch No.: Car Model/Line: Audit Findin	Daganle, Janeth Associate ENG90137 263 Subanu GC7 (7107 ngs: Un-	Process: Group/Shift: Date/Time: No. of Offense: Superior Name: Mutherized / Hidden Reprovided Male Terminal	Audited By: Noted By: SUB-assy Process NS/B JULY 25, 2019 7-20 AM 1st offense G Abuguena air using prohibited to w/C is
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Valencelly college			
	W	RITTEN EXPLANATION	ľ
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	7	Remarks/ Evaluation:	
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	Scpt. 2, 2019	Danga	
ignature of Employee	Jr Staff Date:	Staff Sul	Dervisor Manager

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PARTIES AND		
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	July 25,2019/07:20 am	T
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No.	Dagante, Janeth/EN690137	1
oup	NS/B	7
No.	257 & 263	1
ess	Sub-Assy Process	7
S or Agency: specify	MDHII & Onesource	7
Person Informed	N.Ocampo/G.Abruguena	7
Audited by:	L.Cabatańa	
	Details	

Un-Authorized/Hidden Repair Using Prohibited tool which is improvised male terminal
Caught in act dis-inserting terminal on sub-assy process due to encounered wrong insert o connector STW-SBG-6F wire color: B/
Remarks: Terminal was not used in Line 7107





Action Taken



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

Intentional Act of making defect and/or other quality related problems (Sinadya na paggawa ng defect); this shall be considered as product sabotage.



EXPLANATION SHEET/ COUNTER MEASURE

Involved Employee: Janeth E. DAG AVIT	
Position: Asto a m	Company Assigned: FAI
Date: Styt 0%. 1019	Date Hired: May & Lorg
Date of Incedent/ Accident: JULY 1014 Datails of Explanation:(Use additional page if necessary)	
atails of COUNTERMEASURE:(Use additional page if necessary)	
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