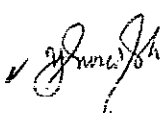
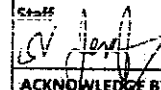





Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 17\_PK12184  
Morcilla, Mariel Valencia   
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : 15-Dec-18

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ASSESSMENT	
No. Offense: 2nd	2nd OFFENSE
For 7 to 10 DAYS SUSPENSION 1/10 - 17/2018	
Line	DMHARR 2102 / 13
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name / Date	

This refers to the alleged offense(s) you have committed at 8-Dec-18 to name: Morcilla, Mariel Valencia

**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:**

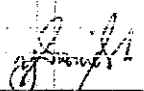
Unauthorized operator doing the process - Appearance inspector caught doing assy work which is not authorized

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\_PK12184

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\_PK12184  
Morcilla, Mariel Valencia ✓ *[Signature]*  
FROM : PKIMT Management  
SUBJECT : Notice to Explain  
No. of Offense : 3<sup>rd</sup> Offense  
DATE : 11-Dec-18

This refers to the alleged offense(s) you have committed at 8-Dec-18 to name: Morcilla, Mariel Valencia

**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:**

~~Un-~~ authorized operator doing the process - Appearance inspector caught doing assy work which she is not authorized

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.

**SIGNED BY:**

*[Signature]*  
**PKIMT Management**

onforme: *[Signature]*  
17\_PK12184

FURUKAWA - Production Operator

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

**COMPLIANCE AUDIT REPORT**  
 (DS - Goh Auditors)

Date: December 03, 2018

Date	Priority	Loc	Actual	Description for the	OK	Remarks	Category	Photo - Other	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person	Person
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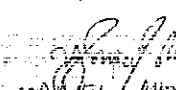
DATE: 12/11/2018

OFFENSE: Not following COP

**WRITTEN EXPLANATION:**

AKO PO SI MARIEL MORCILLA NG LINE 2102 APPEARANCE INSPECTOR  
AY NAHULI NA NAGTETAPE SA ASSY BOARD, KA<sup>gr</sup> SA ~~KADAHILANAN~~<sup>KADAHILANAN</sup>  
PONG KADAHILANAN PONG WAITING AKO AT WALA NG MAPAG-  
SUPPORTAN DAHIL YONG KABILANG APPEARANCE PO NAMIN AY NAGUI-  
NG WAITING DUNG DAHIL DALWA NA SILA, KAYA NAGSIPAN  
KU PONG MASKABIT NA NG NAMEPLATE SA HARNESS DAHIL  
DELAY NA PO SILA, KAYA NAGSIPAN KO PONG TUMULONG.

IPAGPAUMANAIN NYO PO ANG AKING NAGPAWANG HINDI  
PAGSUNOD SA RULES & REGULATION, SA SASUNOD PO AY HINDI  
NA AKO MAGSUSUPPORT SA PROCESS NA HINDI AKO CERTIFIED  
UPANG HINDI NA MAA<sup>4</sup> MAAUDIT AT SASUNOD NA PO AKO  
SA RULES & REGULATION NG FALP, SALAMAT PO.

  
MARIEL MORCILLA

Signature over Printed Name

DM117KU 2102

Car Model / Line

1	2	ID NO	NAME	DATE COMMITTED	O.V.#	Omission or commi	DISCRPTION	Penalty
6161		17_PK12184	Morcilla, Mariel Valencia	2/8/2018	48	Omission or commi	Not following one-piece flow	Warning for Suspension
6626		17_PK12184	Morcilla, Mariel Valencia	4/15/2018	48	Omission or commi	Inspector conduct taping but Unauthorized in the Process	Suspended May 5~11, 2018
8413		17_PK12184	Morcilla, Mariel Valencia	12/8/2018	48	Omission or commi	Un- authorize operator doing the process - Appearance Inspector caught doing assy work which she is not authorized	NTS



**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 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 <sup>nd</sup> offense | Suspension of six (6) to ten (10) working days         |
| C | - | 3 <sup>rd</sup> offense | Suspension of eleven (11) to fifteen (15) working days |
| D | - | 4 <sup>th</sup> 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.