

**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORMN 7105
NS support

ID Number: 14-01036	Complete Name: Everlyn Austria	Section: Production 5	Date of Incident: September 23, 2019	Date Issued: September 26, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT**VIOLATION:**

On September 23, 2019 it was reported that you allegedly caught changing of nameplate at ECT process reported by Mabelle Mortel (PD Staff) during review of CCTV as she was investigating missing harness.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the Company Policy which states Unauthorized repair/Hidden repair. ~~excluding usage of prohibited extraction tool.~~

The allege offense is punishable by Suspension. Your failure to submit the written explanation as required shall be treated as your waiver of right to be heard and we shall proceed processing the case.

(Please explain in writing within 5 days upon receipt of this report. Failure to do so, means you have waived your right to be heard.)

FREQUENCY OF OFFENSE

<input checked="" type="checkbox"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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Issued by: Zylene Perez Immediate Superior Signature over Printed Name	Noted by: Jerald Ganadillo Manager Signature over Printed Name	Received by Employee: Everlyn Austria Signature over Printed Name	Date Received: 9/26/19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Everlyn Austria, JR. Staff ng line 3123 ay umapamin sa kasalanang aking nagawa. Nagpalit po ako ng nameplate sa ECT process which is Un authorized repair. Ipagpaumanhin nyo po ang aking nagawa. ginawa ko po yun sa kadahilanan para mapataas ang aming output at hindi na madala sa repair area ang nasabing harness. Alam ko pong maling mali ang aking nagawa kaya humihingi po ako ng paumanhin sa kinanukulan at nangangako hindi muli gagawa ng ipinagbabawal (hidden repair).

 Everlyn Austria Employee Name Signature over Printed Name	Date prepared: 9/26/19	 Zylene Perez Explanation received by: Signature over Printed Name	Date Received: 9-26-19
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: Offense made result to missing harness / nameplate which is for shipment.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	1575 Workings Days		Date from Nov. 27, 2019 to Dec. 6, 2019	Date Returned to work Dec. 14, 2019
Dismissal	Effective Date: _____ Offenses Against: _____			
Remarks:	Although considered as ill- ness penalty code C, 5 days suspension since action caused delay on shipment			
Issued by: Zyrene Perez	Recommended by: Jerald Ganadillo	Approved by: J. Agno	Noted By Mr. Takoda	
Immediate Superior (Signature over Printed Name)	Section/ Department Manager (Signature over Printed Name)	Human Resources (Signature over Printed Name)	President (Signature over Printed Name)	
Date:	Date:	Date:	Date:	

Note: For recommendation of the imposition of lesser penalty of verbal / written warning, aside from the signature of the immediate superior & Manager, the approval of Human Resource is needed before implementing the Disciplinary Action.
In case/s of SUSPENSION and/or TERMINATION, the President's signature must affix before implementing the Disciplinary Action.

By signing this notice, I am acknowledging that I have read and understood the information in this IR Form and I have been Informed of the consequences of my action.

Employee Signature over Printed Name: Evelyn Austria
Date Received: 8/14/20

Suspension Date: August 15 - 20, 2020

Return to Work: August 21, 2020 DS

16