

1 for 14

INCIDENT REPORT FORM

ID Number: 14-02147	Complete Name: Natino, Aida K.	Section: Daihatsu Final	Date of Incident: March 15, 2019	Date Issued: March 21, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On March 15, 2019 it was reported that you allegedly conduct advance insertion of wires on connector DSY-6FN-B G/ and connector DSL-6F W/B and Y/ as reported by I-Alert.

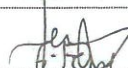

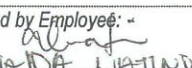
In view of the above, please explain in writing within 5 days or until March 28, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 3 which states Non-compliance on INSERT-PULL method.

The allege offense is punishable by suspension ranging from one (1) to five (5) working days for 1st offense.

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

FREQUENCY OF OFFENSE

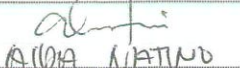

<input checked="" type="checkbox"/> 1 st Offense	<input type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
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Issued by:  Immediate Superior Signature over Printed Name	Noted by:  Manager Signature over Printed Name	Received by Employee:  AIDA NATINO Signature over Printed Name	Date Received: March 23, 2019
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Aida Natino ng L2106 Ang Na Audit ng I Alert sa kadahitananang Ako po ang nag Advance Insert sa Sub-Assy Delay na Delay po kase Ang Sub 4 Nuon. kaya kinailangan kung mag madali para my ma e lay-out. Nag advance insert na po ako para makabalot at diha na delay ang lay-out ko. Alam ko pong mali ang Aling hugawa. Ipong paumanhin nyo po sana Hindi na po iyon nahuhit. Hinikngi ko po ang tugong malawak na Peng-Umawa Sa pangyaring ito.

 AIDA NATINO Employee Name Signature over Printed Name	Date prepared: 3/23/19	 G. Ramo Explanation received by: Signature over Printed Name	Date Received: 3/25/19
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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
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Result of Investigation:

- member admitted the noncompliance

RECOMMENDATION / CORRECTIVE ACTION

Suspension	1 Workings Days Date from <u>OCTOBER 17</u> to <u>—</u> Date Returned to work <u>OCT. 18</u>	
Dismissal	Effective Date: <u>—</u> Offenses Against: <u>—</u>	
Remarks:		
Issued by:	Recommended by:	Approved by:
 Immediate Superior (Signature over Printed Name)	 Section/ Department Manager (Signature over Printed Name)	 Human Resources (Signature over Printed Name)
Date: <u>8/30</u>	Date: <u>8/31</u>	Date: <u>—</u>
		Noted By:  M. Tokuda (Signature over Printed Name)

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:

Date Received: 10/16/19



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.

iAlert Line Audit Report

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