

# INCIDENT REPORT FORM

ID Number: <b>14-01510</b>	Complete Name: <b>Naluz, Kemverly Rose D.</b>	Section: <b>Suzuki Final</b>	Date of Incident: <b>October 6, 2018</b>	Date Issued: <b>October 10, 2018</b>
-------------------------------	--	---------------------------------	---	---

Part 1: (To be filled-in by the Immediate Superior)

## INCIDENT REPORT

### VIOLATION:

On October 6, 2018 it was reported that you allegedly admitted conducting illegal repair on wire harness with Product Name: 36602-68R80 (1)-2-P Lot No: 59EK75 Serial No: 00002 and Connector name: JMX5-20FA-L/BE/L2C2 by dis-inserting the short wire using the other end of wire which is male terminal as reported by compliance coordinators.

In view of the above, please explain in writing within 5 days or until October 19, 2018 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section B No. 1 which states Using of prohibited tools during unauthorized repair.

The allege offense is punishable by dismissal.

(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 <sup>st</sup> Offense	<input type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
---	--	--	--	--

Issued by:  Immediate Superior Signature over Printed Name	Noted by:  Manager Signature over Printed Name	Received by Employee:  Employee Signature over Printed Name	Date Received: <b>- 10-13-18</b>
---	---	--	-------------------------------------

Part 2: (To be filled-in by concerned employee)

### EXPLANATION

Ako po si Kemverly Rose Naluz, Expert na Suzuki Line 5113 na nakaagang na dis-insertion sa kadahilanan para sa dami po na NG namin, naawa na po ako sa leader ko na magpapabalik balik sa Repair. Alin ko nanan po na mali ang ginawa ko, kaya lang po gagaba pa po ng output namin, wala na po kami mailabas sa inspection. Dahil po ang harness po ay nasa Repair pa po. Sa ka-gustuhan ko po na naka out put kami kaya po uga na ko pun. Wala nanan po ako nasa mag-intension sa ginawa ko, alam ko po ang mali po Hindi ko napo gagamin ulit ang Hidden Repair na ginawa ko.

 Employee Name Signature over Printed Name	Date prepared: <b>10-13-18</b>	 Explanation received by: Signature over Printed Name	Date Received: <b>10-16-18</b>
--	-----------------------------------	---	-----------------------------------

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
<p>Result of Investigation: (due to low output of her time)</p> <p>she accepted her mistake that she used prohibited tools when she dis-assembled the simulator at assembly inc. she also immediately accepted without hesitation - with these she will be given max suspension &amp; another chance while she also showed improvement in her process &amp; attendance</p>			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	15 Workings Days Date from 8/15 to 8/22 Date Returned to work 8/23		
Dismissal	Effective Date: 8/12 & 24, 26 Offenses Against:		
Remarks:			
Issued by:	Recommended by:	Approved by:	Noted By:
V. PANGULO Immediate Superior (Signature over Printed Name)	K. CAPENA Section/ Department Manager (Signature over Printed Name)	M. MAGNO Human Resources (Signature over Printed Name)	M. FLORES President (Signature over Printed Name)
Date: 8/20/19	Date: 8/20/19	Date: 8/20/19	Date: 8/20/19

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.

Kemuel D. Nolasco  
Employee Signature over Printed Name:

Date Received: 8-3-19

/ Danica Mangundayao Linatoc

13

From: Rhen / Rhena Tiquis Valencia  
Sent: Wednesday, October 10, 2018 8:28 AM  
To: Danica / Danica Mangundayao Linatoc  
Subject: Fwd: CA Report: Unauthorized/Hidden Repair at Suzuki Line 5113  
Attachments: img-X09154700.pdf; img-X09154721.pdf

Get Outlook for iOS

From: Khat / Katherine Olap Cabrera  
Sent: Wednesday, October 10, 2018 7:38:35 AM  
To: compliance coordinator  
Cc: Val / Agno Gonzales Valentino; Neldz / Nelda Quiatchon Guce; Rhen / Rhena Tiquis Valencia  
Subject: RE: CA Report: Unauthorized/Hidden Repair at Suzuki Line 5113

Dear Compliance Coordinators,  
Good morning!

As per interview to expert Kemverly Naluz of line 5113 admitted that she do illegal repairing by dis-inserting the short wire using the other end of wire—which is male terminal.

Incident happened last Oct 6, 2016—NS

When expert Kem saw the harness with NG short wire at “defect hanger”, she thought of repairing the harness since the harness was still on layout. She did not know that Jr staff Catherine Oberes (at the meeting that time)

already know the defect and for completion of red tag to bring to repair. Expert Kem dis-insert the harness using male terminal and get new wire to replace.

For this, expert Kem and Jr Staff Cat violated the following rules:

Expert Kem – illegal repairing using terminal

Expert Kem and Jr Staff – not conducting QIWS when defect happened, lack of awareness that it is ok to bring the harness at repair area even no sign yet of Staff

Both lines 5113 and 5114 have “Defect Hanger” at the area for NG harness - which is no good for keeping the NG harness and not bringing to repair immediately. Which they can also do illegal repairing and not bringing to repair area.

Upon interview to expert Kem – she is aware on the Memo for Non-compliance and its penalty but still continue to do illegal repair because her concern is the output.

Action Taken:

We will request HR to issue Incident Report to expert Kim and Jr Staff Kat Oberes.

Immediately remove the Defect Hanger at line 5113 and 5114.

Re-education to Jr staff, Staff and expert about the flow of defect.

Change the mindset of associate and above, to put quality first before other.

Please see attached for the evidence of awareness last Aug 28, 2018 and written report of expert.

Thanks,  
Khat