

INCIDENT REPORT FORM

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|-------------------------------|--|---------------------------------|--|---------------------------------------|
| ID Number: 17-03360 | Complete Name: Aguda, Berna B. | Section: Suzuki Final | Date of Incident: January 26, 2019 | Date Issued: March 21, 2019 |
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On January 26, 2019 it was reported that you were allegedly caught doing taping on assembly even if she's not certified on the process 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. 4 which state Unauthorized operator doing the process.

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: <i>[Signature]</i> AGUDA, BERNA B. Immediate Superior Signature over Printed Name | Noted by: <i>[Signature]</i> 3/25/19 KARONA Manager Signature over Printed Name | Received by Employee: <i>[Signature]</i> B. AGUDA Signature over Printed Name | Date Received: |
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Berna B. Aguda ng SUZUKI-YDI Inpanel (CCB) ay na audit ng I-ALERT sa kadahilananang ako po ay nagtatape sa asay kahit hindi certify. Nagtape lang po ako doon sa portion na yun dahil malimit po yung mag NC sa inspection. Tinering at sinubukan ko lang naman pong tapepan ang portion na yun. Tinignan ko din po kung paano tapepan ng asay. Hindi pa lang po ako makapag crosstrain sa Taping dahil under po ako ng EIT sa Appearance.

| | | | |
|---|----------------------------------|--|----------------------------------|
| <i>[Signature]</i> B. AGUDA Employee Name Signature over Printed Name | Date prepared: 3/26/19 | <i>[Signature]</i> KARONA Explanation received by: Signature over Printed Name | Date Received: 3/26/19 |
|---|----------------------------------|--|----------------------------------|

EVALUATION / INVESTIGATION

Minor Offense

☐ Verbal Warning☐ Written Warning

Major Offense

☒ Suspension☐ Dismissal

Result of Investigation:

In case of problem e line, should inform Jr. staff to teach associate
 & not the one not authorized on the process.

RECOMMENDATION / CORRECTIVE ACTION

Suspension

☐ Workings Days Date from 04/24 to 04/24
Date Returned to work 04/24

Dismissal

Effective Date: _____ Offenses Against: _____

Remarks:

Issued by:

[Signature]Immediate Superior
(Signature over Printed Name)Date: 03-26-19

Recommended by:

[Signature]
 K. C. B. W. E. M. A. I. E. C. A. I. A. D.
 Section/ Department Manager
 (Signature over Printed Name)
Date: 04-09-19

Approved by:

[Signature]
 Human Resources
 (Signature over Printed Name)
Date: 4/11/19

Noted By

[Signature]
 President
 (Signature over Printed Name)

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.

[Signature]
 Employee Signature over Printed Name:
Date Received: 04-23-19

I ALERT WRITTEN EXPLANATION

☒ FAS

Control No: FALP-1A-1101-054

☐ AGENCY

Please Specify: _____

| | |
|----------------------------------|--------------------|
| For: <u>Mr. Magadia</u> | <u>Mr. Magadia</u> |
| Audited By: <u>J. Carag - 05</u> | Noted By: _____ |

Name: Berna B. Aguda
 Position: Export
 ID Number: 17-03360
 Batch No.: 1
 Car Model/Line: SUZUKI YD1 / 5123

Process: Assembly
 Group/Shift: NC-A
 Date/ Time: Jan. 26, 2019
 No. of Offense: First
 Superior Name: J. Topacio

Audit Findings: Un-authorized operator during the process

Details:

> She was caught doing taping on assembly even if she's not certified on the process.

WRITTEN EXPLANATION

Ako po si Berna B. Aguda ng SUZUKI-YD1 Inpanel 5123 ay na audit ng IAlert sa kadahilanang ako po ay nagtatape sa assy kahit hindi certify. Nagtape lang po ako dahil sa portion na yun dahil kami malimit po yung mag NG sa inspection. Tinesting at sinubukan ko lang naman pong tape pan ang portion na yun. Tiningnan ko din po kung paano tape pan ng assy. Hindi pa lang po ako makapapa constrain sa Taping dahil under pa po ako ng OJT sa Appearance.

Please Issue I.R

Remarks/ Evaluation:

7 Already give written explanation
 7 ongoing OJT at taping process.

3/21

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| <u>Berna Aguda</u> Signature of Employee Date: <u>3-15-19</u> | <u>Mr. J. Carag</u> Jr Staff Date: <u>3-15-19</u> | <u>Mr. J. Carag</u> Staff Date: <u>3-15-19</u> | <u>Mr. J. Carag</u> Supervisor Date: <u>3-15-19</u> | <u>Mr. J. Carag</u> Manager Date: <u>3-15-19</u> |
|---|---|--|---|--|