



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 : 18_PK23385
Lapat, Kimberley Agonia - *Kimigat*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 5-Feb-19

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st</i> <i>1 DAY SUSPENSION</i> <i>FEB. 16, 2019 Kimigat</i>
Line	<i>CUZUCHI 5702</i>
Jr. Staff	
Staff	
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	<i>KLARMENT</i> <i>2/5/19</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 23-Jan-19 to name: Lapat, Kimberley Agonia

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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:

Not following General Rule

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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:

Amelavera *2/5/19*
PKIMT Management

Conforme:

Kimigat

18_PK23385

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK23385

Lapat, Kimberley Agonia

Kimberley

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 2-Feb-19

This refers to the alleged offense(s) you have committed at 23-Jan-19 to name: Lapat, Kimberley Agonia

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:

Not following General Rule

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]*
18_PK23385


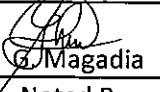
FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHI
☒ PKIMT ☐ ADD EVEN

Control No: FALP-1A-1901-034

 R. Sanchez	 G. Magadia
Audited By:	Noted By:

Name: Lapat, Kimberly
 Position: Associate
 ID Number: 18-PR233.85
 Batch No.: 213
 Car Model/Line: Suzuki 707/5102

Process: Subassy. Process
 Group/Shift: Ns - A
 Date/ Time: January 23, 2019/
 No of Offence: 1st
 Superior Name: S. Hornilla

Audit Findings: Not following General Rules
 Details:

- > Did not put/apply red markings to connector using jig marker provided.
 - > Countermeasure to crosswire
- Connector: DSY/MKG-2GM

NOTE: All buffer sub wire has no markings (see attached report)

WRITTEN EXPLANATION

Ako po si kimberley A. Lapat ng Line 5102 sub 22/11. ako po ay nag-mamarking ng connector ng DSY/MKG-2GM. sigurado po ng makita nilang walang markings ang buffer ko ng araw na iyon. kadalasan pong madaling mapawi o mabura ang red markings kapag nag-iinsert ako ng ibang shika-kari ng wire kasi na papawi ng gloves ko hindi ko po sigurado makita na nawawala na ang markings.



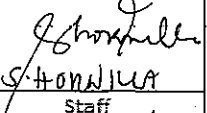
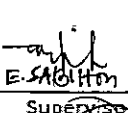
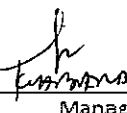
Pero ako po ay sumusunod sa counter measure kasi po upang maiwasan ang crosswire nito.

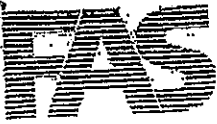
Please issue I.R.

Remarks/Evaluation:

Red Ink of jig marker will be replaced on Saturday January 26, 2019 care of Vincent Lajara (PE).

If no more ink, you should inform your superior.

 LAPAT KIMBERLEY A. Signature of Employee Date: <u>1/24/19</u>	 G. Santos Jr Staff Date: <u>1/24/19</u>	 S. Hornilla Staff Date: <u>1/25/19</u>	 E. SABILLON Supervisor Date: <u>1/25/19</u>	 J. Lajara Manager Date: <u>1/25/19</u>
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**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 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.




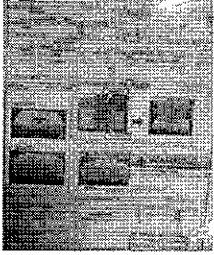
In case the member repeatedly committed any of the above non-compliance he shall be meted with the following disciplinary actions:

- | | | | |
|---|---|-------------------------|--|
| 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.

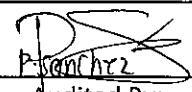
Alert Line Audit Report

Car Model	Suzuki YV7 main	Picture	Action Taken
Date	Jan-22-2019	<div>GOOD</div>  	<p>Reported on MQM and issued written explanation</p>
Line/ Process	Tsunocori Insertion Sub Assy		
Shift/ Group	DS-B		
Person Informed	L.Lumayag/P.Saniano		
Details		 	
<p>Shift A sub-assy associate did not put/apply red marking on connector using jig marker provided.</p> <p>NOTE: All buffer sub wires found no markings.</p>			

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: PAIP-1A-1901-134

	G. Magadia
Audited By:	Noted By:

Name: Lapat, Kimberley
 Position: associate
 ID Number: 18-PK23385
 Batch No.: 213
 Car Model/Line: SUZUKI VV7/5102

Process: Sub-assy process
 Group/Shift: NS-A
 Date/ Time: January 23, 2019
 No of Offence: 1st
 Superior Name: S. Amilla

Audit Findings: Did not put/lapply red marking to connector using jig marker provided
 Details:

> countermeasure to crosswire

Connector: DSY/MKG-26M


Note: All sub-wires (huffer) has no markings-

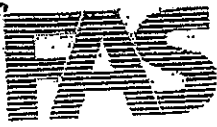
WRITTEN EXPLANATION

Ako po si Kimberley A. Lapat ako po ay nasa process ng sub assy ng sub 22 una po sa lahat nag babasa po ako ng mga fasti/ na mga paalala sa process nakakabit; na dapat ko gawin tulad ng (Attention) yan po una pa lang nagmamark po ako ng connector marking na red. Ito po ay madalas mapagmal-ang o makita na parang walang markings kasi po ito ay pagtatagalan nabubura rin po ito ako naman po bago magbukas ng isang plastic ng connector ng DSY/MKG-26M ay iniisa-isa ko po pa pong i-check kung good po o hindi kasabay ng paglalagay ng marking na red ito po ay itilagay ko na po sa lagayan ng connector ko.

May nag sabi rin na hindi ako naglalagay siguro po nakikita nila na hindi dahilan po na ganito. Ok na yon lahat meron na marking nakalagay na sa lagayan ko direktro po ako nag lalagay ng DSY/MKG-26M sa jig at nag sub na ko akala nila wala (wala) at hindi naman totally nila nakitang may marking na owala na yon. Lahat at para direktro na rin ako lagay ng lagay ng connector sa jig para mas madali ko po sya gamitin - maam ako pa ang nag request ipaayos ang connector marking para maayos ko ito gamitin para masasabi na hindi ako nag lalagay

Remarks/ Evaluation:

				
Signature of Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>Jan-24-19</u>	Date: _____	Date: _____	Date: _____	Date: _____



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