



**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

NOTICE OF DECISION MEMO

December 20, 2018

TO: IMIE ROSE K. ALARAZ
FR: HUMAN RESOURCE & GENERAL AFFAIRS SECTION
RE: DISCIPLINARY ACTION

This has reference to your alleged violation of the company rule.

1. Section A No. 4 Unauthorized Repair/Hidden Repair excluding usage of prohibited extraction tool, on June 14, 2018 you were allegedly involved in attempted dis-insertion of terminal due to wrong insertion, such violation is punishable by suspension of 1 to 5 working days.

Based on the incident report we received and the investigation conducted, you have admitted the responsibility for the offense mentioned above.

Such should you again commit the same offense in the future, the next higher penalty shall be imposed to you. Despite the above penalty we urge you to be more cautious in performing your job responsibility and to avoid committing similar offenses.

Your suspension will be on January 8, 2019 - January 12, 2019.

For your strict compliance.

12/20/18
Val G. Agno
HR Department Manager

Approved by:
Masahito Tokuda
President

Noted by:
Mitsushige Kawaguchi
Division Manager

Received by:
Imie Rose K. Alaraz

FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 15-02440	Complete Name: Alaraz, Imie Rose K.	Group: Honda Final Nissan Final 6161/B	Date of Incident: June 14, 2018	Date Issued: June 14, 2018
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT**VIOLATION:**

Please explain in writing within 48 hours, why no disciplinary action should be imposed on you for allegedly involving in an attempted dis-insertion of terminal due to wrong insertion.

Your alleged action is in violation of Memorandum for Major Non-Compliance # 1 Section A and the same is subjected to suspension of 1-5 days for first offense.

Please explain in writing within 48 hours upon receipt of this report. Failure to do so, means you have waived your right to be heard.

Issued by: D. Linatoc	Noted by: R. Valencia	Received by Employee: IMIE ROSE ALARAZ	Date Received: 06-20-18
Signature over Printed Name	Signature over Printed Name	Signature over Printed Name	

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

EXPLANATION

Ako po si IMIE ROSE ALARAZ ang process ko po ay lay-out, ang pang-lay-out ko po ay yung win sub ni MARY GRACE DELAS REYES. Nung araw po na yun delay po si Grace Lumaga po ako para kumita ng panglay-out ko nakita ko po na tanggap yung retainer ng connector. Hindi ko po alam na built inn po yung connector na yun dahil hindi naman po ako familiar sa connector ng Nissan, gawa ng bago lang po ako sa line na yun galing po ako ng Honda, Nakatayo lang po ako sa tabi nya, ang intention ko po ay kumita ang pang-lay-out ko hindi ko naman po alam na ng pala ang subvire na hawak nya at hindi ko rin po alam na may wrong insert dun dahil nung nakita po ako ni Maam Julie ay kadadating ko lang po sa Sub Assy dahil kukuharin ko nga po ang pang lay-out ko.

Employee Signature:

Date prepared:

06-20-18

COUNTERMEASURE

Sa susunod po ay aatamin ko na ang mga connector na built-in ang retainer para alam ko po pag may abnormality na gisingaw ang mga co-worker ko para masabi ko po sa Jr. Staff namin.

Explanation received by:

IMIE ROSE ALARAZ
Signature over printed name

Date Received:

6-22-18
06-20-18



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 naayon 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.

Danica / Danica Mangundayao Linatoc

From: Julie / Maria Julie Bruno Sabido
Sent: Thursday, June 14, 2018 4:42 PM
To: Rose / Rose Ann Comia Camalig; Rhen / Rhena Tiquis Valencia; Kim / Kimberly Atienza Morales; Danica / Danica Mangundayao Linatoc
Cc: Je / Jerald Ramos Ganadillo; Jenny / Gene Rose Fruelda Ferry; Angie / Angelica Vilela Tapalla; Neldz / Nelda Quiatchon Guce
Subject: IR issuance
Importance: High

Dear Ma'am,

Good day!
Kindly issue IR for below employee.
Alaraz, Imee-Rose

Specific Violation: was involved when co-worker (Delos Reyes, Mary Grace- PKIMT) attempted to disinsert terminal due to wrong insertion.

Thank you,

Julie

To whom it may concern:

Last June 14, 2018 at around 2 o' clock in the afternoon (Thursday), upon checking line of 6101, Ms. Mary Grace Delos Reyes (PKIMT) is beside Imee Alaraz (FAS), they were found in sub assy doing suspicious act. Upon checking on their sub PC, found 2 wires with bend male terminal. And then, when I ask of what they were doing, Ms. Mary Grace admitted that they were about to disinsert the terminal on conn. YRHRZ8- 48FLC- BR due to wrong insertion. Upon checking the affected connector, Ms. Mary Grace already removed the built in retainer on connector.

For your reference.



Maria Julie Sabido