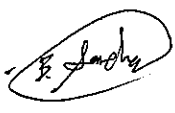
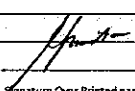




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 19\_PK30137  
NAME : Sanchez, Brent Ilao   
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : December 17, 2019

<b>PKIMT</b>	<b>ACKNOWLEDGEMENT FORM</b>
<b>COMMENTS/ ASSESSMENT</b>	
No. Offense: <i>1st - 1 DAY SUSPENSION</i> <i>UNT. 07, 2020</i>	
Line/Shift <i>MDS 0720 - A</i>	
ACKNOWLEDGE BY: 	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 12/8/2019 to name: Sanchez, Brent Ilao

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:

**Non-compliance on Insert-Pull Method**

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.

NOTED BY:

  
PKIMT Management

Conforme:   
19\_PK30137

FURUKAWA - Production Operator

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



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 : 19\_PK30137  
NAME : Sanchez, Brent Ilao  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 12-Dec-19

This refers to the alleged offense(s) you have committed at 8-Dec-19 to name: Sanchez, Brent Ilao

**Violation Offense: 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

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NOTED BY:


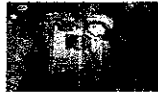
  
PKIMT Management

Conforme:   
19\_PK30137

FURUKAWA - Production Operator  
(Please attach your written explanation upon returning of this letter)

COMPLIANCE AUDIT REPORT  
(DS - Gold Adriano)

Date: December 08, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK?	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
4	12/08 DS	Suzuki line 5120			Non-compliance on insert-pull method sub assy associate caught advance insertion of wire G/ and R/ which might cause TBO and wrong insert	NG	Informed sub assy associate to follow sop in sub assy also advised junior staff to check and monitor concern associate	SOP	 Sanchez, Brent - PKIMT	Haydie Hernandez	Suzuki	Ma'am Kath	For monitoring

PKIMT

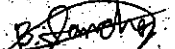
OFFENSE: Non compliance on Insert-Pull Method.DATE: 12-13-19

## WRITTEN EXPLANATION:

kaya po ako nag advance insertion dahil delay na po ako kelangan lang po at malayo nAPO ang board.

## Countermeasure:

kahit po na dedelay ako hindi na po ako mag advance parensya nAPO.

  
Brent Sanchez

Signature over Printed Name / Line



## 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 <sup>nd</sup> offense	Suspension of six (6) to ten (10) working days
C	-	3 <sup>rd</sup> offense	Suspension of eleven (11) to fifteen (15) working days
D	-	4 <sup>th</sup> 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.

**NOTE:** An investigation shall be conducted and the employee who allegedly committed the violation shall be given the opportunity to defend himself prior to the imposition of the penalty.

This memorandum shall supersede the memorandum issued last September 19, 2017 (QA-1709-01).

Further, the above Policies will now form part of our Employees Handbook and the same shall take full effect on 01 May 2018.

For your strict compliance.

Prepared by:

Reviewed by:

Approved by:

  
NELDA GUCE

HRGA Section Manager

  
VAL AGNO

HR Department Manager

  
MITSUSHIGE KAWASE

ADMIN Division Manager

Noted by:

  
EUGENIO CAILAO

Production Department Manager


  
ARLENE RUBIO


QA Section Manager

  
ROCHELLE ODEVILAS

HRT Section Manager

  
TAKEHIDE MARUOKA  
QA Department Manager

  
HIRONORI SHIRAHATA  
Production Division Manager

  
MASAHITO FUKUDA  
President