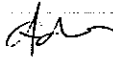
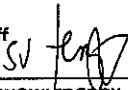





Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK11787
Advento, Lady Avon Villegas 
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 7-Feb-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 15 DAYS SUSPENSION 2 DAYS FEB 21-23, 2019
Line	NIKSAW 601-12
Jr. Staff	
Staff	SV 
ACKNOWLEDGE BY:	
MANAGER	
Signature over printed name/ Date	

This refers to the alleged offense(s) you have committed at 1-Feb-19 to name: Advento, Lady Avon Villegas

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 Follow SOP - Caught doing mass pulling of wires during sub assy operation

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:


PKIMT Management

Conforme: 
17_PK11787


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 : 17_PK11787
Advento, Lady Avon Villegas 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 1-Feb-19

This refers to the alleged offense(s) you have committed at 1-Feb-19 to name: Advento, Lady Avon Villegas

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:

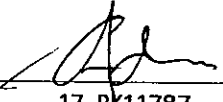
Not Follow SOP - Caught doing mass pulling of wires during sub assy operation

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


onforme: 
17_PK11787

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(DS - Pauline P. Agojo)

Date: February 1, 2019

Item #	Date/Shift	Process / Area	Actual Image	Findings/Items for Improvement	OK/ NG	Action	Category	Operator / Concern Person	Concern Shift	Person Informd	Group/Department	Person in charge	Status/Remarks
1	02/01/19 DS	Nissan 6101		Caught mass pulling of wires during Sub Assy operation, possible outflow of TBO defect	NG	Leader to remind members to be consistent in following Sub assy standard operation procedure	SOP	Lady Avon Advento (PKIMT)	DS	Jacel Reyes	Nissan	Sir Marlon	for monitoring

PKIMT

DATE: 02-02-19

OFFENSE: Not following SOP

WRITTEN EXPLANATION:

Ako po si Lady Avon V. Advento ay nangangako na hindi na mauulit na mag mass pulling. Nagkataon lang po na sa pag hila ko ay hindi po ito ang napull sa sub-pc. Sunod ko po kasing insertion ay may V.O na kapit ko po ang V.O kaya napa pull na po ako sa madamihan wire. Hindi ko na po na pull ang mismang (sa sus) wire.

COUNTERMEASURE:

Sa susunod po ay sisiguraduhin ko na pong (hindi) iiisang wire lang po ang aking mahihigit upang ali na ito mauulit.
Pasensya na po

LADY AVON V. ADVENTO
Signature over Printed Name

NISSAN / 6101
Car Model / 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 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.