



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

5018 B

INCIDENT REPORT FORM

ID Number: 17-03397	Complete Name: Marilag De Chavez	Section: PD-PD4 SUZUKI	Date of Incident: July 14, 2020	Date Issued: September 17, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On July 14, 2020, it was reported that you allegedly conducted not following SOP, you did not use your own QR code during Dimension Inspection process as reported by I-Alert member named R.Alegro.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the company handbook Specific Violations and Their Penalties letter C. Offense Against Work/ Business Standard #4 Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

The allege offense maybe punishable by ~~Dismissal~~ Suspension of 6 ~ 15 working days of 3rd 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 type="checkbox"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input checked="" type="checkbox"/> 3rd Offense	<input checked="" type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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Issued by: Bevelyn De Castro	Noted by: Katherine O. Cabrera 9/21/2020	Received by Employee: Marilag De Chavez	Date Received: 09-21-2020
Immediate Superior Signature over Printed Name	Manager Signature over Printed Name	Signature over Printed Name	

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

EXPLANATION

Noong time po na naaudit alko dito ay may support kami sa Dim. eh wala pa po syang QR CODE kaya po tumawag alko ng IT nung time na yun para maparegistered yung id number ng support tapos sagot po ni IT ay patay nalang ay hindi pa naman po OK ay nagkita naman po na tambakan na nun kaya pansamantala po muna Namin pitag amit ang QR code ng ECR inspector hanggang sa naaudit na po ng I-Alert.

Marilag De Chavez	Date prepared:	Katherine O. Cabrera	Date Received:
Employee Name Signature over Printed Name	09-21-2020	Explanation received by: Signature over Printed Name	10/10/2020

Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: DID NOT INFORM SUPERIOR ON HER CONCERN SINCE IT WAS NOT ABLE TO REGISTER QR CODE OF ASSOCIATE. SHE JUST LET HER QR CODE USE INSTEAD.			

RECOMMENDATION / CORRECTIVE ACTION

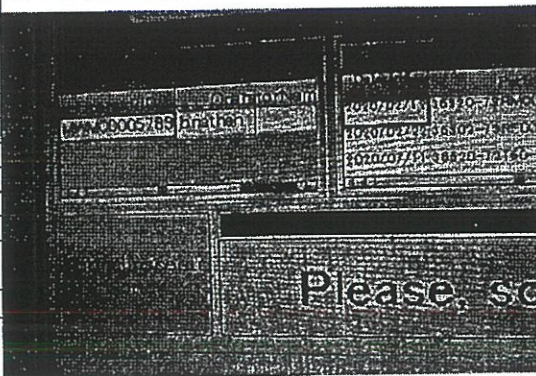

Suspension	10 Working Days Date from <u>11/19/18</u> to <u>11/19/18</u> Date Returned to work <u>11/26/18</u>	
Dismissal	Effective Date: _____ Offenses Against: <u>11/14/18</u> <u>12/19/18</u>	
Remarks:	SINCE SHE HAVE 4 LATE ARRIVAL, PENALTY WILL BE CONSIDERATE WITH <u>1</u> ! HR 2-2-3 WAS ALMOST THE SAME AS CONSIDERATE. MAXIMUM SUSPENSION WILL BE GIVEN TO THE EMPLOYEE FOR HER VIOLATIONS.	
Issued by: <u>Bebelyn De Castro</u> Immediate Superior (Signature over Printed Name)	Recommended by: <u>K. Cabrera / E. Callao</u> Section/ Department Manager (Signature over Printed Name)	Approved by: <u>[Signature]</u> Human Resources (Signature over Printed Name)
Date: _____	Date: _____	Noted By: <u>[Signature]</u> President (Signature over Printed Name)

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.


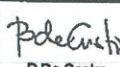


X
 Employee Signature over Printed Name:

Date Received: X

Date & Time	July 14,2020/9:40		
Shift & Group	DS/B		
Car Maker/ Model	Suzuki YD1 Inpanel		
Line No.	5117		
Name	Marilag, De Chavez		
ID No.	17-03397		
Batch No.	76		
Process	Dimension		
FAS or Agency: specify	Jr Staff		
Person Informed	C. Ramos		
Audited by:	R. Alegro		
Reason/Risk:no traceability, wrong traceability			
Audit Details			
Not Following SOP /			
Not using her own QR code during Dimension Inspection process.			
		Conduct awareness meeting.	



Minutes of Meeting

Prepared	Examined	Verified	Noted
 V. Lasin	 B. De Castro	 K. Cabrera	 E. Cailao

Date : October 10, 2020

Location : PD4 Control Area

Marilag De Chavez Hearing

Attendees :

Katherine Cabrera
Donnabel Cuartero
Bebelyn De Castro
Veronica Lasin

Details:

Not following SOP(Did not used own QR CODE)
Date of incident: July 14, 2020

Hearing Meeting Summary:

Ayon kay Marilag noong naudit daw sya ay may support sila sa dimension, wala daw QR code ang support nila kaya tumawag sya ng IT noong mga oras na Iyon para ipa-register ang ID number ng support. Hindi daw nag OK ang pagkakaregister ng IT , Nagkataon daw na tambakan na kaya pansamantala niyang ginamit ang QR code ng ECT Inspector.

Inaamin naman niya na mali ang kanyang nagawa at hindi na daw po Ito nauulit pa.

Start Of Minutes: 2:00pm
End of Minutes: 2:30pm



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☒ Meeting

Title: Hearing
Venue: PDY Control Area
Facilitator: Katherine Cabrera

Date: 10/10/2020
Time: 2:00 - 2:30

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Donabel L. Cuartero	QC-Intert	Staff	
2	Benelyn De Guzman	PDY	Staff	
3	Verilog De Chavez	PDY	Jr. Staff	
4	Veronica Lasin	PDY	Jr. Staff	
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Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

Facilitator's Signature/Date: