



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

NOTICE OF DECISION MEMO

January 22, 2019

TO: JESSICA C. MIRAÑA

FR: HUMAN RESOURCE & GENERAL AFFAIRS SECTION

RE: DISCIPLINARY ACTION

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

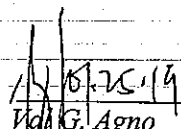
1. Section A No. 4 Unauthorized Repair/Hidden Repair excluding usage of prohibited extraction tool, on June 13, 2018 you allegedly add tape on dimension process with Product no: 36620-74PUO/59HW06/06 as reported by I-Alert, such violation is punishable by suspension of 6 to 10 working days for 2nd offense.

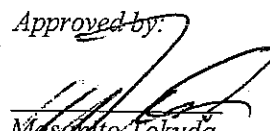
Based on the incident report we received and the investigation conducted, you have admitted the responsibility for the offense mentioned above.

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 February 4-11, 2019

For your strict compliance.


Val G. Agno
HR Department Manager

Approved by:

Masamoto Tokuda
President

Noted by:


Masamoto Tokuda
Division Manager

Received by:


JESSICA C. MIRAÑA

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I ALERT WRITTEN EXPLANATION

Control No: 505 - 06-18

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☐ PKIMT

	
Audited By:	Noted By:

Name: Jessica Miranda
 Position: Associate
 ID Number: 14-02143
 Batch No.: 51
 Car Model/Line: Suzuki 783 Impel / 5103

Process: Dimension
 Group/Shift: B-NS
 Date/ Time: 06-13-18 / 9:30pm
 No of Offence: 2nd offence
 Superior Name: N. De Castro (PD staff) / R. Macaraig (PD Jr. staff)

Audit Findings: Un-Authorized Repair / Hidden Repair

Details:

* Adding tape on dimension process

Product: 360RD-74FUD / EQ#1106 / 06

WRITTEN EXPLANATION

I admit my mistake for not following the standard rules on my process. I really didn't noticed that my Jr. staff was already behind me while doing adding tape. If I've known I was just ask her to repair it.

I just don't want to delay my process so I did a little thing to the harness to be good that I know it can affect my evaluation.


I understand and I am willing to take any punishment that you will be given to me. Hoping for your kind consideration.

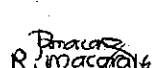
COUNTER MEASURE:

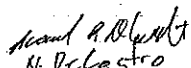
~~CHANGE PROCESS~~ Cancellation of certification in inspection process


Remarks/ Evaluation:

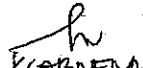
Please Issue I.R


Signature of Employee
Date: <u>06/19/18</u>


Supervisor
Date: <u>06-19-18</u>


Staff
Date: <u>6/19/18</u>


Supervisor
Date: <u>6/19/2018</u>


Manager
Date: <u>6/20/18</u>

Date received: 7/10/18
1:53 PM