



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

NOTICE OF DECISION MEMO

January 31, 2019

TO: JOY C. MALALUAN

FR: HUMAN RESOURCE & GENERAL AFFAIRS SECTION

RE: DISCIPLINARY ACTION

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

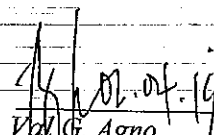
1. Major Non-Compliance Section B No. 1 which states Using prohibited tools during unauthorized repair due to alleged attempt to unlock connector SSG-JC-22MT-L on layout process using good male terminal with product no: 36065-64P40(7)-1-P/59NJ98/19 as reported by I-Alert.

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 6-23, 2019

For your strict compliance.


Val G. Agno
HR Department Manager

Approved by:

Masafito Tokuda
President

Noted by:

Mitsushige Kawanishi
Division Manager


Received by: Joy G. Malaluan

INCIDENT REPORT FORM

ID Number: 17-03447	Complete Name: Malaluan, Joy C.	Group: Suzuki Final S102 / 8	Date of Incident: July 7, 2018	Date Issued: July 19, 2018
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

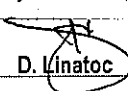
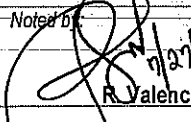
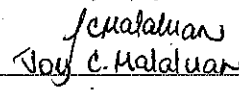
VIOLATION:

On June 13, 2018 it was reported that you allegedly attempt to unlock connector SSG-JC-22MT-L on layout process using good male terminal with product no: 36065-64P40(7)-1-P/59NJ98/19 as reported by I-ALERT.

In view of the above, please explain in writing within 5 days or until August 6, 2018 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section B.No. 1 Using prohibited tools during unauthorized repair.

The allege offense is punishable by dismissal.

Please explain in writing within 5 working days upon receipt of this report. Failure to do so, means you have waived your right to be heard.

Issued by:  D. Kinatoc Signature over Printed Name	Noted by:  R. Valencia Signature over Printed Name	Received by Employee:  Joy C. Malaluan Signature over Printed Name	Date Received: 07-27-18
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Joy Malaluan, NA audit po ng I-ALERT NA it-unlock ang connector. ako po o kame ay nakaing naman sa taga ng repair, kapaig may ipapa unlock po kahit paco NA po kame ng katatawag naglakbay din po kami ng UNFINISHED tag kaya lang po ngkataon lang NA sobrang tagal ng repair imapit, tapos delay na kame. Hindi ko po alam kung ano po ang sumagi sa isip ko at sinubukan ko iunlock ang connector pero ito naman po ay hindi ko din natutaloy gawa ng takot po ako at mali ito. Ako nga po ay nangi-niging din po sa takot.

Tapos ngkataon po na nandun si Lady I-ALERT. Sama po ay mabigyan niyo po ako ng pangabuwag pagkakataon na patunayan ang aking sanli na dapat po niyo ako pagkatiwalaan. Hinihingi ko po na akoy patanarin sa ngayong pagkakamali ko.

Employee Signature:


Joy C. Malaluan

Date prepared:

07-30-2018

COUNTERMEASURE

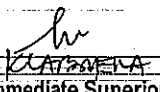
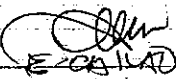
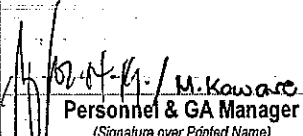
Tatagap po ako ng Repair Person, nantayin ito at kung hindi po agad dumating, lagyan ko po ng UNFINISHED tag at mag aaroon po ako para makuh ko ang atensyon ng expert at Jr. staff na gamit ang stop, call & wait.

Explanation received by:


K. Caban
Signature over printed name

Date Received:

7/31/18

ID Number: 17-03447	Complete Name: Malaluan, Joy C.	Group: Suzuki Final	Date of Incident: July 7, 2018	Date Issued: July 19, 2018
Part 3: (To be filled-in Immediate Superior)				
EVALUATION				
Evaluation of Explanation: <input checked="" type="checkbox"/> Valid <input type="checkbox"/> Invalid		Superior's Remark: (if applicable) + You should always use Andon. If calling took long time, its ok Jr. Staff / Staff / Expert is responsible on the problem not you.		
RECOMMENDATION				
Frequency of incident: <input type="checkbox"/> 1 st Offense <input type="checkbox"/> 2 nd Offense <input type="checkbox"/> 3 rd Offense <input type="checkbox"/> 4 th Offense				
CORRECTIVE ACTION				
<input type="checkbox"/> Written Warning <input checked="" type="checkbox"/> Suspension: <u>15</u> working days (Penalty code: _____) Date From: <u>Feb 6, 2019</u> To: <u>Feb 19, 2019</u> 23 Date Return to work: <u>Feb 20 (no Feb 9)</u> <input type="checkbox"/> Dismissal: Effective: <u>25</u>				
Offense against: <u>Memorandum for Major Non-Compliance</u>				
Remarks: <u>Using prohibited tool during unauthorized repair</u>				
<div style="display: flex; justify-content: space-between;"> <div style="width: 22%;"> Issued by:  Immediate Superior <small>(Signature over Printed Name)</small> Date: <u>7/31/18</u> </div> <div style="width: 22%;"> Recommended by:  Group/ Department Manager <small>(Signature over Printed Name)</small> Date: _____ </div> <div style="width: 22%;"> Approved by:  Personnel & GA Manager <small>(Signature over Printed Name)</small> Date: _____ </div> <div style="width: 22%;"> Received by: Concerned Employee <small>(Signature over Printed Name)</small> Date: _____ </div> </div>				

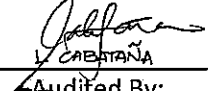
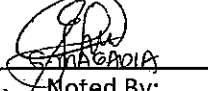
- ☐ Employee Copy (original copy)
- ☐ P&GA Copy

I ALERT WRITTEN EXPLANATION

Control No: 502 - 07-18

☒ FAS

☐ PKIMT

 Audited By:	 Noted By:
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Name: Joy Malaluan
Position: Associate FAS
ID Number: 17-03447
Batch No.: 64
Car Model/Line: Spuki N7 / 5102

Process: Layout
Group/Shift: B- NS
Date/ Time: July 7, 2018 / 6:20am
No of Offence: 1st
Superior Name: C. Latade

Audit Findings: Unauthorized Repair / Hidden Repair

Details:

* ~~Excluding usage of prohibited tools~~

→ Attempt to unlock connector SS6-JC-22MT-L on layout process using good male terminal

Product: 36065-64P40 (7)-1-P / 59N598 / 10

* ~~As per interview susubukan na iunlock kung pupwede.~~

WRITTEN EXPLANATION

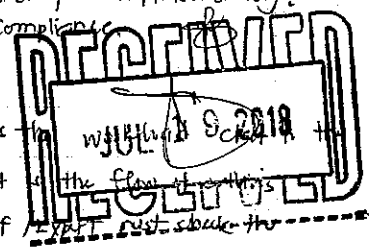
Ako po si Joy Malaluan na nahuli ng I-ALERT sa hindi inaasahang na matukso nng unlock ng connector. Sa kadahilanan po napaka tagal po pakagi dumating ng repair person kaya naisipan ko po na cubukan ito i-unlock pero hindi ko po ito nagawa dahil nandun pa rin po yung takot at kaba ko sa hindi ko po inaasahan na nangyari na po ako kinatatukutan ko. Sana po maunawaan niyo po ako. Naraming salamat po sa malawak niyo pag-unawa. Sana po mabigyan niyo po ako ng pangalawang pagkakataon para po mailaman ko po ang ating nagawa kamalian. Sa nangyari po itong isa pong mabigyang aral ang natutuhan ko na hindi po para pulde na maging tama ang icang pagkakamali. Nangangako po ako na hindi na po ito gagawin dahil naging aral na po ito sa akin. Naraming -mamami SALAMAT po sa inyo.

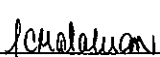
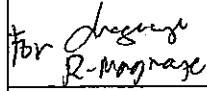

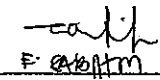
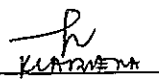
Remarks/Evaluation:

advised associate to call her Jr. Staff Expert using andon light and put unfinished tag. Re-orient the content of Memorandum of penalty for Major Non-Compliance.

PLEASE ISSUE I/R

TO JR-STAFF/STAFF, identify the reason why connector is locked? Is it other Layout or sub-operator. Why the repair person responded late - what the repair person? They should pull the andon - STOP - CALL - WAIT. Jr. Staff problem & call the repair person.



 Signature of Employee Date: 07-07-18	 Jr Staff Date: 7-7-18	 Staff Date: 7/7/18	 Supervisor Date: 7/9/18	 Manager Date: 7/7/18
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