



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_PK33335
Bercilla, Djeslynn Ann Sagala

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : July 16, 2019

This refers to the alleged offense(s) you have committed at 7/16/2019 to name: Bercilla, Djeslynn Ann Sagala

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 following SOP(Doing minor repair-Dimension)

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: _____

19_PK33335

FURUKAWA - Production Operator



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



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: July 16, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/NG	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
2	7/16 NS	Honda line 3127			Un-authorized person doing minor repair at dimension process, inspector caught removing piece of tape from wire harness which she is not authorized	NG	Informed junior staff regarding this and advised to remind to follow work assign	SOP	Djeslynn Ann Bercilla-PKIMT 	Angel Puyo	Honda	Sir Jhe	For Monitoring



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

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.

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

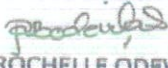

VAL AGNO
HR Department Manager


MITUSHIGE 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 TOKUDA
President



DATE: 7/20/19

OFFENSE: _____

WRITTEN EXPLANATION:

Ako po si Djeslynn Ann S. Bercilla
ay nagbawas po ng endtape sa
harness sa kadahilanan pong busy
po ang mga expert na nagre-repair
at tambak na po ang dimension.

COUNTERMEASURE:

Di na po ako magre-repair
ng basta basta. Mag-aantay na
po ako ng authorized person
para magre-repair.


DIESLYNN ANN S. - BERCELLA
Signature over Printed Name

Car Model / Line