

**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

5124/08

put another attachment

ID Number: 14-01993	Complete Name: Tulyaw, Angelica P.	Section: Suzuki Final	Date of Incident: December 18, 2018	Date Issued: December 21, 2018
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT**VIOLATION:**

On December 18, 2018 it was reported that you were allegedly caught ~~suspiciously~~ doing unauthorized repair by dis inserting connector using wire with terminal as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until January 5, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 1 which states Unauthorized Repair using prohibited extraction tools.

The allege offense is punishable by dismissal.

(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 checked="" type="checkbox"/> 1 st Offense	<input type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
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Issued by: <i>H. D. ...</i> Immediate Superior Signature over Printed Name	Noted by: <i>hew 4/3/19</i> <i>KASNER</i> Manager Signature over Printed Name	Received by Employee: <i>Angelica P. Tulyaw</i> Signature over Printed Name	Date Received:
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

OKO PO SI ANGELICA TULYAW NA AUPIT PO AKO, NA I-ALERT NA NAGCHIDIS-INSERT. MADAMI PO KASING NO GOOD. NA HARNES NONG ARAN NA YUN.. NANGHIHINAYANG PO KANI AKO SA HARNES KAYA NAGAWA KO PO YUN. HUMIHINGI PO AKO NG PANSERYA SA NAGAWA KUNG KASAKINAN. DI' NA PO MAULAT...

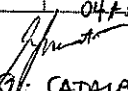
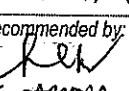

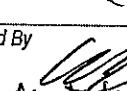
<i>Angelica P. Tulyaw</i> Employee Name Signature over Printed Name	Date prepared: 01-03-19	<i>H. D. ...</i> Explanation received by: Signature over Printed Name	Date Received: 4/12/19
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Part 3: (To be filled-in Immediate Superior)

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: She claimed that she did non-compliance by putting the wire to put the Jo N/c is missing. idert did not see in actual what un. staff actually did. This un. staff will be given maximum suspension.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	15 Workings Days Date from: <u>see @ remark</u> to _____ Date Returned to work _____		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:	SUSPENSION SCHEDULE 04-16 (1) 05-2-9 (5) 04-22-24 (3) 05-9-11 (2) 04-26 (1) 05-14 (1) 04-29-30 (2) / 15 days		
Issued by:	Recommended by:	Approved by:	Noted By:
 G. CATALA Immediate Superior (Signature over Printed Name)	 K. CATALA Section/Department Manager (Signature over Printed Name)	 M. Kawase Human Resources (Signature over Printed Name)	 M. Tokuda President (Signature over Printed Name)
Date: 04-11-19	Date: 04-11-19	Date:	Date:

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.

Signature

ANBARICA P. TULYANO

Employee Signature over Printed Name:

Date Received: 01-03-19

Paalala: Agbank galing suspension dapat ay PS direktor sa training Admin 2nd flr. SAM.

INVESTIGATION REPORT

WHAT: I-ALERT AUDIT

WHEN: December 18, 2018

WHERE: YD1 FLOOR LINE 5124 (A)

WHO: Jr Staff (Ms. Angelica Tulyaw)

WHY: *Using Prohibited Tools during Un-authorized Repair*

Around 1:30 AM, I-Alert member patrolling at Line 5124 saw Ms. Angelica Tulyaw suspicious act reason why they pursued her to investigate.

I-Alert member ask Jr Staff what she's doing and Jr Staff said that there is a problem with the harness. When I-Alert member ask the red tag to check it, they saw red tag taken by Jr Staff pocket crumpled and tear off already reason why I-Alert member checked the polybox was placed and at the bottom of the polybox saw the piece of red tag and a wire with terminal suspected used as extracting tool to dis-insert connector. This scenario pursued I-Alert member further investigation.

According to I-Alert member, upon investigation, Ms. Angelica Tulyaw was at the repair area to bring the harness and there they saw Ms. Angelica writing on the red tag of defect written on red tag.

On this situation, I-Alert member call her Superior and Superior discussed the abnormality encountered.

Attached herewith is a written explanation by concerned Jr Staff.

COUNTERMEASURE:

- 1.) Provide written explanation to concerned sub-assy associate and conduct meeting to all sub-assy associates repeatedly encountered missing parts on their process.