



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 : 17_PK15792
Garcia, Karen Acuzar / *Karen Garcia*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 21-Dec-18

PKIMT		ACKNOWLEDGEMENT FOR:
		COMMENTS/ ASSESSMENT
No. Offense:	<i>Act FOR 1-5 DAY SUSPENSION</i>	
Line	<i>2018K - JAN. 24-25, 2019</i> <i>Karen Garcia</i> <i>return Jan. 26 - Dayshift</i>	
Jr. Staff		
Staff		
ACKNOWLEDGE BY:		
MANAGER	<i>KARIN</i> <i>12/18</i>	
		Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 8-Dec-18 to name: Garcia, Karen Acuzar

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 folow SOP - Non compliance on Insert-Pull Method

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:

Andrew *12/18*
PKIMT Management

Conforme: *Karen Garcia*
17_PK15792

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK15792

Garcia, Karen Acuzar *Karen Garcia*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st Offense

DATE : 17-Dec-18

This refers to the alleged offense(s) you have committed at 8-Dec-18 to name: Garcia, Karen Acuzar

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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 folow SOP - Non compliance on Insert-Pull Method

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be 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:

[Signature]
PKIMT Management

Conforme: *Karen Garcia*
17_PK15792

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

Control No: 542-12-18

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

<i>[Signature]</i> Audited By:	<i>[Signature]</i> Noted By:
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Name: Garcia, Karen Arcu2or
 Position: associate
 ID Number: 17 - PK15192
 Batch No.: 231
 Car Model/Line: Suzuki / 5109

Process: sub Assy
 Group/Shift: B / DG
 Date/ Time: 12/13/18 4:25 pm
 No of Offence: 1
 Superior Name: M. De Castro (staff)

Audit Findings: Non compliance on Insert Pull Method

Details:

> conduct advanced insertion on conn. TSN-87
 wire color: Be / R
 Product: 30930-74 AND-3-P

WRITTEN EXPLANATION

Ako po si Karen A. Garcia ay nahuli na nagaadvance insertion ng I-Alert sa gonung oras na 4:25 pm na po kaya ko naman po inadvance ang dalawang wire kare ilsa nalong po ang gagawin ko po sa kyang beser ko pang ginawa ay hindi ko po alamain na mahuhuli po ako sa susunod po hindi ko na po gagawin ang isang bagay na magpapalamok po (sakto) ako hinding hindi ko na po uulitin yun putawid po sa maling ginawa ko po.

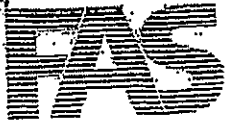
- cannot request for manual sub -
 - operator should make 5 sub before changing to please issue I.R
 other sub # should have sequence of doing sub: ms. 1
 not to be delay on the process

Remarks/Evaluation:

As far this issue sub 4 was already requested to be separated during Event. Request was been approved by PE-MPPD, QA-PPG and FAS JAPAN. the data is already ok (separated it become sub 6) but upon review meeting sir shirahata decline it and advice to return to old data due to budget of PP. This sub is needed to finish the 1st sub 4 before proceeding to next 2nd sub and causes down time to associate. Transfer sub 4 for STW to sub 2 Airbag it will be approved since it has the lowest cycle time for all sub.

<i>[Signature]</i> Signature of Employee Date: <u>12/10/18</u>	<i>[Signature]</i> Jr Staff Date: <u>12/10/18</u>	<i>[Signature]</i> Staff Date: <u>12/10/18</u>	<i>[Signature]</i> Supervisor Date: <u>12/10/18</u>	<i>[Signature]</i> Manager Date: <u>12/12/18</u>
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Received: 12/17
6:03 pm



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.