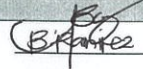




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK30937
NAME : Locsin, Mark Anthony Labiscase
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : December 4, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 DAY SUSPENSION 12/10/2019 QA Line MIZUKI VAR - J24 - A FINAL A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/23/2019 to name: Locsin, Mark Anthony Labiscase

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:

Unauthorized operator doing the process, Inspector caught doing minor repair and taping harness at Assurance table

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:

PKIMT Management

Conforme:

19_PK30937

FURUKAWA - Production Operator

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



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_PK30937

NAME : Locsin, Mark Anthony Labiscase

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 27-Nov-19

This refers to the alleged offense(s) you have committed at 23-Nov-19 to name: Locsin, Mark Anthony Labiscase

Violation Offense I 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 :

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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme:




19_PK30937

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: November 23 and 25, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
1	11/23 NS	Suzuki line 5125			Un-authorized operator doing the process, inspector caught doing minor repair and taping harness at Assurance table	NG	Informed concern to follow stop call and wait and remind junior staff regarding this and advised to remind to inspector that they are not allowed to do minor repair	SOP	 Locsin Mark Anthony-PKIMT	Jessa Razon	QA	 Ma'am Arlene	For monitoring



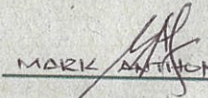
OFFENSE: not following SOP

DATE: 11/29/19

WRITTEN EXPLANATION:

AKO PO SI MARK ANTHONY LOCSIN. NAHULI PO AKONG MAY HAWAK NA TAPE. DI NAMAN PO AKO NAGREPAIR. TUMAYAG PO AKO NG UR. STAFF PARA MAGPAREPAIR KASO MAKAPORTION PO YUNG UNG KONIG TINAYAG ANG SABI PO SA AKIN BAGO KO SIVA TINAYAG AY DI SIA MAKAKAPAGREPAIR DSHLL MAKAPORTION PO SIA. KAYA TUMAYAG ULIT AKO KASABAY NUN AY KINUHA KO PO YUNG TAPE SA BOARD AT SAKTONG PAGLAPIT PO SA TABLE NAMIN ILANG MINUTO AY MAY MAKAKITA SA AKIN NA COMPLIANCE. PAGKATAPUS PO NUN NUNG NALAMAN NG LAHAT NA NA-AUDIT AKO SAKA PO SILA LUM-APIT SA AKIN. MAKIKITA PO SA CCTV NA MAY UR. STAFF NA NAGREPAIR DUN PERO TAPUS NA PO AKONG MA-AUDIT NUN AT MAKASAP NA ANG UR. STAFF KO.

Countermeasure:


MARK ANTHONY LOCSIN / 5125
Signature over Printed Name / Line

Production Engineering
CONTROLLED COPY

Date:

Copy No.



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 naayon 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.