

DATE: Aug 27, 2019
EMP NAME: DACANTE, JANETH
POSITION: ASSOCIATE

PROJECT: #AC
EMP NO: 69-0137 DEPT: GUARU (7107)
SUPERIOR: ADRIAN DEL MUNDO

As your immediate superior I am putting you on notice that based on preliminary investigations, you allegedly violated the following provision in the One Source Specialized Services Inc. Code of Discipline; see attached Incident Report (HRF004-00).

[Cite Code of Discipline provision here]

UNDER 3.2, USE OF COMPANY PROPERTY WHEREIN: UNAUTHORIZED POSSESSION, USE
on [date/time] at [location, if applicable].

OR LENDING OF COMPANY PROPERTY, EQUIPMENT OR MATERIALS.

For this reason, One Source is considering the following disciplinary action against you:

Provision/Policy	Ordinal No. of Offense (within the prescriptive period)	Disciplinary Action Per Code of Discipline
<u>3.2 Use of Company Property</u>	<u>1st offense</u>	<u>1-5 days suspension</u>

Please submit this within five (5) days upon receipt of this Notice of your written explanation, reasons, and justifications as to why the disciplinary action stated above should not be taken against you.

Employee's Explanation :

Na audit po ako sa kadahilanan na nagpa chi-insert po ako
sa ICA. trabaho dahil po na wrong insert ako mabes na niredagang ko po ay
tinanag ko sa.

Note: You may use an extra sheet as needed.

JANETH DACANTE 9/3
Employee Signature and Date

(To be filled up by One Source HR only.)

Superior's Recommendation :

As your immediate supervisor I am putting you on notice that after a thorough investigation, presented evidence, and statements made by you in writing, we find that you violated the 3.2 (USE OF COMPANY PROPERTY) provision in the One Source Code of Discipline:

For this reason, One Source has decided to impose on you the following disciplinary action/sanction:

- | | | |
|---|---|---|
| <input type="checkbox"/> Written Warning | <input type="checkbox"/> 15-day Suspension and Warning of | <input type="checkbox"/> For Records Only |
| <input checked="" type="checkbox"/> <u>1 day</u> 3-day Suspension | <input type="checkbox"/> Dismissal | |
| <input type="checkbox"/> 10-day Suspension | <input type="checkbox"/> Dismissal | |
| | <input type="checkbox"/> For Further Investigation | |

Noted by: [Signature]
Member, HR & Admin. Department

Immediate Superior (Signature)

RECOMMENDATION:

1. Proper way for erasures

12335

Form Number : HRF005-00

- 1 DAY suspension

- DEPT. 02. 2019

9-3-19

SUPERVISOR

Signature over Printed Name/Date

MANAGER

Signature over Printed Name/Date



DISCIPLINARY ACTION MEMORANDUM

EMPLOYEE NAME: DAGANTE, JANETH

EMPLOYEE NUMBER: EN69-0137

DEPARTMENT: SUBARU (7107)

DATE: AUGUST 27, 2019

RECOMMENDATION:

- 1.1. This is in reference with your written explanation regarding your alleged violations of One Source General Solution Employee Code of Conduct and Discipline Article 3 **Workplace Decorum** ; section 3.2 **Use of Company Property** under 3.2.1 wherein Unauthorized possession, use or lending of Company property, equipment or materials

VIOLATION COMMITTED: Sub Assy Operator caught on act dis-inserting wrong insert last July 25, 2019, which subjects you for **1-5 days suspension**.

It is clearly stated in One Source General Solution Employee Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

For this reason, One Source is considering the following disciplinary action against you and hereby given a 1 DAY SUSPENSION for the said violation of our Employee Code of Conduct.

(Sept. 02, 2019)

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

MAYCE ZABEL PENAFLOR
OSGS COORDINATOR

NOTED BY:

RITCHIE E. FERRER
OSGS SENIOR SUPERVISOR

Janeth E. Dagante Sept 02, 2019

Employee's Signature Over Printed Name/Date

Received by:

GABRIELA 9-3-19

Signature Over Printed Name/Date

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1967-614

☒ AGENCY

Please Specify: Onesource

<u>Janeth</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Dagante, Janeth
Position: Associate
ID Number: ENG90137
Batch No.: 263
Car Model/Line: Subaru GC7 17107

Process: sub-assy process
Group/Shift: NS/B
Date/ Time: July 25, 2019/7-20AM
No. of Offense: 1st offense
Superior Name: G. Abuguena

Audit Findings: Un-Authorized / Hidden Repair using prohibited tool w/c is
Details: Improvised Mate Terminal

> caught in Act dis - inserting terminal due to encountered wrong insert at
sub-assy process.






WRITTEN EXPLANATION

ako po si Janeth Dagante na audit po ako ng I alert
nung July 25, 2019 dahil po nag pa tulong po ako na matanggal ng wrong
insert sa walip po ay gaman ko ng kerd tag ay ipinatanggal ko sa
ka trabaho ko Hindi ko inasahan na mangyayari yun.

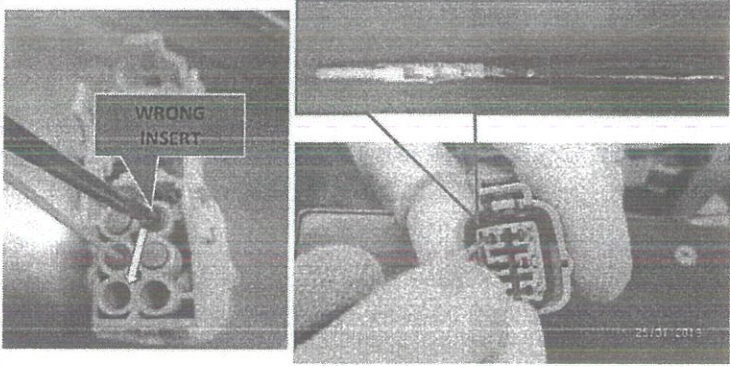
Remarks/ Evaluation:

1 day suspension

Sept. 2, 2019

 Signature of Employee Date: <u>July 25, 2019</u>	 Jr Staff Date: _____	 Staff Date: <u>9/2/19</u>	 Supervisor Date: <u>7/26/19</u>	 Manager Date: <u>8/2</u>
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i_Alert Audit Report

No.	Subaru/7107	Picture	Action Taken
	July 25, 2019/07:20 am		
	Dejumo, Angelica/BF14360		
	Dagante, Janeth/EN690137		
	NS/B		
	257 & 263		
	Sub-Assy Process		
	MDHII & Onesource		
	N. Ocampo/G. Abrugena		
	L. Cabataña		
	Details		
<p>Un-Authorized/Hidden Repair Using Prohibited tool which is improvised male terminal</p> <p>Caught in act dis-inserting terminal on sub-assy process due to encountered wrong insert o connector STW-SBG-6F wire color: B/</p> <p>Remarks: Terminal was not used in Line 7107</p>			



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.

**EXPLANATION SHEET/ COUNTER MEASURE**

Involved Employee: JANETH E. DAGUATE	
Position: Associate	Company Assigned: FAS /
Date: Sept 03, 2019	Date Hired: May 2, 2019


Date of Incident/ Accident: July 15, 2014

Details of Explanation: (Use additional page if necessary)

Ako po si Janette Pagante na Audit ng I alert naong
July 25, 2019 na may papa dis-insert ng wrong insert na katabalita
ko na lagat any proses sa kadahilan po na may alin-lanyan po
alo na lagyan ng redtag at madami pang ginagamit sa any
Jr. Staff namin.

Details of COUNTERMEASURE: (Use additional page if necessary)

sa insured po na pangyayari kung magkakaroon po
ako ng wrong insert o anumang ito ay lalagyan ko na
po ng red tag at ibibigay ko po sa Jr. Staff para
magdala sa repair area.

	Recommendation: for suspension of 1 day
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