



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

## NOTICE OF HEARING

April 2, 2019

TO: MARCO, MARY CLAIRE A.

FR: HUMAN RESOURCE & GENERAL AFFAIRS SECTION

RE: INVESTIGATORY HEARING

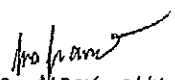
This has reference to your alleged violation of Company Policy on Major Non-Compliance Section A No. 4 which states Unauthorized operator doing the process because you allegedly conduct bando gun on shiage process without certification badge and you are certified only on appearance and taping process as reported by I-Alert.

You are hereby required to attend the investigatory hearing on Apr 5, 2:45-3:50 at Conference Rm 3, so you can further explain your petition in the matter.

Your failure to attend as hereby required shall be considered as waiver of your right to be heard and we shall decide on your case base on available document.

For your strict compliance.

  
Nelda O. Guce  
HR Section Manager

Received by:   
MARCO, MARY CLAIRE

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

Lima Technology Center, Lipa City, Batangas

**INCIDENT REPORT FORM**

ID Number: <b>19-04775</b>	Complete Name: <b>Marco, Mary Claire A.</b>	Section: <b>Suzuki Final</b>	Date of Incident: <b>March 3, 2019</b>	Date Issued: <b>March 20, 2019</b>
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Part 1: (To be filled-in by the Immediate Superior)

**INCIDENT REPORT****VIOLATION:**

On March 3, 2019 it was reported that you allegedly conduct bando gun on shiage process without certification badge and you are certified only on appearance and taping process as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until March 27, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 4 which state Unauthorized operator doing the process.

The allege offense is punishable by suspension ranging from one (1) to five (5) working days for 1<sup>st</sup> offense.

(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 <sup>st</sup> Offense	<input type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
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Issued by:  Immediate Superior Signature over Printed Name	Noted by:  Manager Signature over Printed Name	Received by Employee:  Employee Signature over Printed Name	Date Received: <b>3/26/19</b>
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Part 2: (To be filled-in by concerned employee)

**EXPLANATION**

ipag paumanhin po ninyo ang aking pagsuway ng pag process sa hindi naman po ako certified sa kadamiranang pang nakatayo lang at naghihintay na matapos ang aking sinusupport, nahihiya po ako dahil ako po ay waiting lang. at sa sobrang rambak na po namin naisipan ko pong mag bando gun (kaya) wala naman po talaga akong balak na mag bando gun kaya lang po gusto ko lang po talagang makatulong at makaahan ang aking sinusupport at magkaroon po sika ng output yan lang po talaga ang gusto kong mangyari ang makatulong lang po talaga sana po lutas nyo po akong maunawaan inaamin ko pong nag bando gun po ako ng katlong clamp gun lang po talaga sana po maunawaan nyo po salamat po.

 Employee Name Signature over Printed Name	Date prepared: <b>3/26/19</b>	 Explanation received by: Signature over Printed Name	Date Received: <b>04/09/19</b>
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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: aware on memo of non-compliance. intention is good but still not certified on the process. For cross training			

## RECOMMENDATION / CORRECTIVE ACTION

Suspension	1 Workings Days Date from 04/24 to 04/24 Date Returned to work 04/24		
Dismissal	Effective Date: Offenses Against:		
Remarks:			
Issued by: V. [Signature] V. [Signature] Immediate Superior (Signature over Printed Name)	Recommended by: K. [Signature] K. [Signature] Section/ Department Manager (Signature over Printed Name)	Approved by: [Signature] [Signature] Human Resources (Signature over Printed Name)	Noted By [Signature] [Signature] President (Signature over Printed Name)
Date:	Date: 04-09-19	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.

Employee Signature over Printed Name:

Date Received: \_\_\_\_\_

# I ALERT WRITTEN EXPLANATION

☒ FAS

Control No: FLP-1A-1403-144

☐ AGENCY

Please Specify: \_\_\_\_\_

<u>J. Cabugos</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Mary Claire Marco  
Position: Associate  
ID Number: 17-PK13141 19-0475  
Batch No.: 157  
Car Model/Line: Suzuki YDI/5123

Process: Shiage  
Group/Shift: A/DS  
Date/Time: March 3 2019/9:10  
No. of Offense: 1st  
Superior Name: J. Matibag

Audit Findings: Un-authorized person doing the process

Details:

- Doing banding gun on shiage process without certification badge.
- Only certified on taping process.

## WRITTEN EXPLANATION

Ipag panatnin po ninyo ang aking pagchway na pag process sa hindi naman po ako certified sa kadahilatang ako po ay waiting sa aking sinusuport Nahihiya po akong nakatawa lang at naghihintay na malaran ako, at sa sobrang trabaho na po namin naisipan ko pang mag banding gun, wala naman po talaga akong balak na mag banding gun kaya lang po gusto ko lang po talagang makatulong at makaatnan ang aking sinusuport at magkaroon po sila ng output yun lang po talaga ang gusto kong manggani ang makatulong lang po talaga sana po libas ng po akong mawawalan Inaamin ko pang mag banding gun po ako ng tatlong clamp at yun lang po talaga sana po mawawalan ng po sakmat po.

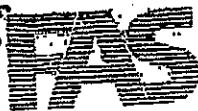
Please lower LIR

## Remarks/Evaluation

- 7 Already Give written explanation.
  - 7 We strictly monitor and oriented if we have support mp aware that I-Alert always conduct patrolling at the line.
- aware more on the rule of Non-compliance.

3/20

<u>MARY CLAIRE MARCO</u> Signature of Employee Date: <u>03-03-19</u>	<u>Dina Rona</u> Staff Date: <u>03-03-19</u>	<u>J. Matibag</u> Staff Date: <u>3/11/19</u>	<u>J. Matibag</u> Supervisor Date: <u>3/11/19</u>	<u>J. Matibag</u> Manager Date: <u>3/11/19</u>
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## 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 <sup>nd</sup> offense | Suspension of six (6) to ten (10) working days         |
| C | 3 <sup>rd</sup> offense | Suspension of eleven (11) to fifteen (15) working days |
| D | 4 <sup>th</sup> 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:

  
NELDA GUCE  
HRGA Section Manager

Reviewed by:

  
VAL AGNO  
HR Department Manager

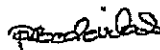
Approved by:

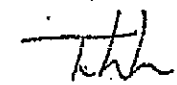
  
MITSUSHIGE KAWASE  
ADMIN Division Manager


Noted by:


  
EUGENIO CAILAO  
Production Department Manager

  
ARLENE RUBIO  
QA Section Manager

  
ROCHELLE ODEVILAS  
HRT Section Manager

  
TAKEHIDE MARUOKA  
QA Department Manager

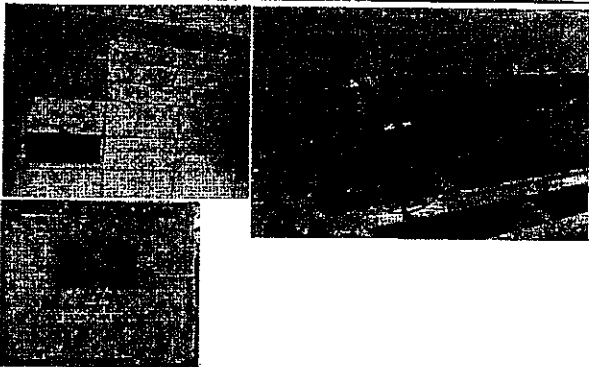


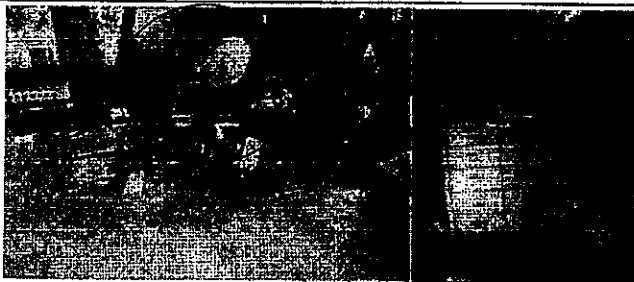

  
HIRONORI SHIRAHATA  
Production Division Manager

  
MASAHITO FUKUDA  
President

ECR 2      Inc detected - 3:24am  
- Connector backing Out - Previews  
  KEN-KEN on R46 - 13x0  
  34045 - 44 P80 / 50 P82 / 23  
- The ECR 1  
  8:15 am onwards

Fallen harness - 65 P80 / 50 P82 / 18  
- 11-27-18

# Plant Line Audit Report

TAIRU LINE Audit Report			
Details		Picture	Action Taken
Car Model	Suzuki YD1		
Date/Time	March 03, 2019/		
Line/ Process	5119/ ECT		
Shift/ Group	DS-A		
Person Informed	O. Espiritu/ R. Mercado		
Details			
Un-authorized person doing the process. -Jr. Staff caught in act doing Ect Process, without authorization badge. - Only certified on appearance and taping process.			
Car Model	Suzuki YD1		Action Taken
Date/Time	March 03, 2019		
Line/ Process	5119/ ECT		
Shift/ Group	DS-A		
Person Informed	O. Espiritu/ R. Mercado		
Details			
Un-authorized Person Doing the Process. Doing Bando Gun without certification. Certified only in ECT process.			
Car Model	Suzuki YD1		Action Taken
Date/Time	March 03, 2019		
Line/ Process	5022/ASSY		
Shift/ Group	A/DS		
Person Informed	J.Care		
Details			
Un-authorized Person Doing the Process. Doing assy without certification badge **Certified on ECT, Dimension, Bando gun, Sub assy, Layout			
Car Model	Suzuki		Action Taken
Date/Time	March 03, 2019		
Line/ Process	5123/shlage		
Shift/ Group	A/DS		
Person Informed	J.Malibag		
Details			
Un-authorized Person Doing the Process. Doing bando gun without certification badge *Certified on taping process.			
Car Model	Toyota		Action Taken
Date/Time	March 03, 2019		
Line/ Process	4102		
Shift/ Group	A/DS		
Person Informed	N.Comia		
Details			
Un-authorized Person Doing the Process. Doing Option without certification badge *Certified on ECT process.			