



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 : 18_PK28471
Naparato, Rachel Capuz *Bulgarato*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 16, 2019

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense: <i>1st</i> <i>1 DAY SUSPENSION Bulgarato</i> <i>APRIL 04, 2019</i>	
Line <i>SUZUKI YEN 5716 - A</i>	
Jr. Staff	
Staff	
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7-Mar-19 to name: Naparato, Rachel Capuz

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:

Unauthorized person doing the process

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:

[Signature]
PKIMT Management

Conforme: *Bulgarato*
18_PK28471

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 : 18_PK28471

Naparato, Rachel Capuz *Rachel Naparato*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 15-Mar-19

This refers to the alleged offense(s) you have committed at 7-Mar-19 to name: Naparato, Rachel Capuz

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 person doing the process

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: *[Signature]*
18_PK28471

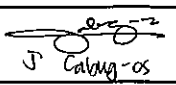

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: FALP-1A-1903-166

 J. Calang-os	 G. Magadia
Audited By:	Noted By:

Name: Rachel Napa-rato
 Position: Associate
 ID Number: R- PK284P1
 Batch No.: 241
 Car Model/Line: Suzuki 401 Engine / 516

Process: Shingo
 Group/Shift: A/PS
 Date/ Time: March 7, 2019 / 9:35 AM
 No. of Offense: First
 Superior Name: I. Carr

Audit Findings: Unauthorized person doing the process

Details:

Doing band gun without authorization badge of band gun
(certified only on taping process)

WRITTEN EXPLANATION

Ako po si Napa-rato, Rachel ay nahuling nag-band-gun, nung oras na un po kasi ay aming break time ngayun po may nakakalay-out papa sa ating board bawal po kasi mag-iwan ng harness sa board sa oras ng break aming break, nag-alisan na po kasi ang ating mga taga-band-gun kaya po ako na po ang nag-bandugan para lang po makapahinga na ako.

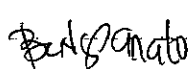
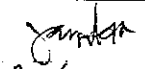



Note: Not included on the list given by Production

Remarks/ Evaluation:

- upon monitoring, to same incident / non-compliance violation.

~~It is not prohibited to~~

Please Issue I.R

 Signature of Employee: Date: <u>03-11-19</u>	 Jr Staff Date: _____	 Staff Date: <u>3/11/19</u>	 Supervisor Date: <u>3/11/19</u>	 Manager Date: <u>3/12/19</u>
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pkim
3/15/19



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.

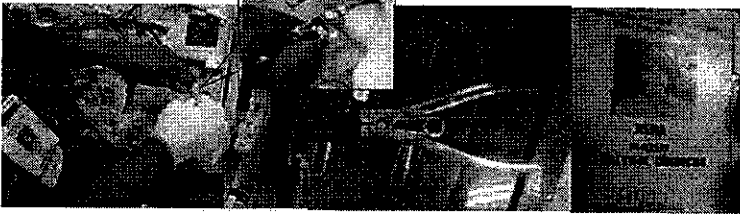

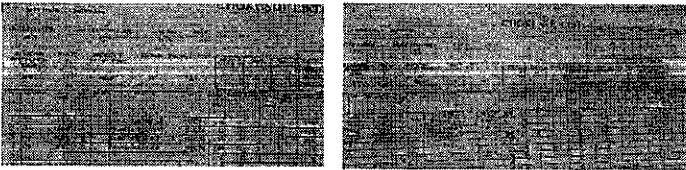
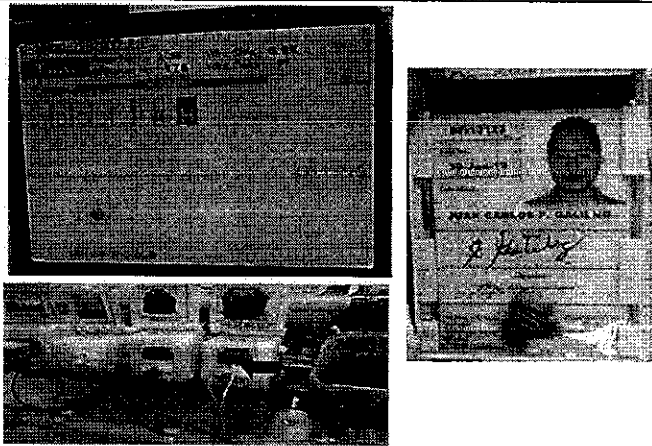
In case the member repeatedly committed any of the above non-compliance he shall be meted with the following disciplinary actions:

- | | | | |
|---|---|-------------------------|--|
| 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.

Alert Line Audit Report

Car Model Suzuki YD1 Inpanel Date/Time March 07 2019/6:35 pm Line/ Process 5123/Layout Shift/ Group DS/A Person Informed J.Matibag Details <p>Caught in act not using provided snap plier for locking of LA terminal instead, operator push the LA on edge of its jig during combining of two LA terminal.</p>	Picture 	Action Taken
Car Model Suzuki YD1 Date/Time March 07 2019/9:35 am Line/ Process 5116/Shiage Shift/ Group A/DS Person Informed I.Care Details <p>Un-authorized person doing the process caught in act doing bando gun without authorization badge. (certified only on taping process)</p>	Picture 	Action Taken
Car Model Suzuki/YD1 Car Model Suzuki/YSE Date/Time March 08 2019/12:40 am Line/ Process Initial/ Sub-assy Shift/ Group B/DS Person Informed J. Indecio Details <p>Non-compliance on SOP of Sub-assy process (changing of product on Sub PC versus running product) is not being followed.</p>	Picture 	Action Taken
Car Model Suzuki/YD1 Date/Time March 07 2019/ 6:45pm Line/ Process 5124/Sub-assy Shift/ Group A/DS Person Informed L.Cadiz Details <p>Non-compliance on INSERT PULL Method Caught in act doing advance insertion on sub assy process Connector name:YRH-SB-2FC-DGR Wire type:CIVUS Twisted wire Wire color:P/ W/ Wire size:0.35 Page 1/38 grommet</p>	Picture 	Action Taken