

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

Lima Technology Center, Lipa City, Batangas

1101

**INCIDENT REPORT FORM**

ID Number: 18-03977	Complete Name: Atienza Mary Grace	Section: PD3 Mazda J12-Final	Date of Incident: October 10, 2020	Date Issued: October 27, 2020
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Part 1: (To be filled-in by the Immediate Superior)

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

On September 01, 2020, it was reported that you are allegedly do non-compliance based on operation standards.

In view of the above, please explain in writing within <sup>24 hours</sup> 5 days why no disciplinary action should be imposed on you for the alleged violation under C. Offences Against Work/Business Standards which states "4. Failure to follow business standards, operation procedures, work instruction or work practices which may or may not result to damage of company property".

The allege offense is punishable by <sup>written warning</sup> Suspension. Your failure to submit the written explanation as required shall be treated as your waiver of right to be heard and we shall proceed processing the case.



(Please explain in writing within <sup>24</sup> 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"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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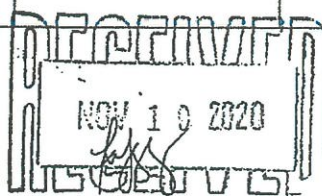
Issued by:  Immediate Superior Signature over Printed Name	Noted by:  Manager Signature over Printed Name	Received by Employee:  Mary Grace Atienza Signature over Printed Name	Date Received: 10-28-2020
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Part 2: (To be filled-in by concerned employee)

**EXPLANATION**

Ako po si Mary Grace Atienza, na-audit na I-ALERT na not following standard procedure when attaching name plate, Hindi ko naman po intensyon na gawin yan. Hindi ko nalanu po nomaalam na wala pong I-under ang Furukawa ko, dahil delay kami, Hindi ko na po nauamin ang ariang dahil lampas na po ako sa station at ilkot na po ang board

 Employee Name Signature over Printed Name	Date prepared: 10-28-20	 Explanation received by: Signature over Printed Name	Date Received: 10-29-2020
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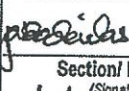




Part 3: (To be filled-in Immediate Superior)

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: Admitted her mistake. Reorient her the importance of following SOP			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input checked="" type="checkbox"/> Workings Days Date from <u>12/9/15</u> to <u>12/14/15</u> Date Returned to work <u>Dec 8 Dec 12/15</u>		
Dismissal	Effective Date: _____ Offenses Against: <u>12/14/15</u>		
Remarks:	Critical Non-compliance may result to Quality Issue (Missing/detached Nameplate)		
Issued by:  Immediate Superior (Signature over Printed Name)	Recommended by:  Section/ Department Manager (Signature over Printed Name)	Approved by:  Human Resources (Signature over Printed Name)	Noted By  President (Signature over Printed Name)
Date: _____	Date: <u>11/15/15</u>	Date: _____	Date: <u>DEC 3 2015</u> KAWASE

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.

negative  
negative  
Employee Signature over Printed Name:  
Date Received: 12-09-15



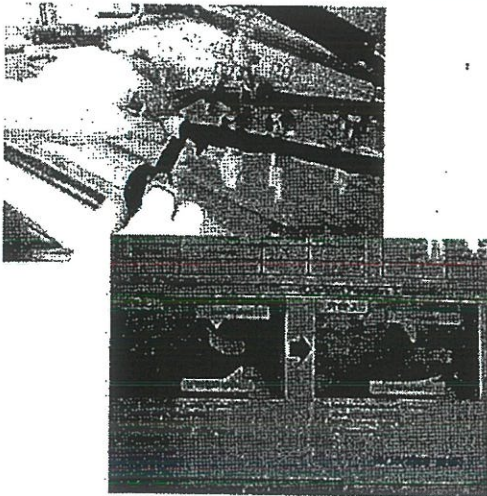


FURUKAWA AUTOMOTIVE SYSTEM  
LIMA PHILIPPINES

	K. Hernandez	J. Reyes
Prepared by:	Checked by:	Approved by:

### I-Alert Daily Line Audit Report

CUSTOMER: Mazda J12

Date & Time	October 10, 2020/ 7:00		Action Taken
Shift & Group	NS-A		
Car Maker/ Model	Mazda J12		
Line No.	1101		
Name	Mary Grace Atienza		
ID No.	18-03977		
Batch No.	103		
Process	Assembly Process		
FAS or Agency: specify	FAS		
Person Informed	M. Mones		
Audited by	L. Borsola		
Reason/Risk:			
Audit Details			
<p><u>Not following Operational Instruction</u> ✓</p> <p>Associate fold the nameplate into half and conduct 2to3 round taping to fix the nameplate but on operation instruction it should be, do 1 under taping on the mainbranch then set the nameplate and do 1to2 round taping on the edge of the nameplate, fold the nameplate into half, and do 2to3 rounds to fix the nameplate.</p>			

QCA-097-00

EFF:10/17/19



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

**ATTENDANCE FORM**

- ☐ Training  
☐ Seminar  
☐ Orientation  
☐ Meeting

Title: Hearing  
Venue: PD3 Area  
Facilitator: H. Dimayuga

Date: 10/30/11  
Time: 2:50

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Atienza, Mary Grace C.	PD3	OPERATOR	<i>[Signature]</i>
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Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

*[Signature]* / 11-3  
Facilitators Signature/Date:



## Minutes of Meeting

Prepared

Examined

Noted

Verified

H. Dimayuga

N/A

N/A

R. Odevilas

Date: 11/3

Agenda:

Location: Mazda Control Area

Hearing

Attendees:

Atienza, Mary Grace

Details: Meeting Started:

2:50 pm

- Discussed the violation for the issuance of IR.
- Employee explain her side and give reasons why she committed the violation.

Based on Investigation

Admitted her mistake. Re orient her the importance of following SOP.

For the offense committed employee Atienza, Mary Grace will be given suspension of 1 day

- Noted and fully acknowledged.

End of Minutes 3:30 pm