



**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**  
Lima Technology Center, Lipa City, Batangas

## INCIDENT REPORT FORM

ID Number: 15-02645	Complete Name: Periz Vanessa	Section: Production 5	Date of Incident: November 26, 2019	Date Issued: December 13, 2019
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On November 26 it was reported that you allegedly instructed your associate to do illegal repair on appearance inspection (cutting band tail using cloth cutter) which may caused damage or defect on wire harness. In view of the above, please explain in writing within 3 days or until 5:00pm of December 10, 2019 why no disciplinary action should be imposed on you for violating the Company Policy C Section 4 Failure to follow business standards, operation procedure. The allege offense is punishable by 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 4 days upon receipt of this report. Failure to do so, means you have waived your right to be heard.)

#### At shiage process. 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: <i>Girle Abrugena</i> Immediate Superior Signature over Printed Name	Noted by: <i>Jerald Genabillo</i> Manager Signature over Printed Name	Received by Employee: <i>Vanessa Periz</i> Signature over Printed Name	Date Received: 11-23-2020
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Part 2: (To be filled-in by concerned employee)

### EXPLANATION

Ako po si Vanessa A. Periz, Noong November 26, 2019, ako po ay nakaportahan sa appearance. Nakagawitan po ako ng tung band cut. Ito po ay portahan ko at sinabi ko po dun sa kapartner ko na tung band cut. Bigla po akong tinawag ng ECI dahil may ipapacsiptin po sa akin at pag balik ko po sa appearance ay na-cut na ni. Critic by Macaraig ang tung band cut gamit ang cloth cutter at ito ay nakita ng I-alert. Malina po na hindi ko siya inutusan ng gumamit ng ganung it hindi po ak. Naisunod ng gumamit ng cloth cutter.

<i>Vanessa Periz</i> Employee Name Signature over Printed Name	Date prepared: 11-23-2020	<i>G. ABRUGENA</i> Explanation received by: Signature over Printed Name	Date Received: 11-23-2020
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Penalty: ☐ Verbal Warning ☐ Written Warning ☐ Major Offense ☒ Suspension ☐ Dismissal

of Investigation:

As per SV assigned at that time, she admitted making instruction to perform unauthorized repair (to member)

RECOMMENDATION / CORRECTIVE ACTION

Suspension	3 Workings Days	Date from 4/15 to 4/25	Date Returned to work 4/4
Dismissal	Effective Date: 4/25	Offenses Against: 10/6 - 10/8	8/28 10/9
Remarks:	3 days suspension since band cut problem will not result to major problem if outflow to customer. The other member involved already resign and can no longer verify the accusation.		
Issued by: Vanessa Perez Girli Abrigona	Recommended by: Jerald Ganadilla	Approved by: [Signature]	Noted By: [Signature]
Immediate Superior (Signature over Printed Name)	Section/ Department Manager (Signature over Printed Name)	Human Resources (Signature over Printed Name)	President (Signature over Printed Name)
Date:	Date:	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: Vanessa A. Perez

Date Received: 11-23-2019



## Minutes of Meeting

Prepared

*[Signature]*  
S. HULUONA

Location:

Examined

*[Signature]*  
H. O'manyinga

Verified

*[Signature]*

Noted

Agenda:

Attendees:

Vanessa A. Periz

Details:

- Meeting started at around 3:45 pm  
it started with question about what happen during the incident and Vanessa explained what happened in detail, we found out that there was two problem encountered that time, other associate at ECT called her for confirmation after she detected the defect on ~~the~~ appearance which is long band cut, she first went to ECT to confirm then when she came back, appearance inspector already cut the bandtail, which is not right. and she let the operator do it with her consent. and was also No good since it seems she tolerate the wrong actions made by member. Sir Je explained & advised what to do when problem encountered & the possible result of her actions.  
Meeting ended with agreement that negative actions should not be tolerated & as a leader of members should be the role model in production.



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

**ATTENDANCE FORM**


- ☐ Training  
☐ Seminar  
☐ Orientation  
☐ Meeting

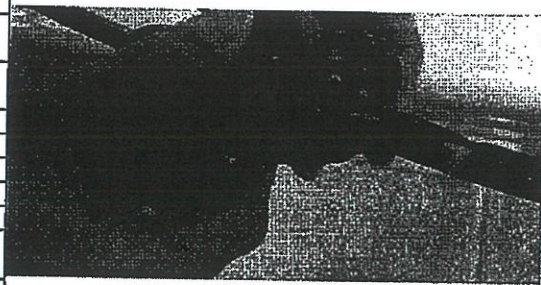
Title: Hearing  
Venue: PDS - Control Area  
Facilitator: J. Caradillo

Date: 02/06/2020  
Time: 3:40 pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Vanessa A. Perez	Subaru	Expert	VP
2	Enric Abregu	PDS - Subaru	SU	CPA
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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.

 7/6/2020  
Facilitators Signature/Date:

Date & Time	November 26,2019/9:06am		<b>Illustration</b>	<b>Action Taken</b>
Shift & Group	DS/B			
Car Maker/ Model	Subaru GC7			
Line No.	7107			
Name	Macaraig, Christine Joy			
	Periz, Vanessa			
ID No.	BF-14094			
	15-02645			
Batch No.	255 / 61			
Process	Appearance			
FAS or Agency: specify	MDHII / Expert			
Person Informed	A. Diokno			
Audited by:	J. Vintora			
Reason/Risk:				
<b>Audit Details</b>				
<u>Un-authorized Repair/ Hidden Repair</u> Associate caught cutting of clamp using cloth tape cutter in Appearance Process instructed by Expert				