



Date: November 14, 2019

To: Anives, Cristina D.

EN No.: EN69-0277

No. of Offense: 1st offense

From: Human Resources and Administrative Dept.

Re: As stated

Based on incident reported on August 29, 2019. You hereby allegedly violated:

One Source Code of Discipline Section 3.2. Use of Company Property

(3.2.14 Not following company standards, operating procedures, work instruction and practices which may or may not result to damage of company property.)

In line with the violation, this memorandum will serve as your

<input type="checkbox"/> Written Warning	<input type="checkbox"/> 10-days Suspension
<input checked="" type="checkbox"/> 1-day Suspension	<input type="checkbox"/> 15-days Suspension
<input checked="" type="checkbox"/> 2-days Suspension	<input type="checkbox"/> 30-days Suspension
<input type="checkbox"/> 3-days Suspension	<input type="checkbox"/> Warning to Dismissal Depending to gravity of offense
<input type="checkbox"/> 5-days Suspension	<input type="checkbox"/> Dismissal Effective _____
<input type="checkbox"/> 7-days Suspension	<input type="checkbox"/> For record purposes only

For your reference. Thank you

Best Regards,

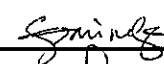
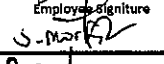

JOE ALTECHE
PROJECT SUPERVISOR

Received By:

CRISTINA D. ANIVES
SIGNATURE OVER PRINTED NAME

For Suspension use only

Date of Start of Suspension:

RECOMMENDATION FORM	
NAME: <u>Cristina D. Anives</u>	 Employee Signature
EN No.: <u>EN-0277</u>	 Immediate Supervisor
VIOLATION:	
SUSPENSION DATE: <u>December 18, 2019</u>	
RETURN DATE: <u>December 18, 2019/DS</u>	
SHIFT/SCHEDULE: <u>Shift - A</u>	KATHERINE O. CABRERA Client Manager
Paalala: Iwanan ang ID sa Coordinator bago ang suspension date at sa muling pagpasok galing sa suspension kuhanin ang ID sa Coordinator bago mag 8am!	

GENERAL SOLUTIONS INC.
Local Service Contractors, Inc. (PALSCON)
Village, Brgy. Dita, Sta. Rosa City, Laguna
576-7029; Globe-(0917)551-5946; Smart-(0998)977-4625
sourcemsgs.com

NOTICE TO EXPLAIN

DATE:

EMP NAME:

Annes Christina D.

POSITION:

PROJECT:

Furukawa

EMP NO:

6469 - 0277

DEPT:

SUPERIOR:

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]

on [date/time] at [location, if applicable].

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
3-2 Use of Company Property	1st offense	1 Day 2 Days 3 Days Suspension

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 :

During po ng Furukawa song (August 5, 2019) at 2:00 am tinawag po ako ng taga-assy at may itatanong po sa akin. Habang nag-unlap po kami nakita ko po yung hindi po tapos na in-advance taping po ng taga-assy tapos po hingawitan ko po at naiikot ko po ng 2 beses yung tape sa di po tapos na inadvance taping. dahil po sa curiosity.

Note: You may use an extra sheet as needed.

[Signature] 11-19-19
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 _____ 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"/> 7-day Suspension | <input type="checkbox"/> Dismissal | |
| <input type="checkbox"/> 10-day Suspension | <input type="checkbox"/> Dismissal | |
| | <input type="checkbox"/> For Further Investigation | |

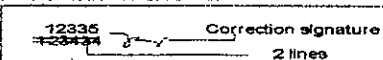
[Signature]
JOSE R. LUCERO

Immediate Superior (Signature over Printed Name)

Noted by:

Manager, HR & Admin. Department

1. Proper way for erasures



2. Standard way of writing date.

ex: 2010-07-14 (year-month-day)

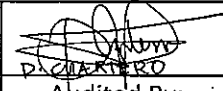
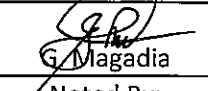
I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FMP-14-1408-755

☒ AGENCY

Please Specify: One source

 Audited By:	 Noted By:
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Name: Anives Gustin
Position: Inspector
ID Number: ENG-0977
Batch No.: 204
Car Model/Line: Suzuki Line 5006

Process: Assurance
Group/Shift: NS-A
Date/ Time: Aug. 5, 2019 / 2:00 AM
No. of Offense: 1st Offense
Superior Name: J. Prado

Audit Findings: un-authorized person doing the process


Details: QA inspector doing taping in assembly hanger
7 Not certified on taping


WRITTEN EXPLANATION


During po ng Furukawa song tinawag po ako ng nag-aassy at may tinanong po sa akin. Nung nag-unlap na po kami nakita ko po yung hindi po tapes na inadvance taping po nung nag-aassy sa ibabaw po ng stopper box. Habang nag-unlap pa po kami dinampot ko po iyon at naiikot ko po ng 2 rounds ang tape na curious po kasi ako kung paano po ang magtape kaya po nagawa ko po itong pakielaman.


Remarks/ Evaluation:

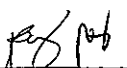
Issue Penalty


Signature of Employee
Date: 08-06-19


Jr Staff
Date: 08-06-19


Staff
Date: 08-06-19


Supervisor
Date: 8-6-19


Manager
Date: 8-8-19



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 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 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.


Q.A Final
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

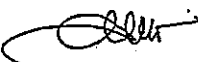
Reviewed by:



VAL AGNO
HR Department Manager

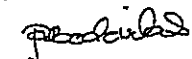
Approved by:

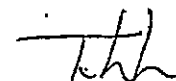

MITSUSHIGE KAWASE
ADMIN Division Manager


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 TOKUDA
President