

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

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 14-02187	Complete Name: Loida Alvarez	Section: PD-PD4 SUZUKI	Date of Incident: January 28, 2020	Date Issued: September 17, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On January 28, 2020, it was reported that you allegedly conducted not following SOP, you did not apply pen marking on passed tape as reported by I-Alert member named E.Artuz.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the company handbook Specific Violations and Their Penalties letter C. Offense Against Work/ Business Standard #4 Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

The allege offense maybe punishable by Suspension of one (1) to five (5) working days depending on gravity and case circumstance.

(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**

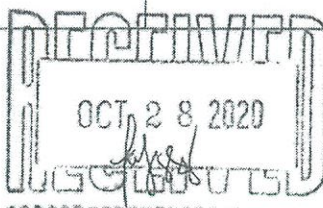
<input type="checkbox"/> 1 st Offense	<input checked="" type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
Issued by: <i>[Signature]</i> Shaine Hornilla Immediate Superior Signature over Printed Name	Noted by: <i>[Signature]</i> Katherine O. Cabrera Manager Signature over Printed Name	Received by Employee: <i>[Signature]</i> Loida Alvarez Signature over Printed Name	Date Received: 9-24-2020	

Part 2: (To be filled-in by concerned employee)

EXPLANATION

- Nagmamadali po kasi ako nun. Tambakan po kasi kami. Yun po yung time na lubog kami dahil sa ang delay namin at umakyat ng pribong libo. Pasensya na po. Hindi ko na po uulitin.

<i>[Signature]</i> Loida Alvarez Employee Name Signature over Printed Name	Date prepared: 9-24-2020	<i>[Signature]</i> Katherine O. Cabrera Explanation received by: Signature over Printed Name	Date Received: 10/21/2020
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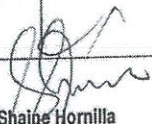

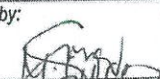



Part 3: (To be filled-in Immediate Superior)

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: Non-compliance of SOP w/c may lead to missing post tape. 1 day suspension will be given as warning to her.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input checked="" type="checkbox"/> Workings Days	Date from <u>11/21</u> to <u>11/21</u>	Date Returned to work <u>11/22</u>
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by:  Shaine Hornilla Immediate Superior (Signature over Printed Name)	Recommended by:  K. Cabrera / E. Caillao Section/ Department Manager (Signature over Printed Name)	Approved by:  Human Resources (Signature over Printed Name)	Noted By:  M. Rawase / M. Tokuda President (Signature over Printed Name)
Date:	Date: <u>10/21/2020</u>	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.

W.D. A. K. R. C.
Employee Signature over Printed Name:
Date Received: 11/24/20



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

ATTENDANCE FORM

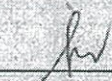
- ☐ Training
☐ Seminar
☐ Orientation
☒ Meeting

Title: IR Hearing
Venue: Suzuki Control Area
Facilitator: Katherine Cabrera

Date: 10-21-2020
Time: 4:10 pm - 4:20 pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Alvarez, Laida D.	PDY	Jr. staff	
2	Debes Reyes, Daisy M.	PDY	encoder	
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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.


Facilitators Signature/Date:



Minutes of Meeting

Date : October 21, 2020

Prepared	Examined	Verified	Noted
 D. Delos Reyes	 V. Roxas	 K. Cabrera	 E. Callao

Location : PD4 Control Area

Loida Alvarez Hearing

Attendees :

Katherine Cabrera
Daisa Delos Reyes

Details:

Non Compliance or failure to follow the standard operational procedure for did not applying pen marking on passed tape
Date of incident: January 28, 2020

Hearing Meeting Summary:

Ayon kay Loida Alvarez nahulihan siya na hindi naglalagay ng pen mark sa pass tape. Nagawa niyang kaligtaan ang paglalagay ng pen mark dahilan sa kanyang pagmamadali at sa hangarin niyang habulin ang malaking delay sa kanyang linya. Hindi siya makahingi ng support dahilan sa kakulangan ng tao. Kasabay na din nito ang pagputok ng bulkang Taal kaya mas lalong lumaki ang delay. Tatlo sa kanyang mga operator ang nag AWOL kaya mas lalo siyang nahirapan iahon ang mga delay products na naging sanhi ng padagdag ng padagdag na pagkadelay. Nangangako siya na kung sakaling madelay ulit ay agad hihiingi ng tulong upang maiwasan ang pagkatambak. Humihingi siya ng pasensya at nangangakong hindi na mauulit.

† Of Minutes: 4:10 PM
of Minutes: 4:20 PM