

RE-24722 RECOMMENDATION

DATE OF SUSPENSION: April 29-30

RETURNED TO WORK: April 30

APPROVED BY: [Signature] IMMEDIATE SUPERVISOR

DATE OF SUSPENSION: March 11-12, 2021

DATE RETURNED TO WORK: March 10, 2021

SHIFT: A

NEED FOR REFRESHER: ☒ YES ☐ NO

SIGNATURE OF EMPLOYEE: [Signature]

APPROVED BY: [Signature] IMMEDIATE SUPERVISOR

CLIENT'S MANAGER: [Signature]

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.

Emp. No. BF-

Employee Name Escano, Rose Case Ref. No. F-2021-02-0492

Position Production Associate Employment Status REGULAR

Dept/Section PDS/section 4 (T113)

Details of Offense:

Article No. VII

Section No. VII

Article Code C

Article Description FAILURE TO FOLLOW BUSINESS STANDARD OPERATION PROCEDURES, WORK INSTRUCTION OR WORK PRACTICES WHICH MAY OR NOT RESULT DAMAGE OF COMPANY PROPERTY

Nature of Offense OFFENSES AGAINST WORK / BUSINESS STANDARD

Number of Offense 1st offense

Applicable Penalty SUSPENSION FOR 1-6 DAYS

Incident Summary

Non compliance on insert Pull method sub assy associate caught doing advance insertion of wire which might cause TSD and wrong insert last January 10, 2021

DECISION:

After careful evaluation and due consideration of all relevant information and evidence, including:

☐ Your failure to submit your written explanation ☒ Your written explanation/hearing/investigation

It was found that you have violated the Company's Code of Conduct. As such, you are given the following:

☐ Verbal Warning
☐ Written Warning
☒ Suspension Without Pay for

2 days starting from March 11 to 12, 2021

You are advised that this will form part of your 201 file and that should you incur the same offense in the future the Company shall be compelled to give you the applicable penalty

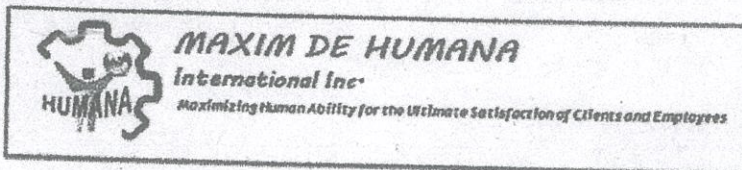
Prepared by: [Signature]
Emie L. DSDRIS

Approved by: [Signature]

Received by: [Signature]

Employee Signature/Date [Signature] 02-11-21

F-GEN-003(REV2)1-25-2021



EXPLANATION FORM

Date: February 08, 2021

MEMORANDUM CONTROL NO. F-2021-02-0492

Details of Explanation NON-COMPLIANCE AUDIT

Ako po si Rose Escano na naaudit noong January 13 2021 ng compliance.
sa pag advance insertion

Nagawa ko lang naman po iyon dahil sobrang delay ng po
kaming sub-assy at wala ng maelayout.

Hindi na po mauulit sa surمود po na mata encounter ako ng NG
tatawagin po na po si Jr. staff

Rose C. Escano

Signature over Printed Name

Received by:

Emie I. DSDRIO

MDHII Coordinator

[Signature]
Admin Officer

Noted by:

[Signature]
Branch Manager

MDHII Remarks:

	MASTER COPY
Copy No.	<u>1/10</u>
DC	<u>N/A</u>
Date	<u>2/10</u>
VALID ONLY if it is RED	

NOTICE TO EXPLAIN

			DATE	02-08-21
EMP. NAME	Escand. Rose	CASE NO.	F- 2021-02-0492	
POSITION	Production Associate	EMP. NO.	BT-16174	
CLIENT	FAS	DEPT/SEC	POL Section 4	

You are hereby given one hundred twenty (120) hours or equivalent to five (5) working days upon receipt hereof to report to this office and submit a written explanation why no disciplinary action should be taken against you for possible violation of our company rules and regulations and of the Labor Code. Your failure to reply within the period stated shall be construed as admission of the violation and/or waiver of your rights to present evidences for and on your behalf thus shall be the basis of the Management's decision.

Alleged Violation (s): (please indicate all possible infractions)

Art	Sec	Article Code	Article Description	Number of Offense	Applicable Penalty
VIII	VII	C	OFFENSES AGAINST WORK/ BUSINESS STANDARD	1	SUSPENSION

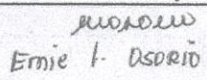
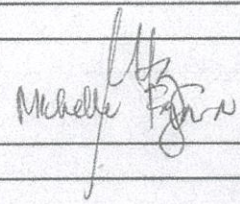
Specifically and in detail the infraction was:

Based on the submitted Incident Report/document:


NON-compliance INSERT FULL METHOD

ON JANUARY 13, 2021, you are caught in the act advance insertion and did not follow the SOP.

Attachment (if any):

Prepared by	Noted by:
 Emie L. Osorio	 Michelle Egan

Employee's Acknowledgement




 02-11-21
 Signature/Date/Time

CC: 201 File
Branch Manager

F-GEN-004(REV2)1-25-2021

COMPLIANCE AUDIT REPORT
(DS-Gold Adriano)

Date: Jan. 13/2020

Item	Date/Shift	Process / Area	Location	Action Image	Swing area for improved heart	OK/NG	Action taken	Remarks	Other Concern	Person Interviewed	Interviewer	Interviewed	Interviewed	Interviewed	Status/Remarks
2	1/13/2022	Subaru line 7113				Non-compliance on insert-pull method subsidy associate caught doing advance insertion of the which might cause TBO ad wrong Insert 14/19 was on pc monitor actual who tested was already 14	NG	Informed subsidy associate to follow sop in subsidy also do self junior staff to check and monitor concern associate		Lucille Manjares and Anna De Rapela			Subaru	Sir Jhe	For Monitoring