

FUJIKURA FIBER OPTICS VIETNAM LTD.

DISCIPLINARY PROCESS

WORK INSTRUCTION: 000-1-WI-015

Version: 1

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Effective date: 12 June 2012

1. Purpose

This work instruction is to provide guidelines to investigate and decide the solution the issues related to Company rules and regulation.

2. Application

This work instruction is applied to all processes within FOV.

3. Reference document

4. Term definition

5. Content

BOM/Div. Mng	Section Manager	ADM Section	Violator/ related person	Description	Related Document/ Record
			An employee break Company rules and regulation (CR&R)		
		Summarize violation and send to SIC			
	SIC investigates the issue and suggests the disciplinary action for violator				
			Violator makes Declaration letter		
		Check/make clear the declared information			
		Hold Disciplinary action meeting		Applied for recommendation of blame in writing from SIC	
	No	Disciplinary action is agree by all members of Disciplinary council?		Disciplinary council includes: Representative of Company Trade Union, Representative of Section related (with Manager's assignment), Administration Manager and related persons.	
Sent to GD for final decision		Yes		The meeting minutes is signed by all discipline meeting attendants.	Form 000/1-Fo-002(24/6/2009)
		Issue Disciplinary action and meeting minutes			
Approve the Disciplinary action					
			Filed		

Checked by: Nguyễn Thị Tường Vân

Approved by: Nguyễn Thị Tường Vân

Date: 11 June 2012

Date: 12 June 2012

Prepared by: Trần Thị Hoàng Bích

Date: 11 June 2012