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SUGGESTIONS POLICY

The Ecwamix Chemical Systems Employee Suggestions Policy (ESP) encourages all employees to offer suggestions that may improve the quality and performance of their work while achieving Ecwamix's objectives. Any suggestions that identify specific problems and propose suitable solutions to enhance efficiency and effectiveness, through increased productivity, reduced costs, improved and safer working conditions, conservation of resources and enhanced public services, are considered.

Process

Employees with suggestions must complete the Employee Suggestion form and submit it to the Grievance/Suggestions Manager, either personally or via the Suggestions/Grievance box available on each site. This can be done anonymously or by name.

The suggestion will be reviewed for eligibility by the Grievance/Suggestions Manager, and the relevant Director or Managers, depending on the level of request or suggestion. These will be entered into the ESP tracking log and forwarded to the appropriate department for evaluation.

The Suggestions Manager and Management will review the suggestion and make a decision in accordance with this policy as to the benefits of these suggestions. The results will then be communicated in the Toolbox Talk that will follow that week.

EXCLUSIONS

Suggestions that cannot be considered include the following:

- Suggestions that would normally be expected in the performance of the employee's job or those that the employee can implement without higher-level approval.
- Suggestions that do not include a solution or plan for improvement.
- Suggestions that result from assigned audits, surveys, reviews, or research.
- Suggestions that are already under active consideration by management.
- Suggestions that duplicate another suggestion under consideration or which has previously been suggested.
- Suggestions that propose changes to salaries, benefits or employment classifications.
- Suggestions that are already enforced by existing laws or regulations.
- Suggestions that pertain to complaints or grievances, open or closed.