

CHAPTER 38

SUGGESTIONS AND CONCERNS

PURPOSE

It is the intention of HTS AmeriTek's management to provide a safe and healthy work environment and to establish new implications of quality and productivity for all levels of employees. The prevention of accidents and rework is an objective affecting all levels of our company; the Suggestion Form is one of the tools to be used to help employees express new ideas and suggestions.

SCOPE

This form covers all HTSA field projects, offices, and warehouse work. The HTS AmeriTek supervision, safety personnel, and employees are encouraged to utilize this form for work improvements.

SUGGESTION TOPICS

- Safety
- Quality
- Equipment
- Tools
- Health Insurance
- Vacation
- Office
- Management
- Supervision
- Training
- Other

S.H.A.R.C

Forms can be submitted to any Company locations Suggestion Box, or via email at share@htsameritek.com. The SHARC Program stands for Suggestions Help Anonymous Reporting and Concerns, and provides alternative means for communication.

REPLIES

All suggestions will be addressed in a timely manner. It will be up to the management department to address and reply to all questions or concerns. These answers will be shared in the next scheduled meeting and or distributed thought-out the company. You will in no way be discriminated against by your willingness to fill out this form, nor do you not have to provide any additional information you are not comfortable with. We urge you to tell us these complaints because we will listen and if it is a good idea, we will use it, at a minimum we will answer them to let you know why it is done a certain way.

