

Employee Suggestion Policy

PURPOSE

This Employee Suggestion Policy is designed to give support and confidence to employees of Travaux, Inc. (TRAVAUX, INC.) and its subsidiaries when process improvement or program service delivery suggestions offered in the course of employment result in measurable positive and productive outcomes in support of TRAVAUX, INC.'s vision and mission. Suggestions that may be considered for recognition will include those that result in enhanced efficiency and effectiveness of the programs and services offered, leading to increased productivity, decreased costs, safe working conditions, conservation of resources, and improved resident satisfaction.

SCOPE

This Policy applies to all employees, staff, and working at all levels and departments within the company, Except for members of the Employee Suggestion Policy committee and senior management.

COMMITTEE IN CHARGE

The Human Resources Department shall create and designate an Employee Suggestion Committee that will be responsible for receiving, evaluating, and processing all the suggestions submitted by the employees.

The Committee will consist of standing members as well as additional team members who may be called upon to serve as subject matter experts applicable to the suggestion being evaluated.

The Committee shall also submit and recommend suggestions that indicate a problem area, recommend a solution or action plan, that is consistent with program objectives for further review and implementation.

QUALIFICATIONS

TRAVAUX, INC. employees with ideas and suggestions that are feasible, productive, economical, and beneficial are highly encouraged to participate in this program. Suggestions will be evaluated as follows:

- Degree of improvement in employee relations, working conditions, safety, and service to residents.
- Degree of improvement in relation to company strategic plan goals and objectives.
- Completeness of the proposal.
- Effort involved in developing the idea.
- Cost of adoption.

DETAILS AND SUBMISSION PROCEDURE

Ideas and suggestions must be submitted via the Employee Suggestion Policy Form located on the TRAVAUX, INC. intranet. There should only be one idea per form and all questions on the form must be answered.

AWARDS

If an employee suggestion is adopted, now or in the future the award is expressed in the following manner:

- Satisfaction – Employees will find that nothing beats the feeling of seeing your idea implemented.
- Acknowledgement – Recognition in Agency-wide publications.
- Recognition – Monetary award, if the suggestion is implemented and net savings generated.

EXCLUSIONS

The following suggestions or ideas will not be considered under this Policy:

- Those expected in the ordinary performance of duty and without needing the approval of a manager or head.
- Those resulting from commissioned and assigned research, survey, review, audit, etc.
- Must be an active employee when the suggestion is implemented.
- Those not leading to any solution or improvement.

Those are already under active consideration as per the determination of the management.

- Those that are the same or are identical with suggestions that have been awarded in the past.
- Proposals that aim to change classifications of benefits, compensation, and employment status.
- Anything related to open and closed complaints or grievances.
- Those that reflect already existing laws and regulations in the company.

TRAVAUX, INC. retains, in full, the right to change or revoke this policy at any time, and may do so with or without prior notice, at its sole discretion.