# EMPLOYEE SUGGESTION POLICY

## OSBT SP-032-00

### EMPLOYEE EDUCATION 2019

# EMPLOYEE SUGGESTION POLICY

**Purpose**

- The Employee Suggestion program is designed to promote the communication of ideas, enabling both the Company and its employees to benefit from increased revenues, lower costs, greater productivity, and safer working conditions.
    - Create Ownership & Engagement
    - Boost Employee Morale
    - Increase Employee Retention
    - Improve Organization's Processes
    - Improve Organization's Products
    - Improve Organization's Services

# EMPLOYEE SUGGESTION POLICY

**Benefits**

- Foster Innovation
  - New and innovative ideas solve problems.
  - OSBT fosters open communication, creating a healthy and innovative environment.
- Engage Employees
  - When employees are engaged they're happier.
  - When they're happier, business runs better – from customer satisfaction to employee retention.
- Build Collaboration
  - Solutions aren't created in a silo.
  - Perspectives and ides from people who understand their specific domain best could prove to be just the right fix.

# EMPLOYEE SUGGESTION POLICY

**Benefits**

- Improve Productivity
  - Productivity is a result of intelligent, innovative problem-solving and an engaged team.
  - OSBT cultivates all of these in a flexible employee suggestion platform.
- Create Solutions
  - The simplest problems cost time and money.
  - The OSBT Employee Suggestions Program allows everyone to address organizational challenges.
- Better Communication
  - A centralized platform enables efficient communication with employees, contractors, and partners.

# EMPLOYEE SUGGESTION POLICY

**Key Elements**

- Top Management Support
- Publicize
- Eliminate Threatened Manager Syndrome
- Vendors, Customer, Employees
- Rotation of Suggestion Advisory Committee Members
- Timely Feedback
- Simple Submission Process
- Program Reviewed Annually

# EMPLOYEE SUGGESTION POLICY

**OSBT Commitment**

- The HSSE Management team will maintain a database of suggestions and their disposition.

- The Employee Suggestion Form (whether adopted or not) will be kept on record for one year following submission.

# Thank You!

Thank you for completing the Employee Suggestion Policy Module

Complete the Employee Suggestion Policy Quiz to receive credit for this module.

Have questions?

Contact HSSE@osbt.com