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| <p>WASHINGTON TRU SOLUTIONS LLC MANAGEMENT POLICY</p> <p>TITLE: EMPLOYEE CONCERNS</p> | <p>Number/Rev. MP 4.2, Rev. 7 Page 1 of 3</p> |
| <p>COGNIZANT SENIOR MANAGER:</p> <p><u>Approval on File</u> 4/2/08 T. L. Frye, Manager Date Human Resources</p> | <p>APPROVED BY:</p> <p><u>Approval on File</u> 4/16/08 M. F. Sharif Date WTS General Manager</p> |
| <p>1.0 POLICY</p> <p>Washington TRU Solutions LLC (WTS) will provide every employee with the right to express concerns without threat of reprisal, intimidation, harassment, or reprimand. WTS maintains an Open Door Policy through which problems can be solved through face-to-face communications. As a supplement to the Open Door Policy, employee concern forms are provided as additional communication tools to let employees express problems and readiness concerns.</p> <p>2.0 REQUIREMENTS</p> <p>Employees are encouraged to first discuss their concern with their direct manager. However, employees who feel uncomfortable about approaching their manager about a problem can make an appointment with any manager in their organizational chain, any department manager, the Human Resources Manager, or the General Manager.</p> <p>If an employee concern cannot be addressed through the Open Door Policy, the employee can complete an employee concern form and submit it to Human Resources. If the form has been signed, the employee will receive a personal reply within ten working days. Items of general interest generated from forms submitted anonymously will be communicated to all employees in the WTS newsletter.</p> <p>If an employee encounters a situation adverse to facility operations, that employee may express that concern directly to the General Manager either personally or in writing. The concern can be submitted anonymously, confidentially, or it can be signed. The originator, if known, will receive a response no later than the third full business day after receipt of the concern.</p> <p>3.0 RESPONSIBILITIES</p> <p>3.1 Managers</p> <p>WTS managers will, when approached by an employee, work toward resolution of problems encountered by their employees in an atmosphere of mutual trust and respect. If the problem cannot be resolved at this level, it is the manager's responsibility to arrange a meeting for the employee with the appropriate manager.</p> | |

TITLE: EMPLOYEE CONCERNS**3.2 Department Managers**

Department managers will work toward resolution of the problem encountered by the employee in the same atmosphere of mutual trust and respect. If the problem cannot be resolved at this level, it is the department manager's responsibility to make an appointment for the employee with the manager of Human Resources or the General Manager, as appropriate.

3.3 Human Resources

Human Resources will provide a personal response to signed employee concern forms within ten working days.

Human Resources will provide for a response to be published in the WTS newsletter for any anonymous employee concern form containing items of general interest.

Human Resources will communicate the content of this policy to WTS employees.

Human Resources will assure that the policy is posted in conspicuous places within the workplace where such notices are customarily posted. Further, these notices will not be altered, defaced, or covered by other material.

The manager of Human Resources will work toward resolution of problems encountered by any employee or make that employee an appointment with the General Manager.

3.4 General Manager

The General Manager is responsible for the following:

1. Working toward resolution of problems encountered by any employee.
2. Assigning an investigator for each facility operations concern received.
3. Responding to each facility operations concern by the third full business day after the concern was received.

3.5 Employees

Employees are responsible for the following:

1. Reporting concerns to cognizant management, or the employee concerns program, relating to safety, security, quality, environmental protection, compliance with laws and regulations, fraud, abuse or mismanagement, and other work-related issues.

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| <ol style="list-style-type: none">2. Indicating whether or not the employee desires protection of their identification during the resolution of the concern.3. Cooperating and working constructively and actively to achieve resolution of personal concerns and concerns expressed by others (as appropriate).4. Reporting any potential facility operations concerns to the General Manager. | |