TRU SOLUTIONS MANAGEMENT POLICY TITLE: EMPLOYEE COMMUNICATIONS	Number/Rev. MP 4.3, Rev. 3 Page 1 of 2
COGNIZANT SENIOR MANAGER: Approval on File 3/14/05 T. L. Frye Date Human Resources	APPROVED BY: Approval on File 3/16/05 R. D. Raaz Date WTS General Manager

1.0 POLICY

Washington TRU Solutions LLC (WTS) will inform employees about matters that affect them and their jobs and will ensure that the information is correct, and timely, in accordance with WTS and U.S. Department of Energy (DOE) requirements.

2.0 REQUIREMENTS

This policy is intended to promote the flow of information to all WTS employees. This includes information about WTS, Waste Isolation Pilot Plant (WIPP), or Washington Group International (WGI) mission, vision objectives, programmatic activities, and progress updates, changes in company policies and procedures, and other information which may be of general interest to employees and their families.

3.0 RESPONSIBILITIES

1. Implementation of this policy is assigned to the Human Resources manager.

2. The employee communications coordinator will carry out the following actions:

    a. Develop and/or review all-employee communications with technical review as necessary by the cognizant technical manager or General Manager's staff as the cognizant source.

    b. Develop and/or review priority information intended for all managers with concurrence by the General Manager's staff.

    c. Communicate safety, total quality, and other WTS and WGI headquarters programs to WTS employees.

    d. Obtain review from the DOE's Carlsbad Field Office communications that specifically cite DOE policies, describe DOE organizational changes, or name DOE employees.

3. WTS managers are responsible for the following employee communications actions:

    a. Conduct management by walking around and listening regularly.

    b. Hold regular workplace meetings to share/discuss WTS policies and programs by using face-to-face communications.

c. Practice the Open Door Policy for resolution of any employee concern. Additionally, all managers should communicate the availability of the Employee Concern Program to each WTS employee.

4. Employee responsibilities for effective workplace communications include the following:

a. Attend all workplace and all-employees meetings.

b. Communicate all safety, health, and quality concerns immediately.

c. Establish a positive, two-way communications philosophy that includes timely responses to all workplace communications.