



# Employee Suggestion Form

No. \_\_\_\_\_

Date: \_\_\_\_\_

NAME: \_\_\_\_\_

Unit: \_\_\_\_\_

**SUGGESTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what way will your suggestion enhance the company. Please check and explain.  
(Please use the other side of the form if necessary.)

**Labor:** \_\_\_\_\_  
**Product:** \_\_\_\_\_  
**Safety:** \_\_\_\_\_  
**Time Factor:** \_\_\_\_\_  
**Cost Saving:** \_\_\_\_\_  
**Customer Service:** \_\_\_\_\_  
**Quality:** \_\_\_\_\_  
**OTHER:** \_\_\_\_\_

**Sustainability:** \_\_\_\_\_  
\_\_\_\_\_ **Waste reduction**  
\_\_\_\_\_ **Energy reduction**  
\_\_\_\_\_ **Education/communication**

**Unit Decision:** Yes \_\_\_\_\_ Date: \_\_\_\_\_  
No \_\_\_\_\_

**Reason:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Director Received:** Date: \_\_\_\_\_ **Feasibility Findings:** Date: \_\_\_\_\_

(Please use back of form if necessary)

**Director's Decision:** Yes: \_\_\_\_\_ Date: \_\_\_\_\_  
No: \_\_\_\_\_ Reason: \_\_\_\_\_

Implemented: \_\_\_\_\_ Date: \_\_\_\_\_ Awarded : \_\_\_\_\_ Date: \_\_\_\_\_

*NOTE: Send to BASC Admin Office/Executive Admin Assistant*  
8/09