



# EMPLOYEE SUGGESTION FORM

SUGGESTION NUMBER: \_\_\_\_\_

## HOW TO MAKE YOUR SUGGESTION

- Each suggestion should state a specific problem, define or describe its cause and propose definite solution. It should also include the benefits to the Company, the cost to implement versus the savings and when the savings will be realized.
- Discussion of your suggestion with your Supervisor is encouraged.
- Use additional sheets for drawings, pictures, and/or cost analysis.
- If more than one person is responsible for the suggestion, each must sign this form.
- See the end of this form for Ineligible Suggestions.
- Submit your Suggestion to: Suggestion Committee, ILN-9C/Administration, Mail Stop 2061-E.

### EMPLOYEE IDENTIFICATION

Full Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Station Location: \_\_\_\_\_ Dept: \_\_\_\_\_ Phone #: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Position Title: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

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

**I Believe This Suggestion Will:** (check all that apply)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Improve Productivity/Quality | <input type="checkbox"/> Improve Safety | <input type="checkbox"/> Improve Equipment                    |
| <input type="checkbox"/> Improve Methods/Procedures   | <input type="checkbox"/> Save Cost      | <input type="checkbox"/> Substitution of Mat. For Improvement |
| <input type="checkbox"/> Other (explain) _____        |   |   |

**Description of Problem:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Attach additional pages if necessary to provide a full detailed explanation)

**Description of Proposed Solution:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Attach examples, photos, etc., as needed to explain)

**Detail of Cost/Benefits:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Attach additional analysis, reference material, etc., as needed to explain)

In consideration for the Suggestion Committee's approval of my suggestion and tender of an award to me in accordance with the Employee Suggestion Program, I agree to assign all my rights, title and interest in and to my suggestion to ABX, and execute all documents and do all that is necessary to assist ABX, at its expense, in obtaining protection therefore including patent, trademark, copyright, mask work and trade secret protection or other form of protection throughout the world.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Employee Suggestion Program**

### **Program Overview**

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. The program ensures objective consideration of all ideas. Guidelines for recognition are described in this document.

### **Administration**

A suggestion committee whose members are appointed by the executive staff will be drawn from Administration, Airpark, Flight, Ground, Maintenance and Logistics Services. One member will serve as Chairman and hold meetings at least quarterly to evaluate suggestions.

### **Committee Responsibilities**

- Foster employee awareness of this suggestion program.
- Accept employee suggestions.
- Maintain a database of suggestions and their disposition.
- Recommend improvements in the suggestion program to executive staff.
- Keep employees informed of the status of their suggestion.
- Recommend to the Chief Financial Officer (CFO) suitable awards.

### **Award Eligibility**

- All full-time, part-time and casual employees of ABX Holdings and its subsidiaries are encouraged to submit suggestions related to the operation of the Company.
- Employees that are covered by the MIP bonus program are not eligible.

### **Submitting Suggestions**

Each suggestion should be written on an Employee Suggestion Form. An employee may ask for managerial help in completing the form, but a management signature is not required. (Blank forms are available online at MyABX.com or from management.)

Each suggestion should state a specific problem and propose a definite solution. It should include the benefits to the Company, the cost to implement versus the savings and when the savings will be realized.

### **Evaluation of Suggestions**

The Suggestion Committee will notify the employee that they have received their suggestion. The committee chairman will task a member of the Suggestion Committee to evaluate the suggestion and make a recommendation regarding a suitable reward. If warranted, the committee will recommend an award to the CFO.

The appropriate department executive will author an award letter and present the check to the employee.

### **Company Rights**

In consideration for the Company approval and tender of an award, employees agree to assign all of their right, title and interest in and to the suggestion to the Company.

The following listing should not be considered a denial of merit for any ideas or proposals. However, suggestions of this nature are to be handled through normal channels of communication (for example, memorandums, verbal communication with management, work groups and Open Door inquiries) rather than through the Suggestion Program.

### **INELIGIBLE SUGGESTIONS:**

- Duplicate or closely parallel a previously submitted suggestion.
- Improvements that are already on record as having been considered proposed and/or adopted by the Company.
- Work already in progress, under consideration, or being evaluated.
- Suggestions resulting from a workgroup or any recognized ABX Air project team or committee group.
- Suggestions that state improvements needed but fail to provide thorough solutions (insufficient information or diagrams may cause a suggestion to be returned to the suggester).
- Proposing changes in the ABX Air values or policies.
- Employee benefits, wages, job classifications, salary ranges and general working conditions.
- Information published in manufacturer or vendor service bulletins and /or technical and commercial publications.
- Matters controlled by vendor warranties, government regulations and all other warranties and regulations outside the control of ABX Air Inc.
- The sale of any Company property.
- Obvious errors in printed material or for updates of printed directives.
- Charitable contributions or fund raising.
- New products or services not currently offered by ABX Air.
- Television, radio and written advertising idea, Internet usage, tag lines and promotional items.

