



## EMPLOYEE SUGGESTION FORM

### HOW TO MAKE YOUR SUGGESTION

- The Suggestion Program is designed to promote original ideas for the benefit of both the Company and employees. Awards can be as high as \$25,000 and are based on 20% of annual net savings where quantifiable benefits can be identified.
- Each suggestion should state a specific problem, define or describe its cause and propose a 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.
- See the back of this form for Ineligible Suggestions.
- Discussion of your suggestion with your Supervisor is encouraged.
- Use additional sheets for drawings or pictures, if necessary.
- Employee must calculate the cost savings, if any, and include with the Suggestion Form.
- If more than one person is responsible for the suggestion, each must sign this form.
- Submit your suggestion to:                    Suggestion Committee, ILN-9C / Administration, Mail Stop: 2061-J

**EMPLOYEE IDENTIFICATION:**

Full Name:	Station Location:	Dept. No.	Employee No.
Position Title:	Supervisor's Name:	Suggestion Topic:	

I believe this suggestion will:

- |   |   |  |
|---|---|--|
| <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 Materials for Improvement |
| <input type="checkbox"/> Other (Please Explain) _____   |   |  |

Description of problem:

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Description of proposed solution:

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Detail of cost / benefits:

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(Attach additional pages as necessary)

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 of 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(s) Signature: \_\_\_\_\_

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

## Ineligible Suggestions:

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, APEX groups and Open Door inquiries) rather than through the Suggestion Program.

- Any suggestions that duplicate or closely parallel a previously submitted suggestion (eligibility of similar suggestions is determined by the official receipt date stamped by the Suggestion Committee immediately upon receipt).
- Improvements that are already on record as having been considered, proposed and/or adopted by the Company (evaluators must be able to furnish written or verbal supporting documentation confirming their statements regarding lack of originality).
- A suggestion that serves as a catalyst for a change may be awarded based on its impact on Company operations.
- Suggestions concerning work already in progress, under consideration, or being evaluated.
- Suggestions deemed to be within the employee's normal scope of their job as determined by the Suggestion Committee.
- Suggestions resulting from an APEX or any recognized Airborne project team or committee group (for example, an ad hoc task force).
- 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).
- Suggestions proposing changes in the Airborne values or policies.
- Suggestions that involve employee convenience only, without providing any additional benefit to the Company (for example, the location of vending machines or entrance or exit doors) and suggestions relating to employee services that are not job related (for example, Credit Union or employee parking).
- Suggestions affecting employee benefits, wages, job classifications, salary ranges and general working conditions.
- Suggestions resulting from information published in manufacturer or vendor service bulletins and/or technical and commercial publications that are normally reviewed in the scope of Airborne's departmental research, development and update of specialized information (these are ineligible for one year from date of publications; after one year, they are considered catalyst suggestions).
- Suggestions regarding matters controlled by vendor warranties, government regulations and all other warranties and regulations outside the control of ABX Air Inc.
- Suggestions proposing the sale of any Company property.
- Suggestions for the correction of obvious errors in printed material or for updates of printed directives.
- Suggestions requesting charitable contributions or fund raising.
- Suggestions proposing new products or services not currently offered by Airborne, including suggestions proposing additional locations or changes in locations for Airborne Express facilities or routing procedures (for example, stations, drop boxes and sort hubs).
- Suggestions regarding televisions, radio and written advertising ideas, internet usage, tag lines and promotional items.
- Suggestions for changes to the Company's product and/or service pricing structures.
- Suggestions for improvements of any facility, equipment, aircraft or project that is under construction, placed in service or implemented including a 12-month period from date of completion. This will also include any modifications or changes made to facilities or equipment for a period of 12 months.