



## Open Door Policy

We believe that to be successful, the free exchange of ideas, information, and discussion with all employees is critical. Open, honest, and non-defensive communication facilitates the continuous improvement of our company.

Employees can express their ideas, concerns, suggestions, and comments on a personal basis with anyone in management at any time.

Our Guiding Principles state that the relationship between employees and the Company is built on “*mutual trust, personal integrity, respect for the dignity of the individual, a spirit of cooperation, and a sense of family and good humor*”.