



# Open Door Policy Memo

Date 7/19/16

To: All Company Employees

From: Jackie Mulrooney  
President, J P Systems, Inc.

## Re: Voicing Concerns

If there is anything bothering you, I would like to hear about it. If you feel that any working condition, policy, practice, or action by J P Systems, Inc. or by any member of our management team could be improved, please tell me about it and we can discuss the matter confidentially and in private. If you decide to do this, we will establish an appropriate time and place to address your concern.

One of the most critical responsibilities of my job as your company president is the consistent level of communications that I maintain with you, and I want you to know that I am available to discuss ANY workplace concern, no matter how small at your convenience.

**My office hours are** 9 am to 5:30 pm EST, Monday through Friday. I can be reached at (703) 815-0900 at the main office.

Sometimes certain situations come up that are so sensitive, it is tempting to ignore them or keep them to yourself. Please don't. Ignoring problems does not make them go away.

**Please put it in writing.** It makes a difference when you put your suggestion in writing – your understanding of the situation and what you think the ideal conditions should be, as well as some ideas for achieving your desired conditions, will help me go to work for you. Download a **Bright Idea form** from our employee page on our web site [www.jpsys.com](http://www.jpsys.com) and fill it out to assist you with presenting your complaint or proposed solution to a problem (it's not necessary to have a proposed solution, but I do need to know the desired condition). Please submit this completed form to me or your designated company representative. Do not voice internal company concerns to your client, even if you know them very well.

Each employee possesses his or her unique insights as to how their project and this company should work. And every insight provides yet another valuable addition to our firm's corporate subculture and productivity. As always, your ideas are encouraged and welcome at any time. Thanks in advance for your support.

Kind Regards,

Jackie