

## COMMUNICATION

There are several primary means of communication at the Firm. The Firm uses various written communication means, including emails, notices and this Handbook. Usually, the best form is face to face communication - especially with your Project Manager. Your Project Manager is responsible for overseeing and directing your job performance. Do not hesitate to talk with your Project Manager and/or mentor and ask questions. Your being receptive to constructive criticism will also be important for you to improve performance.

If you have a work-related problem or issue, the best way to resolve it is to talk with someone who can help. If you have a problem or dispute (including a dispute with a co-worker), there are several resources available for assistance:

- Talk with your mentor. This is where most issues can be resolved.
- Talk with Human Resources.
- Talk with one of the Principals. The Firm offers an “open door” policy for employees who wish to discuss work related problems.

The decision of the Principals in any matter shall be binding and final.

### Suggestions

We invite and encourage employees' input on work-related issues. Constructive employee input is important to ensure we continually refine and improve how we do things. If you have any suggestions for improvement, bring them to Human Resources, or one of the Principals.