

NEWSLETTER

Suggestions Special



All employees have the opportunity to improve the profitability and competitiveness of Dowty Rotol. From **1st June** we are launching a new suggestions scheme called "**Ideas in Action**". We would ask you to think about ways of making the company more efficient and put forward your ideas. This will help to protect the future for all of us and you will receive a cash award for every idea which is accepted.

In the rest of this newsletter we have tried to answer some general questions about the new scheme and give details of our Suggestions of the Month Award and Quarterly Prize Draw.

Questions and Answers about the Scheme

Q. What ideas are needed?

A. Your suggestion can be about anything, anywhere in the company that:-

- * saves money
- * saves time
- * reduces waste
- * reduces stock levels
- * improves safety
- * improves product quality

Suggestions are not restricted to design improvements or better manufacturing methods. An idea which cuts out unnecessary paperwork or improves safety is as valid as a suggestion which reduces the time on a machining operation.

Q. Who is eligible?

A. You are. You can suggest any ideas as long as they are not already in the process of being introduced and are not part of your normal job function.

Q. How do I submit my suggestion?

A. Simply fill in a suggestions form and send it through the internal post to the "Suggestions Co-ordinator".

Suggestion forms are available from supervisors, special boxes near Noticeboards, the Suggestions Co-ordinator and the Personnel Department. Internal envelopes are available from supervision.

Sometimes it can be difficult to express ideas on paper. If you want any assistance in filling in a suggestions form the Suggestions Co-ordinator will be happy to help you.

DOWTY ROTOL SUGGESTION FORM.

IDEAS IN ACTION

FOR OFFICE USE ONLY

No. _____

NAME	CLOCK No.	DEPARTMENT	OCCUPATION	DATE

FILL IN IF APPLICABLE:

PART No.	OP. No.	DESCRIPTION OF PART	AIRCRAFT

What does your suggestion set out to do ?

Details of suggestion
(Please make sketch or drawing overleaf if applicable).

I declare that this suggestion is my own idea Signed:

FOR OFFICE USE ONLY.

1. Eligibility ?

2. Is the suggestion to be implemented ?

3. Is any change to be made as a result of suggestion ?

4. Review ?

AWARD

£

QUARTERLY DRAW INFORMATION

SUGGESTION No.	NAME	CLOCK No.

Q. What will happen to my suggestion?

A. Firstly the Suggestions Co-ordinator will contact you to confirm that it has been received. He will then arrange for a suitable person in the company to investigate and evaluate your idea.

Your suggestion, along with the investigator's report, will be passed to the Suggestions Committee which is made up of three senior managers. The Committee will decide whether or not to accept your suggestion and, if accepted, the value of the award.

Q. Will anyone talk to me about my suggestion?

- A. Yes. The person asked to investigate your suggestion will talk to you personally about your idea to make sure you have the opportunity to explain it and that it is fully understood by the investigator.

Q. How long will it take before I get a reply?

- A. We have set a target of a maximum of four weeks to give you a written reply to your suggestion. This will either tell you that your idea has been accepted and how much you have been awarded or inform you that it has not been possible to accept your suggestion and give you the reasons.

However, we do have to be realistic. Whilst many of the best ideas are simple ones others can take time to evaluate and may even need to be tried out to see if they work in practice. In these cases we guarantee to keep you informed of progress and tell you how long it is likely to take before we can give you a definite reply.

Q. How much will I be awarded?

- A. In general terms the value of your award will be linked to the amount of money it saves the company. The cost of implementing your idea will also be taken into account. Whilst the savings are normally looked at over a 12 months period it is sometimes necessary to take a longer term view if the implementation cost are particularly high.

In some cases, such as improvements to safety, it is very difficult to put a figure on the amount of money that will be saved and the award is based upon the judgement of the Suggestions Committee.

Q. What if I disagree with the decision made about my suggestion?

- A. If you feel dissatisfied with the reason given for your suggestion not being accepted or the amount awarded you can put your views to the Suggestions Co-ordinator. He will consider what you say and if he feels it is justified he will arrange for your suggestion to be re-examined.

Q. Who is the Suggestions Co-ordinator?

- A. Terry Long. He is responsible to the Company Secretary, Ian Bailey-Scudamore to ensure impartiality.

Terry joined the company as an apprentice in 1965 and worked as a Fitter in Experimental. For the last ten years he has worked in Assembly Methods.

Terry is available to answer any questions about the scheme and can be contacted by telephone on extension 1694.



Terry Long

In order to highlight the importance of the scheme to the company the following additional features will be introduced.

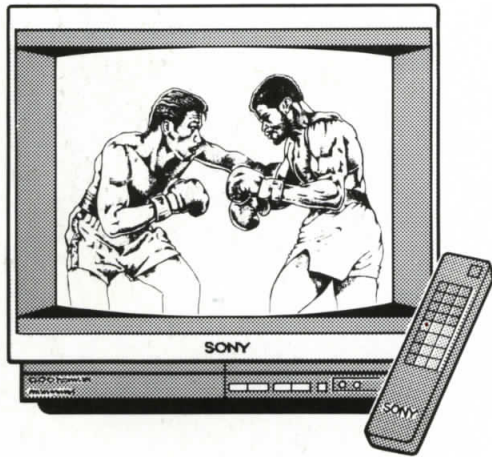
Suggestion of the Month

Every month a competition will be held to find the best suggestion *accepted* in the previous month. The winner, to be decided by the Suggestions Committee, will receive a cash award of £100 in addition to the award made for the suggestion.

The first "Suggestion of the Month" will be held in July to find the best suggestion accepted during June.



Quarterly Prize Draw



Each quarter a suggestion prize draw will be held. The names of all employees who have received an award in the previous three months will be entered into the draw. If employees have had more than one suggestion accepted they will have a draw entry for each accepted suggestion.

The first draw will be held at the beginning of September for suggestions accepted between 1st June and 31st August. The first prize for this draw will be a 14" Sony colour television with remote control and teletext. Future draws will be for prizes of similar value.

Facing the Future

Each of us has a contribution to make in securing the future of Dowty Rotol and our own future employment by improving our efficiency and thereby our ability to win profitable business. One of the ways we can help to achieve this is by thinking about what we do, and why we do it, and suggesting

ideas for doing things better.

Every discipline, every department and every employee has a part to play. So, if you have an idea that you think would work and be cost effective why not put it onto a suggestions form? It could be worth more to you than you think!

DOWTY ROTOL SUGGESTION FORM.



FOR OFFICE USE ONLY

No.

NAME	CLOCK No.	DEPARTMENT	OCCUPATION	DATE

FILL IN IF APPLICABLE.

PART No.	OP. No.	DESCRIPTION OF PART	AIRCRAFT

What does your suggestion set out to do ?

Details of suggestion

(Please make sketch or drawing overleaf if applicable).

I declare that this suggestion is my own idea

Signed.....

FOR OFFICE USE ONLY.

1. Eligibility ?
2. Is the suggestion to be implemented ?
3. Is any change to be made as a result of suggestion ?
4. Review ?

AWARD

£

QUARTERLY DRAW INFORMATION

SUGGESTION No.	NAME	CLOCK No.