



TEAM MEMBER GUIDE

104 TEAM MEMBER CONFLICTS

Team Members are encouraged to resolve inter-personal conflicts as quickly as possible between themselves. In situations where conflicts cannot be resolved between the parties, Team Members are expected to discuss these unresolved conflicts with their Manager. Should further resolution be required, the matter is to be forwarded to the Human Resources Department.

Team Members are required to discuss matters pertaining to the interpretation and administration of Company policies with their Manager as a first step.

If the matter is not settled to the satisfaction of the Team Member, he/she may submit to the Human Resources Department a request for a formal Company position on the matter.