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Employee Name:	
Position:	

We are determined to continuously develop our systems and procedures and ultimately improve services to staff.

To achieve this, it is essential that we encourage and welcome suggestions from all staff.

This form enables staff, possibly as a consequence of their work, to suggest how we can improve our current systems and procedures. the suggestions may be for their own department, or to any other department of the Company. All suggestions received will be considered at the appropriate level for consideration and comment. In addition, all staff making suggestions will receive a response. All suggestions will be monitored by the relevant department.

Suggestion	
(Please be as specific as possible, explaining the problem and how it may be taken forward.)	

Employee Name:	
Signature:	
Date:	