

BLTC GROUP INC.

Global HR Platform Project Guiding Principles For Working Together

- 1. Work as ONE TEAM regardless of whether you are an employee, consultant, contractor or are a vendor.**
 - a. We have all stumbled at various points in the project but we are all part of the solution
 - b. Business people and technical people work together although they may bring different input and perspectives
 - c. Do not criticize one person to another or one provider to another
 - d. While there are many teams focused on various work, ensure effective communications across team to ensure everyone understands the big picture and knows how their piece fits in
- 2. Be open, direct and respectful in your communication with other team members.**
- 3. Work collaboratively in the spirit of trust and respect.**
 - a. Seek opportunities to work together face to face whenever practical
- 4. Ask questions and raise issues if you are concerned or unsure.**
 - a. Don't make assumptions; seek clarification
 - b. Make your voice heard when issues are being discussed and decisions being made; don't wait until the meeting is over or decision made to complain to others
 - c. Escalate concerns to Steering Committee within 24 hrs if unresolved to the satisfaction of the team
- 5. Spend time seeking solutions as opposed to analyzing the past.**
 - a. Be open minded, especially to input from others, and solutions oriented
 - b. Own the outcome; there are no passive observers or bystanders
- 6. Be prepared to make reasonable changes to the way we do things today rather than force fitting established solutions.**
- 7. Be prepared to take qualified risks without complete information, ensuring someone owns the risk and can monitor to ensure risks can be mitigated if they emerge.**