



BULLARD-PLAWECKI

EMPLOYEE RIGHT TO KNOW ACT 397 OF 1978

As an employee of LADD you may have access to your personnel records for review. LADD follows all regulatory requirements in providing access.

Pursuant to Michigan law BULLARD-PLAWECKI EMPLOYEE RIGHT TO KNOW ACT 397, employees may review and request a copy of their personnel file. They may also file a response regarding the content of their personnel file. If an employee would like to review their personnel file, a written request can be submitted to the LADD Corporate Office to set up an appointment for review.

If an employee requests a copy of the contents of their personnel file, LADD requires reimbursement at the current established rate due to the cost of labor and equipment in copying an entire file. It is recommended to first review the contents so that the employee can mark what documents need to be copied and what documents could be sent electronically to save money.

Documents will be provided as quickly as possible and no later than 2 weeks of the request.

If there is a disagreement between LADD and the employee regarding the contents of the file, the employee may submit up to 5 pages (8.5x11) of written response. This response will be included when/if the personnel file is divulged to a third party at the employee's written request.

For the specific procedure; please follow the: [Access to Records Policy located in the Compliance and Ethics Plan](#)

[Click Here to View the Compliance and Ethics Program](#)

[Click Here to View the Bullard-Plawewski Employee Right to Know Act 397 of 1978](#)

LADD
WE MAKE THE DIFFERENCE