

INTENT

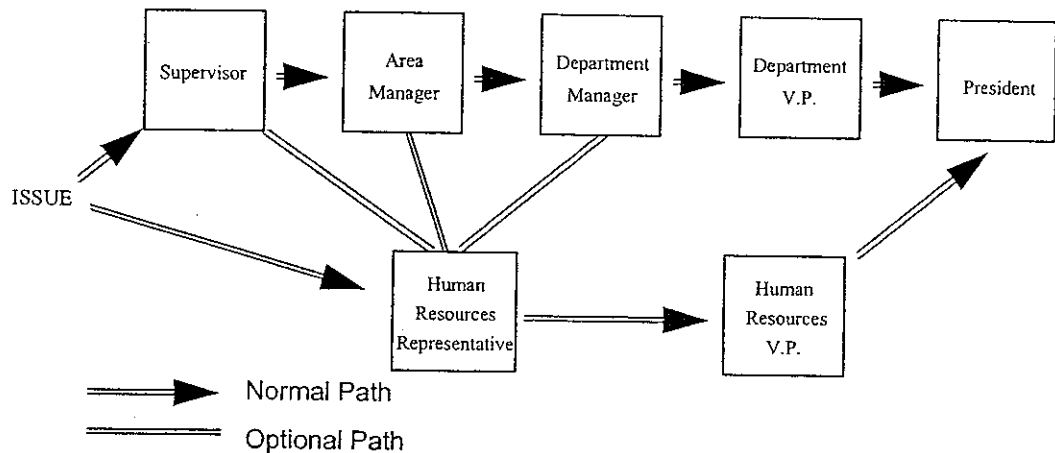
We believe "Communication is Vital" and we encourage open, honest, constructive, and ongoing communication to resolve issues. Therefore, we encourage all Microchip employees to raise work-related issues at the level they think is the most appropriate for quick and fair resolution.

DEFINITION

Work-related issues include any questions or problems you may have with your job, wages, performance reviews, disciplinary actions, job conditions, supervision, management, harassment, or with the application of any Microchip policy or system.

POLICY

1. You should try to resolve your problems and concerns through discussions with your supervisor. However, if you feel you must talk to someone else about the problem, you can bring your issue to any level in the organization at anytime. The recommended course of action is as follows:



2. Once you discuss an issue with a Supervisor or any level of management, that person will decide if an investigation is needed and what action should be taken. They will communicate the action/plan/resolution with you as quickly as possible. If you are not satisfied, you can try another Open Door. The President's decision is final.

Cross Reference

Performance Appraisals
Employee Performance
Improvement Plan

HR
Policy No.
HR-400
HR-410

Ex.4-1

Promotions

Policy No.: HR-150

Issue Date: 09-30-91

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Revised: 02-15-94

INTENT

We believe that "Employees are our Greatest Strength," and provide opportunities for qualified employees to grow into positions of greater responsibility and recognition.

POLICY

1. When a position becomes vacant or is created due to business requirements, all opportunities to promote from within will be explored consistent with the goal of filling positions with the most qualified individuals available.
2. Most vacant or new full-time positions will be posted consistent with the Internal Application policy. As stated in the policy, some positions may not be posted due to special job-related circumstances. If you are interested in applying for a posted position, follow the guidelines as outlined in the Internal Application policy.
3. Applying for a similar position in another department is considered a transfer, not a promotion. You must first discuss the transfer with your supervisor. Requests for transfer will be considered on the basis of your qualifications for the other position and in the best interest of the company. Except in unusual circumstances or for business reasons, you must be in your present position for at least 12 months.
4. In recognition of your performance and contribution, you may receive an increase in your responsibilities and job grade within the same job family. This is recognized as a time in grade promotion and doesn't require a job posting.
5. If you are promoted, you maintain no rights to your previous position.
6. All promotion decisions are made in a fair and objective manner in accordance with our Guiding Values.

<u>Cross Reference</u>	<u>HR</u> <u>Policy No.</u>
EEO	HR-100
Internal Application	HR-120
Transfers	HR-140
Performance Appraisals	HR-400

Ex. 4-2