

# Frequently Asked Questions

## Why are these focus groups being conducted?

These focus groups are being conducted to better understand the employee experience and gather honest feedback about communications, culture, processes, and workplace experiences across the organization. The goal is to identify themes, opportunities, and areas for improvement.

## Who is leading the focus groups?

Focus groups will be facilitated by an independent third party responsible for participant selection, facilitation, and reporting.

## Will my feedback be confidential?

Yes. Individual names, comments, and identifying information will not be shared with Ferrotec. Feedback will only be summarized at a group or theme level to help protect confidentiality and encourage open, honest discussion.

## Will Ferrotec know what I personally said?

No. Ferrotec will not receive information that identifies individual participants or ties comments back to specific employees.

## Is participation voluntary?

Yes. Participation is completely voluntary.

## How are participants selected?

Participants will be selected by the independent third party to help ensure a balanced and representative mix of employees across locations, departments, tenure levels, and roles.

## If I sign up, am I guaranteed a spot?

Not necessarily. Participants will be selected by the independent third party to help ensure balanced representation across locations, roles, tenure levels, and employee populations.

## How long will the focus groups last?

Focus groups are expected to last approximately 60 minutes.

## Will focus groups be virtual or in person?

Focus groups will be conducted virtually. If selected, you will receive an email with instructions for accessing the platform.

## Will I need to be on camera?

Participants are welcome to join with their camera on or off. We encourage everyone to participate in the manner that makes them most comfortable. The focus of the discussion is hearing honest feedback, not being on camera. You may also change your display name, if you prefer.

## Can leadership participate?

Yes. Separate sessions will be conducted for leadership and people managers to help encourage open and candid dialogue for all participants.

## What kinds of questions will be asked?

Questions will focus on employee experiences, workplace communications, organizational culture, access to information, and opportunities for improvement. There are no right or wrong answers.

## Can I participate during work hours?

Yes. Participation during work hours has been approved by Ferrotec. Managers and leaders have been informed of the focus groups and understand that selected employees will be permitted to attend during their scheduled workday. Additional details will be provided to selected participants.

## Will my manager know if I signed up?

Participant selection and scheduling will be managed by the independent third party. If selected, limited scheduling coordination may be required to ensure you can attend the focus group during work hours. Individual feedback, comments, and discussion topics will remain confidential and will not be shared with managers or Ferrotec leadership.

## What happens after the focus groups?

The independent third party will summarize high-level themes and insights and share aggregated findings with Ferrotec to help inform future improvements and decision-making.

## Who can I contact with questions?

Please contact Karen Scattergood at Spitfire Communications [kscattergood@myspitfire.com](mailto:kscattergood@myspitfire.com) if you have questions about the focus groups or participation process.

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