# Policy: HR – Open Door Policy

Purpose: To promote open communications between management and staff employees.

## Policy:

[Company Name] encourages staff employees to bring complaints, concerns, suggestions and questions to the attention of management staff.

### Procedural Guidelines:

If an employee has a problem or concern, the situation should be presented to the employee’s immediate supervisor so that the problem or concern can be addressed by discussing and examining the facts. The supervisor should be able to resolve most matters.

If, after meeting with his/her immediate supervisor, the employee would like further investigation, or does not agree with the resolution, he/she may make an appointment with the appropriate division director to review the issue and discuss possible solutions. In the event that the employee is still not satisfied, he/she may make an appointment with the [CEO] for further review and discussion.

Suggestions and comments are encouraged. The employee’s job and/or salary and/or eligible benefits will not be adversely affected in any way, should he/she choose to follow this procedure.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_