



## Open Door Policy – Come Talk to Us Policy

### **Purpose/Objective**

The purpose of this policy is to encourage open, honest and candid conversations between employees and their managers or supervisors, or other members of management, to mutually discuss and arrive at constructive solutions to job-related concerns without fear of reprisal.

### **Scope**

This policy applies to all employees.

### **Policy**

The Company believes that open, two-way communication is the best way to discuss and handle concerns that employees may have. All members of supervision and management have a responsibility to encourage and support the spirit of this policy. The Company recognizes that most people find it difficult to discuss a problem with a person of higher authority in their organization, so supervisors and managers will address such matters with empathy, understanding, and an open mind.

- If, after attempting to resolve issues with an immediate manager or supervisor, an employee does not feel the matter has been properly addressed, he or she can choose to discuss the issue with the next higher level of management, as well as with a human resource representative.
- The issue may also be brought directly to senior management if an employee believes this to be the only way the situation can be properly addressed.
- A Human Resource Representative will intervene, when appropriate, to help guide and facilitate the resolution process and to ensure that policies and procedures are followed.

No problem will be treated lightly or ignored. Likewise, no disciplinary action or reprisal of any kind will be considered if it is evident that an employee is honestly trying to work through a genuine concern.

### **Exceptions**

There are no exceptions to this policy unless otherwise applicable by federal or state law.