

OPEN DOOR POLICY – SAMPLE

The _____ values forthright, open, and productive communication and has an open-door policy that it intends to be an on-going, good faith invitation to its employees to feel comfortable engaging in frank communication with management regarding work. Employees should feel free to reach out to their supervisors, and _____ welcomes the opportunity for a supervisor to discuss any subject related to an employee's work and to work together to resolve any work-related problems that exist. If an employee believes that a specific issue cannot be resolved and/or feels uncomfortable discussing his/her concerns with his/her immediate supervisor, the employee is strongly encouraged to bring the matter to the attention of Human Resources or the President/CEO.