

## Open-Door Policy Template

### Introduction

At [Company Name], we believe that open communication is key to a positive and productive work environment. Our open-door policy encourages employees to share their thoughts, concerns, suggestions, or questions directly with management without fear of retaliation or dismissal. We aim to foster a culture of transparency, trust, and collaboration, where every voice matters.

### Policy Statement

Our open-door policy is intended to facilitate honest communication and provide support when needed. Employees are encouraged to speak with their supervisors or any member of the leadership team about any issues or ideas they may have. Whether it relates to work challenges, personal concerns affecting job performance, or suggestions for improvements, we want to hear from you.

### How It Works

1. **Whom to Approach:** Start with your immediate supervisor when possible. However, you may approach any manager or member of leadership that you feel comfortable speaking with.
2. **Communication Channels:** Conversations can be held in person, via email, or over video calls. We aim to offer a comfortable and flexible environment to suit your needs.
3. **Confidentiality and Mandatory Reporting:** We make every effort to maintain confidentiality when you raise a concern. However, please understand that in some situations—such as those involving harassment, discrimination, or safety—we may be legally obligated to take specific actions that could require disclosing some information. We will always act to ensure the process is fair, respectful, and compliant with the law.
4. **Non-Retaliation:** We are committed to maintaining a safe and supportive workplace. Employees will not face any form of retaliation for raising concerns or suggestions under this policy.

### Responsibilities

- **Employees:** Are encouraged to actively participate in making [Company Name] a better place to work by sharing concerns or suggestions.
- **Managers:** Must actively listen, provide thoughtful feedback, and take appropriate action to address concerns brought to their attention. Managers should also ensure they follow up in a timely manner.

### Procedure

1. **Scheduling:** To discuss a concern, simply contact the relevant manager or HR to arrange a meeting. Walk-ins are welcome whenever the manager is available.

2. **Follow-Up:** After meeting, management will assess the issue or suggestion and, where appropriate, take action. Follow-up updates will be provided to ensure clarity and show that concerns are being taken seriously.

### **Equal Opportunity and Anti-Discrimination**

We encourage employees to report any concerns related to discrimination, harassment, or unfair treatment. Our company is committed to creating an inclusive and respectful environment for everyone, and your feedback is an important part of that effort.

### **Non-Retaliation Assurance**

We want you to feel comfortable coming forward with any concerns. The company strictly prohibits retaliation against anyone who raises a concern or complaint in good faith, regardless of the nature of the issue. Your voice matters, and we are committed to protecting all employees who speak up.

### **Conclusion**

At [Company Name], we are committed to fostering a culture where all employees feel heard, respected, and valued. We believe that open communication is fundamental to the success of our organization, and we thank you for your trust in using the open-door policy to share your thoughts with us.