

Open Door Policy

[Name of the Company](#) believes an open-door policy can be of great value to any business. It tells employees that a supervisor or manager is open to their questions, suggestions and complaints. The aim is to promote open communication, discussion and feedback about any doubts employees may have.

Purpose

[Name of the Company](#)'s open-door policy reflects our commitment to clear, flexible communication between team members and managers.

Scope

This policy applies to all employees, managers, senior management and HR.

Definition

An open door policy is simply management's practice of keeping the metaphorical door open to all employees.

It improves communication across all levels of the organization.

We believe this is the only way to achieve innovation and growth.

Everyone has important thoughts to share, and there is always room to improve how the organization works and the workplace itself.

Team Members Are Allowed To

Team members can approach their managers, without any hesitation, to:

- Request counseling
- Get answers to doubts about a subject
- Register a complaint
- Report a problem
- Ask for help resolving internal conflicts
- Suggest changes
- Talk about other personal topics

Manager's Responsibility

If you are a manager, it is your duty to listen to your team members.

Make time for important issues, such as harassment or grievances, and for the concerns and ideas your team brings you.

As a manager, your job is to follow through with the relevant improvements.

Keep your word. Do not do something different from what you promised.

Be transparent. Discuss your thoughts with your team members.

If you receive negative feedback, you must not retaliate. Victimization or retaliation against team members will not be tolerated.

If you are unsure how to handle a situation, ask your superior or HR for advice. Their doors are open to you.