

Open Door Policy

_____ has an open-door policy that is intended to promote communication and mutual respect within the office. As such, all employees are encouraged to bring questions, comments, complaints, and suggestions to your immediate supervisor.

Contact

If you are not comfortable approaching your immediate supervisor, _____, _____ has been designated as an open resource for any employee. **{He/she}** can be contacted at **{email }** or at _____.

Anonymous suggestions, questions, comments, and complaints can also be submitted to **{email/phone number }**.

Investigation

_____ will investigate any and all allegations of improper conduct concerning discrimination, harassment, unethical conduct, and illegal activity. _____ has a strict no-retaliation policy with regards to employees who file allegations against other employees or the company.

For more information, please contact:
