

MARKLUND
HUMAN RESOURCES POLICY & PROCEDURE

POLICY NO: 6.5

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SUBJECT: OPEN DOOR POLICY

DEPARTMENTS AFFECTED: ALL

APPROVED BY: LEADERSHIP

ISSUED: 8/10/22

EFFECTIVE DATE: 8/10/22

PURPOSE:

To define Marklund's Open Door Policy in order for employees to recognize when and how to utilize the policy during their employment. Marklund strives to be an employer of choice and it is the goal of the organization for employees to feel comfortable reaching out to our Senior Management Team to ask questions, offer feedback, or find solutions to issues or concerns they may be facing.

PROCEDURE:

Marklund's Open Door Policy indicates that staff may contact any member of the Senior Management Team when they have questions, need clarification, or have a concern or issue that they would like addressed.

It is recommended that staff first talk with their supervisor or facility Administrator or Director when they have questions or concerns, but at any time they may also seek out the President/CEO or a member of the Human Resources Department to address their concerns. Staff are not, however, required to start the line of communication with their supervisor, they may first seek guidance from other sources in senior management as mentioned above, including but not limited to the President/CEO, Chief Financial Officer/CFO, Chief Development Officer/CDO, Director of Human Resources, Director of Marketing & Communications, Director of Education & Adult Services or the Administrators.

The Open Door Policy does not require staff to have appointments to speak with any member of the Senior Management Team. However, it is recommended that staff schedule appointments when possible to ensure timely responses and adequate time to discuss the concern.

If you have any questions regarding the Open Door Policy, please contact the HR Department.