

OPEN DOOR POLICY

We cannot emphasize too strongly our desire to have every employee feel free to seek help from any supervisor. If you have a problem, bring it out in the open. It is our firm policy to ensure that people are treated fairly, and no employee's standing will be prejudiced because she/he used the "Open Door" Policy stated herein.

We believe that most matters will be satisfactorily resolved between you and your supervisor; but if for any reason you are not satisfied with your supervisor's response, we encourage you to discuss the matter with successive levels of management. If the issue is not resolved at those levels, you may review the matter with the Executive Director.