**Open Door Policy**

We all recognize that the accumulation of unspoken, unanswered problems, complaints and questions can result in dissatisfaction and can impact the working relationship. It is to everyone’s advantage to bring these matters out in the open. If you have a problem or complaint, please review it with your supervisor as soon as possible.

We are not implying that we will agree with your position. However, we will listen to you, and hope that in most instances, we will be able to resolve the matter or reach a compromise acceptable to the people concerned.