

Open Door Policy

'Name of the Company' believes that having an open-door policy in the workplace can be of great value to any business. Our open-door policy informs the employees that a supervisor or manager is open to an employee's questions, suggestions, complaints, etc. The objective 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 sincerity to clear and flexible communication between team members and managers.

Scope

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

Definition

Open door policy is simply management's practice to leave the metaphorical doors open to all the employees.

This improves communication across levels of the organization.

We think the only way to achieve innovation and growth.

Everyone has crucial thoughts to share, and there is always scope for improvement in the organization's ways of working and the workplace itself.

Team Members are allowed to:

The team members can, without any hesitation, approach the managers to:

- Request counseling.
- Solve doubts about a subject.
- Register a complaint.
- Report a problem.
- Request resolution for inside conflicts.
- Suggest changes.

- Converse about other personal topics.

Manager's Responsibility

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

You are advised to make time for the crucial issues (like harassment or grievance), and for the concerns and ideas are given from their part.

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

As a manager, you must keep his word. Avoid doing something different than what you promised.

Be transparent. Discuss your thoughts with the team members.

In the case of negative feedback, you must not retaliate. Victimization or retaliation against the team members will not be tolerated.

Seek your superior's or HR's advice if you are unsure about how to handle any given situation. Their doors are open for you.

A promotional banner for factoHR. On the left, the factoHR logo is displayed above the text "Simplify your HR and Payroll with factoHR Solution". Below this is a yellow button with the text "Schedule Demo". The right side of the banner features a blue background with white icons representing a calendar, a clock, a desk lamp, a computer monitor displaying a document, a bookshelf with books, and a coffee cup.

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