

## Open Door Policy Template

Welcome to our organization! We are excited to have you join our team. As part of our commitment to creating a positive work environment, we have implemented an Open Door Policy. This policy encourages open communication and transparency between employees and management.

### **Key Points of the Open Door Policy:**

- We encourage all employees to feel comfortable approaching their supervisors or HR with any concerns, questions, or feedback.
- All discussions will be kept confidential to the extent possible, while still addressing the issue at hand.
- We value your input and want to ensure that you have a voice in the organization.

If you have any questions about the Open Door Policy or need assistance in any way, please do not hesitate to reach out to your supervisor or HR representative.

Thank you for being a part of our team!

Sources:

– Open Door Policy, Society for Human Resource Management,  
[https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms\\_009246.aspx](https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_009246.aspx)