

Open Door Policy

Our company has adopted an Open Door Policy for all the employees. This means that every manager's door is open to the all employee.

The purpose of this policy is to encourage open communication, discussion and feedback about any matter. The employees are free to talk with any manager at any time officially

If the employees are not comfortable with their team head they can send mail to CEO (Chief Executive Officer). This message will be maintained confidentially.

Most of the problems should be solved with your supervisor; this is encouraged as your first effort to solve a problem.

You may also discuss your issues and concerns with the next levels of management and Human Resources staff members.

No matter how you approach your problem, complaint, or suggestion, you will find managers bring about a solution or a clarification to your issues. Sometimes Managers might be busy in this case the employees should wait and fix the appointment with them in advance

Employees are not encouraged to complain about their colleagues unnecessarily.

Employees must avoid gossip in their workplace.



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