OPEN DOOR POLICY MEMO

To: All Employees

Subject: Open Door Policy

At [Organization Name], we value transparency and open communication. We want all employees to feel comfortable bringing forward any concerns or issues they may have in the workplace. To that end, we are implementing an Open Door Policy.

The Open Door Policy means that any employee can request a meeting with an HR representative or member of the leadership team to discuss any work-related matter at any time.

We encourage you to use the open door if you have any concerns, whether they are new concerns or existing concerns; it doesn’t matter. We want to hear from you about any issues that could be affecting you at work.

Whether it is a problem with a co-worker, a concern about working conditions, or a personal issue that is affecting your work, we want to hear from you and help you find a solution.

Please note that while we encourage open and honest communication, in any cases where an open door conversation reveals a violation of the harassment, violence, or human rights policies, for example, we have a duty to investigate further.

We hope that this HR Open Door Policy will foster a culture of trust and support within our company. If you have any questions or concerns, please feel free to reach out to any member of the leadership team for clarification. You may also refer to the full Open Door Policy which is accessible to you here [Insert location].

Thank you,

[Insert name of person in Charge]

[Insert Position]