



Terms and Conditions for Employee Manual Clauses

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OPEN DOOR POLICY/RETALIATION POLICY

Example 1

Open Door Policy

[Company] is proudly committed to maintaining an open door policy. Any discrimination or recrimination against an employee for presenting an issue, problem or complaint is prohibited.

An employee should always attempt to work out problems with his/her immediate supervisor. If the issue or problem remains unresolved, the employee can seek assistance from his/her department manager or Human Resources.

Retaliation Policy

Employee retaliation is completely unacceptable at [company]. Unprofessional conduct in any way, while on duty or on company's premises, is unacceptable and may result in termination.

Example 2

Open Door Policy

The [company] prides itself on providing and maintaining an open door policy when it comes to our team members. If a team member should experience any grievance or has a complaint during employment, they are encouraged to discuss this with their immediate supervisor. If the grievance or complaint is with the team member's immediate supervisor, they should then seek help from their next higher supervisor. If the situation is not resolved after this process, team member may then contact Human Resources. The Human Resource department will then initiate an "arbitrator process". [Company] will bring in a professional arbitrator, not associated with the company, to be the mediator in the trial. After both sides are heard, the arbitrator will make a decision that is final and binding.

Any discrimination or retaliation against a team member who presents an issue, problem, or complaint is prohibited.

Example 3

[Company] promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, the General Manager or outside help is available for

consultation and guidance. [Company] is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees whenever feasible.