

## OPEN DOOR POLICY

### 1. Open Door Policy Purpose

Our open door policy in business reflects our commitment to transparent and flexible communication between managers and team members.

### 2. What is Open Door Policy at work?

Here's our open door policy definition: it's simply the management practice of leaving your proverbial door open to all employees. This enhances communication across levels of the company.

And what's the open door policy significance to our business? It translates to better communication which in turn helps build a culture of trust. We think this is the only way to achieve innovation and growth. Everyone has valuable thoughts to share and both our workplace and ways of working could always be improved.

We ask our employees, as the heart of our business, to be ready to provide positive or negative feedback, or share ideas that can help us thrive.

### 3. Scope

We expect managers of all levels to keep their door open; and this refers to so much more than their office door. They should be ready to listen to their employees in person or over digital means we use at work (email or messaging apps). They should establish a culture of trust and communication in their team. This also applies to senior management who should remain approachable for everyone in the organization.

Team members are free to communicate their thoughts with upper management.

Of course, this policy extends to HR. If you have serious matters on your mind, ranging from concerns over your compensation to workplace harassment, feel free to come to us.

### 4. Policy Elements

Managers should have their office door open so employees can approach them easily to:

- Ask for counsel or feedback.
- Ask questions about a subject.
- Express a complaint or concern.
- Raise awareness for a problem.
- Ask for resolution to an inside dispute or conflict. Make suggestions for change.
- Discuss other personal topics.

We rely on all managers and team members to work together and have consideration for each other to make this policy work and be a success.

Signed:

A handwritten signature in black ink that reads 'Robert Turner'.

Name: Robert Turner

Position: Director

Date: 02/01/2024