



Human Resource Policy Manual

Subject: Open Door Policy

HR Policy: 180

Effective Date: 05/01/05

Revision: Revision Date: Page 1 of 1

Board of Directors Approval: 03/12/05

MSHS Policy Council Approval: 04/02/05

This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc., reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

1.0 PURPOSE

This policy defines how employees can utilize channels of communication to provide input and/or suggestions concerning the overall operations and programs of Texas Migrant Council, Inc.

2.0 SCOPE

TMC, Inc. maintains an open door policy and encourages employees to speak openly with supervisory or management personnel.

3.0 PHILOSOPHY

- 3.1** Ideas or suggestions on improved work methods and procedures are welcomed.
- 3.2** Open communication with peers is a must.
- 3.3** Following the proper channels of communications, all employees are encouraged to provide input and/or suggestions concerning operational issues or program issues. If a manager is unable to provide assistance, the next level manager, Program Director, or Human Resources may assist.

4.0 SUGGESTION BOX

- 4.1** The Company maintains a suggestion box as another way for employees to communicate with management. All employees are encouraged to submit written ideas or suggestions as they come about.
- 4.2** All ideas and or suggestions will be responded to, if applicable, by the appropriate department head.