

POLICY

The Poverello Center Inc. ensures that managers doors are always open for anyone to communicate their concerns, praise or anything that is on the employee, volunteer or donors mind.

PROCEDURE

Our company has adopted an Open-Door Policy for all employees and volunteers. This means, literally, that every manager's door is open to everybody. The purpose of our open-door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee/volunteer, it means that employee/volunteer are free to talk with any manager at any time about any topic.

Responsibilities Under an Open-Door Policy: If any area of your work is causing you concern, you have the responsibility to address your concern with a manager. Whether you have a problem, a complaint, a suggestion, or an observation, your company managers want to hear from you. By listening to you, the company can improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

Approvals:

Signature: _____ Date: _____

Tania Taveras, MBA HRM
Volunteer/HR Manager

Signature: _____ Date: 6/14/19

Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: Pending

Date Established: 06.11.2019 Date Reviewed: N/A