

Policy Title: Open Door Policy

Policy Summary: Encouraging Discussion of Ideas, Concerns or Problems with Management or a Human Resources Representative

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

The open door policy encourages employees to discuss ideas, concerns or problems with their manager, their manager's manager or a Human Resources representative.

Purpose

The purpose of this policy is to encourage employees to discuss ideas, concerns or problems with management and/or a Human Resources representative and to provide ideas and input into University policies, procedures, events and initiatives.

Scope

This policy applies to all employees at Drake University and provides guidance in the reporting of discriminatory or harassing behavior and provides for protection from retaliation for the raising of employee concerns.

Policy

Open Door Policy

Drake has an "open door" policy that encourages employees to discuss ideas, concerns or problems with their manager, their manager's manager or a Human Resources Partner. All employees are welcome to provide ideas and input into University policies, procedures, events and initiatives by contacting the appropriate committee, administrator or other governing body.

If an employee feels they have been treated unfairly in violation of the Drake University nondiscrimination statement, the Discriminatory Harassment (Non-Sex-Based) or Sexual Harassment policy, they should immediately report their concerns to a Human Resources Partner. The employee, and anyone else who assists them in the complaint process, are protected from retaliation for raising their concerns.

Last Review Date: January 2021

Effective Date: August 2016

Resources and Related University Policies:

- [Non-discrimination Statement](#)
- [Non-Retaliation Against Persons Reporting Misconduct](#)
- [Discriminatory Harassment \(Non-Sex-Based\)](#)
- [Sexual Harassment Policy](#)
- [EthicsPoint Anonymous Reporting](#)