

The Roman Catholic Diocese of Burlington

H.R. Policies and Procedures

| | |
|---|---------------------------------|
| SUBJECT: Positive Employee Relations | Policy Number HR 0006 |
| | Section: Human Resources |
| | Sub-Section: Employee Relations |
| | Date: January 1, 2014 |

INTRODUCTION

The Roman Catholic Diocese of Burlington is committed to providing a workplace where our employees continue to develop skills that will promote the Catholic faith, sound organizational decisions and right judgment. Our goal is to provide a productive work environment with minimal distraction for our employees.

OPEN DOOR POLICY

The Roman Catholic Diocese of Burlington prides itself on employee communication and positive interaction with supervision. Employees will periodically have concerns regarding their work situation that will need to be voiced. Our work environment encourages an “open door” policy, where every employee is treated fairly, with respect, and equitably. Our Department Heads are committed to being accessible. Employees are encouraged to offer suggestions regarding their concerns related to their work situation to the appropriate levels of their supervisor, the Director of Human Resources and then if the need arises the Moderator of the Curia.

The reporting employee and any other employee participating in any review has the assurance of the Roman Catholic Diocese of Burlington that it will neither make nor tolerate any reprisals as a result of the reporting or taking part in the reviews. Rather, it is the policy to encourage discussion of the matter so as to resolve all employment difficulties.

****This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.***