

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Guidelines

SUBJECT: Positive Employee Relations	Policy Number 00004
	Section: Human Resources
	Sub-Section: Employee Relations
	Approved Date: March 1, 2010

INTRODUCTION

Vermont Catholic Charities, Inc., is committed to providing a workplace where our employees continue to develop skills that will promote our continued faith, promote sound organizational decisions and judgment. Our goal is to provide a productive work environment with minimal distraction for our employees.

OPEN DOOR POLICY

Vermont Catholic Charities, Inc., 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 *management team* is 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 Administrator, and then if needed to the Human Resources Department.

The reporting employee and any other employee participating in any review has the Home’s assurance 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 problems.

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former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*