



## JIC Open Door Policy

### Objective

Open door policies are to encourage employees to offer suggestions and ideas, provide or solicit feedback, seek personal or professional counsel, or address concerns within the company. The policy establishes an environment of trust and mutual respect between the employer and employee. The practice is viewed as a morale booster by letting employees feel as if they are able to openly speak with their employer about issues face-to-face, rather than through email or voice mail. In essence, an open door policy serves to empower employees, knowing that their voice is heard and issues are quickly addressed and resolved. Trust in the company tends to improve and grow, when employees understand that they are welcome to confide in senior management, when immediate supervisors are unavailable.

JIC is committed to creating the best environment - a place where everyone's voice is heard, where issues are promptly raised and resolved, and where communication flows across all levels of the company. Openness is an essential to quickly resolve any concerns, to recognize business issues they arise, and to address the changing needs of our diverse and multilingual workforce.

The essence of JIC Open Door Policy is open communication in an environment of trust and mutual respect that creates a solid foundation for collaboration growth, high performance and success across all departments JIC.

### Methodology

Established methods and procedures commonly introduced to encourage employee feedback have generally included the use of anonymous suggestion boxes, dispute resolution teams, and open door policies

Concerns brought forward may include job performance conflicts with supervisor co-worker, personal family issues conflicting with employment demands questions regarding company policies, and ideas for department and corporate improvement. The mechanisms for each process serve to improve communication and management.

It provides for a work environment where:

- Open, honest communication between managers and employees is a day-to-day business practice
- Employees may seek counsel, provide or solicit feedback, or raise concerns within JIC
- Managers hold the responsibility for creating a work environment where employees' input is welcome, advice is freely given, and issues are surfaced early and are candidly shared without the fear of retaliation when this input is shared in good faith.

### Conclusion

If you have question wish to discuss possible violation, you should first discuss it with those in your management chain. If you are not comfortable with that approach for any reason, or if no action is taken, please contact the Managing Director's office at [jic@force10.ae](mailto:jic@force10.ae)

  
HR & Admin Manager

  
Food Safety Team Leader

  
Managing Director

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