

OPEN DOOR POLICY

Centenary University promotes an atmosphere whereby Staff members talk freely with members of the management staff. Staff members are encouraged to openly discuss with their supervisor issues and problems so that appropriate action may be taken. In the event that an issue cannot be resolved informally between a Staff member and their supervisor, the Vice President for Human Resources is available for consultation and guidance. Centenary University is interested in maintaining an open door policy so that issues may be heard and resolved. The willingness of our Staff to communicate their concerns and complaints is important to us. We, therefore, welcome the opportunity to assist in resolving issues whenever feasible.

Note: In instances of claimed discrimination, harassment and/or retaliation please refer to the Anti-Harassment, Discrimination and Retaliation Policy, specifically regarding Complaint Procedures, which may be found at: <u>http://www.centenaryuniversity.edu/wp-content/uploads/2017/05/Policy on Harassment Discrimination Sexual Violence and Retaliation - January 16 2017 Final.pdf</u>.