



POLICY FROM THE OFFICE OF HUMAN RESOURCES

Wingate Listens Open-Door Policy

Wingate University's institutional Open-Door Policy is called Wingate Listens, and it means every manager's door is open to every employee. Its purpose is to encourage open communication, feedback, and discussion. Managers at all levels are expected to understand this policy as a job duty and regularly reinforce it among employees.

Management best practices in maintaining a successful Open-Door Policy include:

- ✓ Regularly check in with employees
- ✓ Be approachable and ready to actively listen
- ✓ Use a scheduling tool to make your availability visible for appointments
- ✓ Be willing to respond and act promptly if necessary
- ✓ Document appointments including any planned action on your part
- ✓ Always be transparent about the level of action planned; never promise anything unrealistic
- ✓ Follow up with employees in a reasonable amount of time



We encourage all our employees to use Wingate Listens to make suggestions for change, raise awareness of a problem, express concerns, seek understanding of an institutional issue, or resolve any work-related conflict. This policy is not intended to prohibit employees from discussing terms and conditions of employment with others, reporting to the government possible violations of federal law or regulation, or making other disclosures to the government protected under the whistleblower provisions of federal law or regulation.

This procedure should not be construed as preventing, limiting, or delaying the University from taking appropriate disciplinary action against any individual, up to and including termination, in circumstances where the University deems such action appropriate.

WHEN THE WORKPLACE CLIMATE FOSTERS EQUAL PRIVILEGES AND ACCESS TO MANAGEMENT, IT STRENGTHENS THE UNIVERSITY'S COMMITMENT TO AN INCLUSIVE ENVIRONMENT WHERE EVERY INDIVIDUAL IS VALUED AND EACH VOICE IS HEARD.

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