



Policy: Open Communication

ChildNet Number: CN 009.073
Original Approved Date: May 20, 2010
Policy Revised Date(s):
Policy Sunset Date:
COA Standard(s): HR 4.01

Statement of Policy:

ChildNet encourages employees to communicate and collaborate within and between their departments by sharing ideas, asking questions, raising concerns and making suggestions.

Board Chair's Signature: _____

Date: _____

11/20/10



Procedure: Open Communication

ChildNet Number: CN 009.073
Original Approved Date: May 20, 2010
Procedure Revised Date(s): August 22, 2014
Procedure Sunset Date:
COA Standard(s): HR 4.01

Statement of Procedure:

ChildNet promotes open communication and collaboration between staff at all levels through various ongoing methods that include:

- Email and written communications
- Message boards, including electronic communication screens
- Supervision meetings
- Departmental, team and divisional meetings
- Staff meetings
- Strategy team meetings
- Management meetings
- Cross-divisional meetings
- Cross-departmental workgroups for various initiatives
- Coaching and feedback conversations
- Performance reviews
- Employee survey action plans

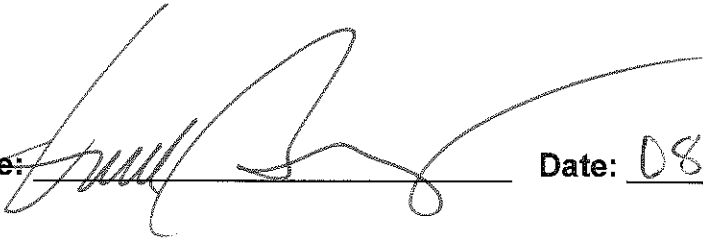
As ChildNet continues to grow and expand, additional venues may be developed to continue to promote open communication, share information and receive input and feedback.

Employees are encouraged to pursue discussion of work-related concerns they may have with supervisors as soon as practical. If this interaction does not prove to be satisfactory, or if the employee is not comfortable approaching the supervisor, the employee is encouraged to make use of the Employee Grievance Process (policy CN 009.071) in order to address concerns.

This Open Communication Policy & Procedure is not intended to replace or serve as a substitute for the procedures and directives set forth ChildNet's Equal Employment Opportunity Policy, Appropriate Conduct Policy, Policy Against Harassment and Complaint Procedure, or ChildNet's Reporting of Concerns Policy, and employees with issues or concerns implicated by those policies and procedures should raise them in the



manner set forth therein. It may not always be possible to achieve an employee's desired results and, when this occurs, ChildNet attempts to explain the reasons why.

President's Signature:  Date: 08-27-14