

OPEN DOOR POLICY

At some time during your employment with Dunwoody, you may have a complaint or a suggestion or a question about your job, your working conditions or some other personnel issue. We encourage you to raise these concerns so that we can have the value of your input and do our best to resolve issues that are raised.

We ask that you take your concerns first to your supervisor, if possible, following these steps:

- As soon as possible, you should voice your concerns to your supervisor. Your supervisor will likely be in the best position to address your concerns and will make every effort to keep the matter confidential to the extent possible within the confines of the rights and obligations of Dunwoody.
- If for some reason you are not comfortable discussing your concerns with your supervisor, you can discuss them with the Human Resources team. Human Resources will make every effort to keep the matter confidential to the extent possible.