

**SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

ADMINISTRATIVE POLICY

**NUMBER: BA097**

**NAME: OPEN DOOR POLICY**

INITIAL APPROVAL DATE: 12/02/2020 BY: Administrative Committee

(LAST) REVISION DATE: BY:

(LAST) REVIEW DATE: 12/15/2022 BY: Policy Committee

DISCONTINUED DATE: REPLACE BY:

**I. PURPOSE**

To outline the appropriate chain of command for communicating suggestions and/or concerns.

**II. APPLICATION**

Populations: **NA**

Programs: **Direct - ALL**  
**Contracted - ALL**

**III. STANDARDS**

All staff members are encouraged to provide input and suggestions concerning the overall operation and programs of the Agency, following the proper channels of communication. Staff members should initially bring their comments to their immediate Supervisor. In cases where it may be inappropriate, staff members may approach their Officer, Human Resources Manager or CEO.

Sanilac County Community Mental Health Authority operates in an "open door" manner. All staff input is considered and can be presented without fear of personal recrimination on the staff member or his or her position.

**IV. ATTACHMENTS**

**V. REFERENCES**