

Open Door Policy

(Reviewed January 2024. See Employee Handbook for more information.)

Open Door

It is the Company's objective to provide a work environment free from elements that would deter you from doing your best work. The Company maintains this policy so that you feel comfortable raising and discussing any workplace issues you may have. We welcome your input. You are encouraged to report any issues or problems in the workplace to your immediate supervisor. You may request a meeting with Human Resources when (1) your immediate supervisor is unavailable, (2) you believe it would be inappropriate to contact your immediate supervisor, or (3) you discussed the issue with your immediate supervisor, and you feel the problem or issue is still unresolved. Human Resources may discuss the issue with your immediate supervisor. In an effort to resolve the problem, Human Resources or your immediate supervisor may conduct an investigation. You will receive a response to your problem from Human Resources or your immediate supervisor. If you are unsatisfied with this response, you may provide a written report to Karla Fichter regarding your problem. After she reviews and considers your problem, she will provide a written response to you and Human Resources.

Diamond does not tolerate retaliation against employees who use this "open door" procedure. Employees will not be penalized for raising a problem or issue in a reasonable manner pursuant to the procedure in this policy. However, this procedure does not prevent, limit, or delay the Company from taking disciplinary action against any employee.

