

ID	HS-MS-56	Person Responsible	W Dee	Date Last Updated	01/07/2022	Revision	4	Status	Released
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## Open Door Policy

Good communication is essential to maintaining a pleasant and productive work environment. As in any business, questions, concerns, or conflicts will arise. All concerns about work conditions, pay, employment practices or fellow employees should be voiced openly and directly to an immediate supervisor or line manager rather than a third party. Employees are expected to make an honest effort to assist in working out a solution.

Appropriate and responsible PMC personnel will review and investigate all concerns. Employee relationships with the company will not be jeopardised as a result of using these procedures. Our sincere desire is to maintain open channels of communication that will promote a harmonious and productive work environment.

Signed:

A handwritten signature in black ink, appearing to read 'Glenn Collins', is positioned above the printed name.

Glenn Collins  
Managing Director

Date of Issue: 01<sup>st</sup> July 2022