



Choctaw Nation

Faith ♦ Family ♦ Culture

Statement of Policy

Department Owner: Organizational Development	Number: HR 205 Version: 2
Title: Open Door Communications	Effective Date: 07/31/2015
Approved By: Aaron Impson (Executive Director), Duane Winship (Director), Julia Boyd (Director), Kyle Burch (Senior Director), Megan Jones (Managing Attorney)	Approved: 07/31/2015 Revised: 06/23/2015

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OBJECTIVE

This policy establishes the meaning and scope of the Choctaw Nation of Oklahoma's practice of operating under an open door communication philosophy.

SCOPE

This policy applies to all associates of the Choctaw Nation of Oklahoma excluding associates employed by Texoma Print Services, Choctaw Defense and Choctaw Global Staffing.

POLICY STATEMENT

- 1.0 The Choctaw Nation of Oklahoma provides an open door policy that encourages any associate the opportunity to deal with any member of management with reference to all working conditions. The Choctaw Nation operates on the principle that associates have the freedom to speak for themselves and discuss directly with management any suggestions, complaints and comments. Two way, face-to-face communication is encouraged to discuss work related problems and issues, without third parties, which is the best way to achieve our mutual goal –an enjoyable and profitable workplace as the profits the tribe earns provides services to our tribal members.
- 2.0 Managers are responsible for listening and responding in a timely fashion. The manager will keep the information confidential, informing only those on a need-to-know basis of the conversation's nature.