

Rose-Hulman Institute of Technology FACILITIES OPERATIONS	Facilities Operations Policy Manual Policy: Open Door Communication
Approved By: Wayne A. Spary Signature:	Revision Date: Revision #:
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1.0 Purpose

- 1.1 Rose-Hulman Institute of Technology’s Facilities Operations established an Open Door Communication Policy to promote departmental communication.

1.0 Policy

- 1.1 Facilities Operations encourages communication between all staff members. The Vice President maintains the practice of “Open Door” communications. It is not necessary to make an appointment to speak with the Vice President. Individuals are encouraged to speak with the Vice President regarding any matter of concern. If the Vice President is not in the office and the matter is an emergency you may contact them via telephone. If the matter is not an emergency, individuals are encouraged to schedule a meeting. When scheduling meetings, it is not necessary to provide the subject of the meeting.