

Open Door Policy

Policy Purpose

Three Blue Ducks are committed to creating a positive, safe, healthy, and productive work environment for all employees. As part of this commitment, we want to ensure that our team members feel heard and that their concerns are addressed promptly and effectively.

To this end, we have established an "Open Door Policy," which encourages all our employees to share their thoughts, suggestions, and concerns with management. Our goal is to create a safe and respectful environment where all employees feel comfortable providing feedback and speaking up about any issues that may arise.

Under this policy, employees are encouraged to discuss work-related concerns with their immediate supervisor or any management, operations, or owner member. We assure all employees that their concerns will be handled confidentially and that all information shared will be kept private, to the extent permitted by law. We also promise to investigate all concerns thoroughly and to take appropriate action to resolve the issue, if necessary.

To facilitate this, we are committed to the following initiatives to help achieve better communication and employee feedback:

1. An online form that is anonymous. Employees can access and submit this at any time. To provide feedback, honest thoughts and opinions from our employees without fear of retaliation. The link can be found here -
<https://forms.office.com/Pages/ResponsePage.aspx?id=xwhN28ijnkSUhXXwTpiYnVfWdFXtjQZoltWD4ScoBkxUQ0pJM0xVT0YyWVA4TEdEUTgwNFFMSE9CVy4u>
2. Conduct anonymous annual surveys to gather feedback on job satisfaction, workplace culture, and opportunities for improvement. These surveys will be conducted through an online form to ensure complete anonymity.

We believe that these initiatives will help create a workplace culture where feedback is valued, and everyone has a voice in shaping the workplace environment.

Please note that this policy does not replace existing channels for reporting harassment, discrimination, or other workplace violations. Employees who experience such violations are encouraged to report the matter through the appropriate channels, as outlined in our company policy issued at the start of their employment.