

TMD Staffing Open Door Policy

TMD Staffing (TMD) is committed to creating the best possible work environment—a place where everyone’s voice is heard, issues are promptly raised and resolved, and communication flows across all levels of the company. Openness is essential to quickly resolve employee concerns, recognize business issues as they arise, and address the changing needs of our diverse and global workforce.

One of the many things that makes TMD such a great company to work for is its Open Door Policy. Creating an atmosphere of openness, creative problem-solving and mutual support, the Open Door Policy is available to help employees resolve work-related problems and disagreements in a timely manner by providing them the option of contacting ascending levels of management.

Most work-related disagreements can be resolved at the workplace level by you speaking with your manager. If you have a work-related disagreement, every effort should be made to resolve the issue immediately at the workplace level. Since TMD fosters an atmosphere of openness and mutual support, you may contact ascending levels of management either verbally or in writing, preferably in the following order:

- 1) Direct Supervisor
- 2) Branch Manager
- 3) Area Director
- 4) Human Resources Department
- 5) Vice President
- 6) Co-Presidents
- 7) CFO
- 8) CEO

Scope

This policy applies to all employees.

Policy

The essence of TMD’s Open Door Policy is open communication in an environment of trust and mutual respect that creates a solid foundation for collaboration, growth, high performance, and success across the company.

It provides for a work environment where:

- Open, honest communication between managers and employees is a daily business practice.
- Employees may seek counsel, provide or solicit feedback, or raise good faith concerns within the company.
- Managers hold the responsibility for creating a work environment where employees’ input is welcome, advice is freely given, and issues are raised early and candidly without fear of retaliation when shared in good faith.

Any attempt to block access, threaten, or retaliate against an employee who, in good faith, is trying to communicate a concern or provide input is a violation of the Open Door Policy, and is subject to disciplinary action, up to and including possible termination.

Grievance Policy

If you have a question or wish to discuss a possible violation, you should first discuss it with those in your management chain. If for any reason you are not comfortable discussing issues with those in your management chain, or if no action is taken when you raise a concern, please contact TMD Human Resources Department at: OpenDoor@TexasMgmt.com