

ANDERLEIGH QUARRY

OPEN DOOR POLICY

Introduction

Anderleigh Quarry has adopted an **Open Door Policy** for all employees, contractors, sub-contractors, neighbours, shareholders, stakeholders and other community members. This means, literally, that our **Quarry Manager**, David Peacock's door is always open to every employee, contractor, sub-contractor, neighbour, shareholder, stakeholder and community other member.

The **purpose** of our **Open Door Policy** is to encourage open communication, feedback, and discussion about any matter of importance to any person. Our **Open Door Policy** means that employees, contractors, sub-contractors, neighbours, shareholders, stakeholders and other community members are free to talk with our **Quarry Manager** at any time.

Responsibility:

If any area of your work is causing you concern, you have the responsibility to address your concern with a manager. If any area of our work is causing you concern, you have the responsibility to address your concern with a manager.

Whether you have a problem, a complaint, a suggestion, or an observation, our Quarry Manager wants to hear from you.

By listening to you, our company is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

Pursuing the Open Door Policy:

Most problems can and should be solved in discussion with your immediate supervisor; this is encouraged as your first effort to solve a problem.

For non-employees, most problems can and should be solved in discussion with our Quarry Manager; this is encouraged as your first effort to solve a problem.

But, an open door policy means that you may also discuss your issues and concerns with the next level of management and/or Human Resources staff members.

For non-employees, this means that you may also discuss your issues and concerns with the next level of administering authority example Department of Natural Resources and Mines and/or Department of Environment and Heritage Protection.

No matter how you approach your problem, complaint, or suggestion, you will find managers at all levels of Anderleigh Quarry willing to listen and to help bring about a solution or a clarification.

Benefits of the Open Door Policy:

By helping to solve problems, the **Quarry Manager** benefits by gaining valuable insight into possible problems with existing methods, procedures, and approaches. While there may not be an easy answer or solution to every concern, Anderleigh's employees, contractors, sub-contractors, neighbours, shareholders, stakeholders and other community members have the opportunity at all times, through the **Open Door Policy**, to be heard.

David Peacock, Quarry Manager

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