

EMPLOYEE INPUT POLICY

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1. Purpose

APIC values the input that it receives from all its employees.

The input provided by employees may be used to improve the working environment and may, where relevant, be used to further develop and improve the business of APIC.

APIC seeks to encourage and facilitate employee feedback by providing options for employees to provide input in various ways.

2. Scope

This policy applies to all employees of APIC and does not form part of any employee's contract of employment.

3. Definitions

Item	Definition
	NIL

4. Employee Appraisals

Employee appraisals provide managers with a formal opportunity to keep employees informed in relation to APIC's views on the employee's performance. Further, employee appraisals give employees a chance to discuss issues which they wish to raise with their managers.

APIC will endeavour to consider and respond to employee input in appraisals.

5. Open Door Policy

APIC encourages an 'open door' management policy. All employees should feel they can approach management to discuss issues or problems they may be facing.

If an employee has any issues or problems they wish to discuss, they are encouraged to approach their immediate supervisor or line manager in the first instance. If an employee feels they cannot approach this person, then they may approach a more senior officer or the HR Manager.

6. Document Change Control

Version	Change Description	Date	Author
1.0	Put in new policy format	15 December 2016	Corinne Green