

# Open Door Policy

## **COMMITMENT & POLICY**

The Company is committed to:

- Fair management of issues that may arise from its staff members.

Our policy is to ensure:

- Fair treatment of all employees
- We support and respect the protection of internationally proclaimed human rights

## **EQUAL OPPORTUNITIES FOR ALL**

Our company provides equal opportunities to all employees and job seekers. Its purpose is to ensure that no job is discriminated on the basis of sex, age, marital status, sexual orientation, race, color, religion, belief or nationality.

In addition, it is committed to equal treatment of workers and jobseekers with disabilities, unless this status can be justified. Our hotel also takes all practical measures to ensure the smooth integration of disabled workers into the working group.

## **CONFORMITY AND COMPLAINTS POLICY & BENEFITS FOR EMPLOYEES**

All employees are responsible for complying with this policy and for maintaining the right types of conduct that are fully in line with company policies:

- to treat others equally and to avoid any form of direct or indirect discrimination or harassment.
- informing Heads of any violations of this policy and any work-related issues / issues that may be of concern to the employee
- working to promote a harmonious work environment free from discrimination, harassment and intimidation.

The Company treats all forms of discrimination, harassment as a serious matter. Employees who do not comply with this policy will be subject to the Company's disciplinary procedure. All violations of this policy should be regarded as a serious disciplinary matter and, if discriminated against or harassed, will be considered as serious misconduct which could potentially lead to dismissal.

All these decades our company aims at professional and personal development of all employees. In cases where an employee has a personal problem, complaint or concern about something that cannot be resolved by their boss, the 'open door' policy works. This policy leaves open the possibility that the employee will be heard by the management or even the CEO of the company.