

Hotel Louis Althea Beach–

Written Policy Statement for Human Resource Management

It is the shared commitment of the management of Louis Althea Beach Hotel to ensure that all our employees are afforded excellent possible working conditions at all times.

We believe our employees are our greatest assets, and recognize our ethical as well as legal responsibilities to take care of them. We believe that by treating our employees well, they in turn will continue to take the very best care of our customers.

1. Employment Policy

One of the core values of Louis Althea Beach Hotel is respect for our employees. That is why we have prepared this policy to highlight this commitment. To achieve the above, in our hotels we have opted to:

- All employees receive remuneration in accordance with the relevant legislation which is paid in full and on time at the end of each month.
- Offer our employees all benefits to which they are entitled under the legislation, e.g. Social Security, rest, annual leave and appropriate working hours, as well as additional benefits e.g. free meals during working hours, uniforms and training.
- Provide a safe and healthy working environment and believe in the value of equal opportunities for advancement purposes. We strive to promote existing employees and it is rare that we seek out individuals from other organisations for promotion purposes before giving opportunity to our own employees.
- Any form of discrimination will not be tolerated and any employee who may have had such an experience is encouraged to report it to their line manager.
- In the recruitment process, a candidate's country of origin is not a barrier in any way, as long as the candidate can be legally employed in Cyprus. However, we try to give as many employment opportunities as we can to people from the local community. In this way we strengthen the local economy and encourage local people to stay in their community.
- We always support young people in the early stages of their careers. More specifically, we make efforts to employ young talent and provide them with opportunities for advancement within the organization. These individuals are the foundation of future professionals and we play a vital role in the careers they will pursue, as they will be the future leaders of the hotel industry.
- All new employees are offered induction training and are introduced to the group's policies, procedures and manuals. They are given continuous feedback on their performance.
- We strengthen their skills by offering continuous training in various areas.
- All employees are given the opportunity to express their suggestions by recording them in suggestion boxes.

At Louis Hotels, the well-being of our employees is a priority and we treat them with the respect they deserve. We believe in mentoring and this is our management style for the development of our employees.

2. Recruitment

Louis Althea Beach Hotel does not give or receive any form of remuneration from employees prior to the commencement of their employment. All employees are hired under a written contract of employment which covers the relevant laws and a copy is given to the employees.

All employee's remuneration and compensation are always in line and accordance with the relevant legislation. Louis Hotels do not keep original personal documents of their employees such as passports and identity cards.

In the event of an employee's departure (even before the end of the contract) they receive all benefits and payroll on the basis of applicable laws and agreements.

3. Equal Treatment Policy

Louis Althea Beach Hotel is against all forms of discrimination and harassment of any employee, customer, supplier or any other person on the basis of race, colour, culture, national origin, religion, age, gender, sexual orientation, marital status, political opinion, income, physical or mental disability or any other characteristic.

This policy applies to all decisions, terms and conditions of employment, customer service, supplier/ vendor contracts and service providers. No form of harassment is tolerated against anyone. Additionally it goes against our "respect for all" principle that guides us in all our decisions and actions.

Signed:



NICOS KLEFTIS
GENERAL MANAGER
LOUIS ALTHEA BEACH