



## **HUMAN RESOURCES POLICY**

Management of Amsterdam Manor Beach Resort is committed to fulfilling the following policies:

### **DESCRIMINATION – EQUAL RIGHTS**

No matter what nationality, age sex, religion, race, social conditions or your political preferences. This rule will be applied and will have to be fulfilled when carrying out the following: recruiting, disciplinary actions, job assignments, promotions, retirements, employee's lay-off, kind of payments and personnel selection and its training programs.

### **EMPLOYEE RELATIONS**

It is our policy to treat our employees with dignity and respect. This allows both Amsterdam Manor and its employees to grow and prosper. It is in the best interest of our hotel and in the interest of our employees to create an environment in which:

- Employees are recognized as individuals
- Employees have a feeling of belonging
- Employees are treated fairly
- Employees have an opportunity to grow
- Employees have a voice in decisions which affect them
- There is mutual loyalty, pride and trust
- Competitive wages and benefits
- A clean, pleasant and safe work environment
- A well-trained and knowledgeable management team to assure high quality supervision

### **WORKING RELATIONS**

At Amsterdam Manor Beach Resort we have an open door policy, this means, literally, that every manager's door is open to every employee. The purpose of an open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. The employees are free to talk with any manager at any time. We adopted the open door policy to develop employee trust and make certain that important information and feedback reach managers who can utilize the information to make changes in the work place.

It is our responsibility of the Human Resources team to design, manage and distribute the human resources procedures. Each person who manages a team or department is responsible for applying this Human Resources Policy and complying with its corresponding procedures.

HUMAN RESOURCES  
Amsterdam Manor Beach Resort

Monday, January 9<sup>th</sup> 2017  
Managing Director