

XENOS HOTELS & RESORTS HUMAN RESOURCES MANAGEMENT POLICY

It is a joint commitment of the Management and its owners to ensure that excellent working conditions are provided to all employees.

Our employees are our greatest assets, and this makes it our moral and legal obligation to take care of them. And they will then provide the best service to our customers.

Our primary goals regarding Human Resource Management are therefore as follows:

1. Certification

In order to meet broader Human Resource Management criteria and staff well-being, XENOS HOTELS & RESORTS has developed and implements a Quality Management System, Occupational Health and Safety Management System, Risk Assessment, Environmental Management System. XENOS HOTELS & RESORTS aims to be certified with the Travelife award.

2. Recruitment

XENOS HOTELS & RESORTS will ensure a fair system so that all applicants are handled fairly. XENOS HOTELS & RESORTS will welcome applications regardless of age, race, gender, nationality, disability or religion.

It is our company policy that all legal requirements are fully complied with regarding employment – therefore, we do not employ children under the age of 16 which is the minimum age required for employment. In the years of operation of our hotels we have never employed anyone under the age of 16.

3. Contract

Throughout the period of employment, XENOS HOTELS & RESORTS undertakes that none of your employees receives a salary lower than the basic salary as defined by local law.

4. Integration and Education

XENOS HOTELS & RESORTS will ensure that all new employees are provided with appropriate information and training. This will include company philosophy and culture, product knowledge, employee development and benefits, safety and health, efficiency management, etc.

5. Development and Promotion

All employees of XENOS HOTELS & Resorts will be encouraged to further develop their skills by having opportunities for potential promotion. Individual goals and development plans agreed with the Supervisors will be set for the realization and achievement of new goals.

This policy will be reviewed annually for continuous adjustment.