

# **EMPLOYEE POLICY**

## **TRADITIONAL COMFORT – A BOUTIQUE HOTEL**

Since the company began, Traditional Comfort has considered the **people** to be its **main asset** as the service fully depends on the direct relationship between the customer and the staff, therefore Traditional Comfort has always given top priority to **job training** and **internal promotion** to ensure a workforce, that allows our employees to **strengthen** their **skills** and to **grow** both **personally** and **professionally**.

The Traditional Comfort team is characterized by its **loyalty** to the company and its identification with its **philosophy** of service. All this is backed up by the Human Resources Policy to ensure that we consistently offer our guests the best service on a daily basis.

### **OUR COMMITMENTS:**

- **Treatment:** We are committed to a work environment in which all individuals are treated with respect and dignity.
- **Employment:** Traditional Comfort provides equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status in accordance with local laws to maintaining a workplace that is free of unlawful discriminatory practices, including such harassment.
- **Development:** Encourage the professional performance of employees through objective and transparent processes, promoting training for ongoing improvement.
- **Remuneration:** Have in place a remuneration policy and social benefits as per country rules and regulations, which are fair, and in accordance with the social and regulatory framework
- **Health & Safety:** Have a provision for medical insurance to all the employees. Additionally, total 3 members in each employee's family are eligible for the health insurance
- **Employment Packages:** Provide gratuity and provident fund for security as employment packages
- **Working relations:** Recognize the right to trade union association and membership by establishing a relationship based on dialogue and cooperation.

### **OUR OBJECTIVES:**

The main specific objectives relating to Traditional Comfort's staff, as established in the Action Plan are:

- Fulfill the commitments made in the Equality Plan.
- We value our staff and treat them fairly and with respect ensuring that no one is discriminated against, irrespective of age, sexuality, gender, ethnicity, religion, culture or disability.
- We take staff development seriously and provide training to support our employees in their roles from their induction and throughout their careers at our hotel.
- We comply with all applicable employee laws and regulations in our country.
- Wherever possible, we employ staff that lives in the local community
- We pay our staff above the national minimum wage.
- We train our staff on our sustainability commitments, so that they understand the role play in delivering our objectives and targets.
- We provide overtime, transportation and accommodation as well as per the requirement of their working hours.
- We pay equally for work of equal value to both male and female employees.

### **MEASURES/ PLANNING:**

To achieve the objectives, the Corporate Social Responsibility team will implement the following measures:

- Training for Managers and Middle Management in management skills.
- More managerial skills courses for executives.

- Training on ECPAT (End Child Prostitution and Trafficking) objectives for all staff in 2019. Training on Human rights and their freedom to all employees.
- We will ensure that all our staff is paid above the national minimum wage, irrespective of their age, sexuality, gender, ethnicity, religion, culture or disability.
- We will work towards a staff turnover that is less than the national average for the hotel sector.
- We will support the local community by recruiting more employees from the local community
- More focus on Women Empowerment
- We are planning to have one dedicated physician to facilitate our employees and guests for emergency cases.

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Mr. Shiva Dhakal  
Managing Director  
Traditional Comfort – A Boutique Hotel