**LABOR AND HUMAN RIGHTS POLICY**

Levor Hotel ensures that labour and human rights issues are addressed with a commitment to:

* All employees must receive a written contract based on local employment laws.
* All employees must be insured and given full medical care.
* Working hours must comply with national employment laws.
* All employees should receive: free uniform, free laundry, 2 free meals per day, accommodation.
* All employees must receive proper introductory orientation briefing for new staff.
* All employees should receive the right training and have the opportunity to develop their skills and advance their careers.
* All employees must be treated with respect, fairly and NEVER subjected to any form of intimidation or harassment.
* All employees must have fair and equal opportunities for employment, development, advancement, self-expression and self-representation.
* The minimum age to start a business is 18.
* Disciplinary procedure is applied according to the local legislation of the country. The announcement must be on the Human Resources bulletin board.
* Employees are allowed to form an employee association or committee.
* Employees are allowed to elect a spokesperson if they wish.
* Employees are allowed to schedule meetings together at work, during work hours, to discuss employment-related matters.
* Employees are allowed to organize and conduct meetings without management participation.

**General manager**

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