



**POLICY & PROCEDURE**

POLICY NO	P&P/HR/033/15	DEPARTEMENT	Human Resources
DATE OF ISSUE	01 September 2016	DIVISION	
LAST UPDATE	01 January 2019	APROVED BY	General Manager
SUBJECT	Non discrimination policy		

**Policy**

Candi Beach Villas – Candi Beach Resort & Spa doesn't apply discrimination in recruiting candidate of employees and gives the same treatment without differentiate them from the religion, ethnic group, and race.

**Procedure**

1. Firstly, hotel will make announcement about recruiting employees and this is according to the hotel's needs.
2. Priority is given to the local community surround the hotel especially for the rank & files, but still possible for higher levels. All those will be according to the current applicable hotel's criteria, education back ground and working experience (especially supervisor levels and above).
3. Candidates have to send application letter with CV to the hotel's human resources department.
4. Qualified candidates to be called for testing and interviewing.
5. Graduated candidates will sign working contract agreement includes clarification of salary that they will receive, allowance, etc based on function / position.

<b>Department Head</b>	<b>Chief Accountant</b>	<b>General Manager</b>
Date :	Date : 01/01/19	Date : 01/01/19

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