

2



**POLICY & PROCEDURE**

<b>POLICY NO</b>	<b>P&amp;P/HR/033/15</b>	<b>DEPARTEMENT</b>	<b>Human Resources</b>
<b>DATE OF ISSUE</b>	<b>01 September 2015</b>	<b>DIVISION</b>	
<b>LAST UPDATE</b>	<b>01 January 2019</b>	<b>APROVED BY</b>	<b>General Manager</b>
<b>SUBJECT</b>	<b>EMPLOYMENT POLICY</b>		

**PURPOSE**

To provide fair and healthy working environment and relationship while ensuring employee needs, well-being and respecting human right. Practices to refer to UN Convention on the Right of the Childs and ILO Conventions 138/182.

**POLICY**

CANDI BEACH RESORT & SPA is committed to provide fair treatment and the well-being of its employees in accordance with local custom and widely accepted international practices and that human right are respected

All employees, regardless their gender, age, ethnicity, religion and disability will receive equal treatment and chances.

**PROCEDURE**

1. Employment opportunities will be made available to public through available resources such as Social Medias, association, newspaper and so on
2. Minimum age for employment is 18 years old and it is prohibited to employee any person less than 18 years old
3. All suitable applicants will be given equal opportunities for job interview
4. Upon employment
  - a. All employees to have written contract of employment outlining their terms & conditions

<b>Department Head</b>	<b>Chief Accountant</b>	<b>General Manager</b>
Date :	Date : 07 / 09 / 2015	Date :

candi beach resort & spa | candi beach villas  
 mendira beach, candidasa, karangasem, bali 80871 indonesia  
 info@candibeachbali.com, info@candibeachvillas.com  
 ph. +62 363 41234 fx. +62 363 41111  
 www.candibeachbali.com | www.candibeachvillas.com

our beachfront oasis sister hotel :  
 legian beach hotel | legian beach villas  
 jl. melasti, legian kelod, legian kuta, bali 80361 indonesia  
 info@legianbeachbali.com, reservation@legianbeachbali.com  
 ph. +62 361 751711, 755460 fx. +62 361 752651, 752652  
 www.legianbeachbali.com | www.legianbeachvillas.com



- \*\*\*\*\*
- b. The hotel will not keep their personal documents such as ID, passport & certificates
  - c. Employees are to be paid based on minimum wage provided by government
  - d. Working hour comply with national labor policy
  - e. Employee to be given an Employee Handbook signed by Owner, Management and Employee Union outlining their right and obligations as well as do's and don't
  - f. A clear job description is provided and explained clearly
  - g. Employee is free to joint labor union if they desire
  - h. Employee Grievance Procedure is provided and explained clearly
  - i. Each employee to have a personal file that is securely kept by human Resources Department
  - j. Each employee to have a personal file that is securely kept by Human Resources Department
  - k. Regular training will be provided according to the work section as arranged by the hotel.
  - l. When there is an opportunity for promotion, relevant employees are given equal opportunity.
- 5. Ideas or suggestion for improvement related to employment are welcome and to be channeled through Human Resources Department.
  - 6. All employees are free to leave the employment on their own accord without penalty according to our notice period.

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