



# LABOUR & HUMAN RIGHTS POLICY

## Our Commitment

Time Out Hotel is committed to managing its business in a way that complies with nationally and internationally recognised labour standards and human rights. We recognise our responsibility to respect and protect these rights in our relationships with our employees, guests, suppliers, local community and all other business stakeholders.

Time Out Hotel does not tolerate any form of harassment or discrimination, including discrimination based on gender, age, nationality, skin colour, sexual orientation or union activity. We ensure that fair labour practices and human rights in general are upheld, promoted and supported by:

- Giving preference to regional and local suppliers and partners who share our values (every partner signs our code of conduct)
- Regularly training our employees on labour standards and human rights related issues and how they can help us to support our goals (yearly training on issues such as antidiscrimination, gender diversity and equality, health and safety, harassment and child safeguarding)
- Having a fair and transparent recruitment policy which is based on diversity, equality and inclusion
- Wherever possible offering our employees promotion opportunities and yearly salary reviews
- Communicating our grievance and disciplinary procedures to all our employees at the beginning of their employment
- Allowing employees to join a trade union and to participate in union activities during working hours
- Offering training opportunities to all our employees for personal and professional development (language courses, stress management seminars, role specific training)
- Collecting employee feedback (biannual survey) to improve their well-being in the workplace

This policy is communicated internally and externally via staff handbooks, noticeboards, supplier contracts and our website

Alicia Farmer  
General Manager