



EMPLOYEE POLICY

1. The philosophy of APARTAMENTOS TALAYOT is that treating staff well is very important. Of course it is guaranteed that everyone has a contract, that salaries are fair, that they are paid on time and that human rights are respected at work. It is indisputable that treating employees well has a direct impact on the way they perform their duties and also on their commitment to the company.
2. The hotel has a person responsible for the management of employee well-being.
3. All employees know the employment regulations. This knowledge is part of the initial training courses for employees.
4. The hotel keeps a rigorous register of employees. This includes the name, age, hours worked and the salary paid to each employee.
5. Apartamentos Talayot guarantees that the working conditions of its employees comply with the following: a safe, positive and fair workplace at all times.
6. The hotel guarantees that the following rules are met:
 - a. Employment is freely chosen.
 - b. All employees receive the same treatment and the same level of opportunities.
 - c. All employees are over 16 years old, which is the minimum age to work in Spain.
Actually all employees are over 18 years old.
7. Apartamentos Talayot supports the United Nations Convention on children's rights.
8. All employees have the right to perform their tasks without fear or undue worry. The hotel is totally against employee harassment.
9. Employees have the right to join unions and labor organizations.
10. The employees have a work contract in accordance with the laws of Spain. These contracts indicate the name, start date, salary, vacation, payment dates, work schedule, holidays, contract duration and notice periods.
11. The work shifts of the employees must be reasonable and allow adequate rest.
12. All employees have a salary at least higher than the one established by law in Spain.
13. The hotel has completely assumed that the training of its employees brings important benefits to the company. That is why it organizes courses periodically for its continuous learning.

Sofía Genestar
Manager
Apartamentos Talayot

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