

TIME TO SMILE

TIME TO SMILE Artemis

EMPLOYEE & HUMAN RIGHTS POLICY

TIME TO SMILE Artemis is a family run hotel where the owners are both managers and employees of the hotel. At TIME TO SMILE Artemis we strongly believe in the protection and support of our employees' rights as well as human rights in general. The people that work in our hotel are the main asset to provide high quality service and maintain proper relationships with the guests in our accommodation. When our employees are happy to work here, they can provide a wonderful time to our guests as well.

To assure this we:

- Have written contracts with our employees with clear information about their salary, the sort of work they will do, their working days and working hours; all according to Greek legislation
- Ensure that all staff is paid above the national minimum wage irrespective of their age, sexuality, gender, ethnicity, religion, culture or disability.
- Recruit employees from our local community because we believe that a hotel can be more successful by using the skills of local people
- Cover all our employees with insurance during the time that they work with us
- Make sure that employees are well informed about the rules of health and safety in each department
- Inform all staff members about the time and place that they can talk to the management if they have any complaints, problems or suggestions
- At least once a month hold staff meetings with the groups of each hotel department, or a general staff meeting for all employees so that we all understand our tasks and responsibilities
- Make clear that we everyone behaves with respect towards each other and our customers, no matter age, sexuality, gender, ethnicity, religion, culture or disability. Discrimination within our hotel is strictly prohibited.
- Encourage and try to make our employees feel that they are part of the hotel and the 'hotel family'. We are more than proud to see people improve their private lives and standards whilst helping to improve the hotel
- Have created a separate child protection policy to safeguard the protection and rights of children

This information is communicated to all employees and any third party interested.

Nikos Diakonikolis

Co-Owner/manager TIME TO SMILE Artemis