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POLICY STATEMENT/政策声明


All security staff is required to attend the roll call parade daily before duties.
 所有的保安员必须出席上班之前的点名检阅（班前会）。

PURPOSE/目的

To ensure that all security staff is fully informed of the hotel’s happening and follow-up.
 保证所有保安员充分了解酒店发生的事情并跟进。

PROCEDURES/程序

1. A roll call parade shall be conducted for all security staff when they report for duty on each shift. All security personnel attending the parade shall be fully and properly dressed in the uniforms provided by the hotel unless excused on medical ground.
 点名检阅（班前会）必须在接班之前进行。所有保安部人员参加班前会时必须按照规定穿着酒店提供的制服，除非有合理的理由。
2. Roll-call parade shall be conducted by the Duty Security Supervisor. The roll-call parade may also be conducted by the Security Manager.
 班前会由当值保安部主管主持，也可以由保安经理主持。
3. The officer conducting the roll call parade shall:
 主持班前会：
 - a) Assemble the in-coming shift of Security Personnel in an orderly parade.
 集合下一班保安人员并整齐列队。
 - b) Inspect the turnout of the staff to:
 - Record their attendance./记录出席人数。
 - Ensure that they are properly attired and neat./保证他们的着装整洁适当。
 - Ensure that they do no smell of alcohol./保证他们没有酒味。
 - Ensure that they are not carrying reading materials.
 保证他们没有携带读物材料。
 - Ensure that they are not carrying console which would distract them in their duties.
 保证没有其它分散工作注意力的物品如：游戏机等。
 - c) Brief the staff on latest development and instructions e.g. visiting VIPs, the follow up issue, etc.
 向员工传达酒店即将发生和已发生的事件情况和工作要求以及酒店管理层的指令。如贵宾来访情况、跟进的工作以及上级领导的指示和命令等。
 - d) Assign work task./分派工作任务。
1. The officer conducting the parade who detects any of the following breeches of discipline shall report the matter to Safety & Security Manager follow up disciplinary action. Meanwhile, he should take following action:

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主持班前会的负责人发现任何人有以下违反纪律情况都要向保安经理报告并实施以下纪律处罚。

<u>Nature of Indiscipline/无纪律行为</u>	<u>Action To Be Taken/处罚措施</u>
a) Improperly dressed or unity 不按规定着装	To be posted out of public. 公开批评
b) Unfit through intoxication by liquor or drugs./喝酒或吸毒	To be sent for medical exam to determine the degree of intoxication, thereafter to be struck of the roster and sent off. 让医生测验醉酒的程度，然后解雇。
c) Reporting late for Roll Call parade. 班前会迟到	To put up disciplinary report, Meanwhile to allow him to work according to roster. 张贴违纪报告，同时允许他按照排班表上班。
d) Carrying of reading material, console, etc. 携带读物材料和随身游戏机等物品。	To detain such item and a warning letter will be issued. The items will be returned to the owner when he completes his duty. 没收物品并开违纪单，下班后将没收物品归还给员工。