	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Equal Opportunities</b>	<i>CODE:</i> 04.01.015
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 2

OBJECTIVE:目的:

To make full use of the talents and resources of all our employees  
 充分利用全体员工的才能和资源

To provide a healthy environment this will encourage good and productive working relations within the organization.  
 提供一个能够促进组织内的良好、富有成效的工作关系的健康环境。

APPLICATION:应用:


Special responsibility for the practical application of the Hotels equal opportunities policy falls upon managers and supervisors involved in recruitment, selection, promotion and training of employees. It is vital that all concerned parties receive and understand this policy.  
 际酒店的平等机会政策的实际应用由参与员工招聘、选拔、晋升和培训的各经理和主管专门负责。至关重要，所有有关各方都接受和理解这一政策。

The recruitment process must result in the selection of the most suitable person for the job in respect of experience, qualifications and interpersonal requirements.  
 招聘过程必须能够选择在经验、资格和人际交往要求等方面都最合适的工作人选。

All jobs should be considered open to all applicants, except in the case of a job covered by genuine occupational requirements such as an Italian chef for an Italian restaurant, or an Arabic speaking telephone operator, or a female locker room attendant. In addition, in some locations there may be restrictions and visa regulations imposed by the Government which a particular hotel is obliged to comply with.  
 除真正的职业要求，如意大利餐厅厨师长、讲阿拉伯语的话务员，或女更衣室服务员等所涵盖的工作外，所有的工作均应考虑向所有申请人公开。此外，一些地方的政府制定能有特定酒店必须遵守的限制条件和签证规定。

STATEMENT OF POLICY  
政策声明

1. We are committed to a policy of treating all its employees and job applicants equally.  
 际酒店集团致力于平等地对待所有员工和求职者的政策。
2. No employee or potential employee should receive less favorable treatment or consideration on the grounds of race, color, religion, nationality, ethnic origin, or gender.  
 任何员工或潜在的员工均应获得较优厚的待遇，不得基于种族、肤色、宗教、国籍、种族本源或性别等因素进行考虑。
3. We will appoint, train, develop and promote on the basis of merit and ability.  
 际酒店将基于员工的优点和能力进行任命、培训、培养和晋升。

	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Equal Opportunities</b>	<i>CODE:</i> 04.01.015
		<i>EDITION:</i> 1
		<i>PAGE</i> 2 OF 2

4. Employees will not be disadvantaged by any conditions of employment that cannot be justified as Government legislation or as necessary on operational grounds to give a required service: e.g. language ability or ethnic culinary skills.  
任何不能被政府立法证明合理的雇佣条件不得不利于员工，或必须基于运作上的需要提供所需的服务，例如：语言能力或民族烹饪技巧。
5. All employees have personal responsibility for the practical application of Bavaria Hotels International's equal opportunities policy.  
所有员工都有责任实际运用巴伐利亚国际酒店的平等机会政策。
6. Our grievance procedure is available to any employee who believes that he or she may have been unfairly discriminated against.  
国际酒店的申诉程序适用于任何认为自己可能受到不公平歧视的员工。
7. Appropriate action will be taken against any officers of the company who is found to have breached this policy statement.  
对发现违反本政策声明的任何公司高级职员将采取适当的处分措施。