

	RESOURCE LIBRARY – HUMAN RESOURCES Accommodation Entitlements	<i>CODE:</i> 04.01.031
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OBJECTIVE:目的:

- To establish accommodation entitlements across the entire company that are commensurate with the respective staff category levels of expatriate employees.
在整个公司建立与各级外籍员工相称的住宿权益。
- To ensure that staff accommodation is properly maintained.
确保正确维护员工宿舍。

APPLICATION:应用:

Accommodation is to be managed by the Personnel Manager.
住宿由人事部经理进行管理。

Staff accommodation will be selected carefully and maintained with care.
员工住宿将精心选择，并慎重维护。

Staff feedback on the comfort and cleanliness of accommodation must be sought and acted upon.
必须征求员工关于住宿的舒适度和清洁度的反馈，并采取行动。

Staff found abusing their accommodation should be disciplined immediately.
发现滥用其住所的员工，应立即受到纪律处分。

The entitlements in this policy should be used as a guideline; any deviations are to be agreed first with the President.
此政策中的权益应作为一个指导方针，任何背离均须首先经董事长同意。

STATEMENT OF POLICY

政策声明

1. We recognise that the well being of its staff and their families is at the core of its success.
际酒店意识到,员工及其家属的福祉是其成功的核心。
2. All expatriate employees are entitled to accommodation, which is paid for by the company, or where approved, a live out allowance will be paid for a pre-determined amount. Allocating guest rooms on a long-term basis for key personnel accommodation is to be avoided, whenever possible. (Except in circumstances where it is coherent with the hotel policy).
所有的外籍员工均有权住宿，其费用由本公司支付，经批准的，将支付预定金额的生活津贴。只要有可能,就应避免为关键人员分配长期住宿的客房。（符合酒店政策的情况除外）。
3. In the event that a key personnel chooses to rent a more expensive apartment than the allocated allowance, (paying an additional amount him/her), the apartment lease must then be in the name of the employees and not the hotel. The hotel will reimburse the allowance amount directly to the employee upon submission of the lease/receipt. Should the employee leave the hotel or be transferred in mid-lease, it will be his/her own responsibility to negotiate a refund with the landlord.

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倘若某关键人员选择租用一个费用超过分配津贴的公寓(支付额外的金额), 公寓租赁必须以员工的名义而不是酒店的名义进行。员工提交租约/收据后, 酒店将向员工直接补偿补贴金额。如果员工离开酒店或在租赁过程中迁移, 应自行负责与房东协商退款。

4. **Key Personnel Entitlements** **关键人员应享权利**

- (a) The following entitlements apply to the respective staff categories:
 下列权利适用于各类员工:

General Managers:

To be agreed on an individual basis with the CEO at the time of appointment.

总经理: 预约时个人与首席执行官商定。

Key Personnel A and B, with children:

Two bedroom furnished apartment.

带子女的A类及B类关键人员: 两间卧室、配有家具的公寓。

Key Personnel A and B without children:

One bedroom furnished apartment.

不带子女的A类及B类关键人员: 一间卧室、配有家具的公寓。

Key Personnel C:

Furnished single room in a shared apartment. Note, this category is not entitled to married status accommodation, unless by special approval of the General Manager.

C类关键人员:

合用公寓内配有家具的单间。请注意, 除非经总经理特别批准, 此类已婚员工没有资格在本酒店住宿。

- (b) **Utilities: Telephone公用设施: 电话:**

For both live-in and live-out personnel, the charges for telephone connection and usage are the responsibility of the employee, except for those employees on 24 hours call.

对于入住和外出人员而言, 电话连接和使用费用均由员工自行负责, 24小时随叫随到的那些员工除外。

- (c) **Consumption of other utilities其他公用事业消费:**

Live-out basis – all utilities must be paid for by the resident employee.

Live-in basis/hotel apartment outside – electricity and water, not gas, will be paid for by the hotel.

外出-所有公用事业费用必须由常驻员工支付。

入住/酒店式公寓外-水电(而不是天然气)费用由酒店支付。

- (d) **Cleaning service保洁服务:**

No employee is entitled to use the hotel housekeeping or to charge the hotel for a cleaning service.

任何员工都有权使用酒店房务部或从酒店领取保洁服务费。

For apartments rented by the hotel and allocated to key personnel, an annual inspection is to take place, in consultation with the resident, to determine if any maintenance or general repair is required.

对于酒店租用的公寓以及分配给关键人员的公寓, 须与住客协商后进行年检, 以确定是否需要任何维修或大修。

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5. Skilled Personnel Entitlements:

熟练人员应享权利:

IMPORTANT NOTE:

Wherever possible, the following accommodation entitlements should apply. However, it is recognized that each hotel's staff accommodation circumstances are unique. Provided the different categories are distinguished fairly and consistently by their accommodation entitlements, then deviations from this policy may be allowed.

重要注意事项:

只要有可能，下面的住宿权利均适用。然而，人们认识到，每家酒店的员工住宿情况都是独一无二的。只要按其住宿权利公平、一致地区分不同的类别，那么，可以允许与此项政策有所不同。

Skilled Personnel D:

A room on a sharing basis with one other category D staff.

D类技能型人员:

与另一位D类员工共享一个房间。

Skilled Personnel E:

A room on a sharing basis with two/three other category E staff.

E类技能型人员:

与其他两个/三个E类员工共享一个房间。

Skilled Personnel F:

A room on a sharing basis with three/four other skilled personnel in the same category.

F类技能型人员:

与其他三个/四个同类技能型人员共享一个房间。

Skilled Personnel G:

A room on a sharing basis with four/five other skilled personnel in the same category.

G类技能型人员

与其他四个/五个同类技能型人员共享一个房间。

6. Maintenance:

维护:

Staff Housing for Skilled Personnel is to have a supervisor/cleaner appointed to oversee it. Routine inspections are to be done by the Personnel Manager on an ad-hoc basis (a minimum of once a month) to inspect cleanliness, décor and state of repair. A report should be made to inform the Hotel Manager of the findings.

技能型人员的员工住房要指定一名监察员/清洁工负责监督。人事部经理随时会进行例行检查（至少每月一次），以检查清洁度、装饰及维修状况。然后编制一份报告，将调查结果通知酒店经理。