	RESOURCE LIBRARY – HUMAN RESOURCES Medical, Accident, Life Insurance	<i>CODE:</i> 04.01.033
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OBJECTIVE:目的:

- To ensure adequate medical insurance is provided for employees of the company and their families.
确保为公司的员工及其家人提供足够的医疗保险。
- To provide access to professional, medical facilities for employees.
为员工提供专业的医疗设施。

APPLICATION:应用:

Managers should ensure wherever possible that staff are given their regular off-days and normal breaks. Staffs who are over-tired become run-down and more prone to sickness, accidents and absence.

经理应该尽可能确保为员工提供定期休息日和正常休息。员工过度劳累会使身体衰弱，更容易生病、发生意外和缺勤。

All hotels should have a copy of their Workmen’s Compensation which must comply with the Labor Laws.
所有酒店均应提供符合“劳动法”的工伤和职业病补偿费。

A control facility using the Medical Clinic (where applicable) is to be put in place such as a Clinic Visit Authorization Form; this would obviously not be required for emergency or serious case.

使用医疗诊所（如适用）的控制设施（如门诊检查授权书）要落实到位;急诊或病情严重的显然不需要。

Due to considerable cost of private clinics the message must be made very clear to staff on the procedure to follow and the approved Doctor / Clinic to use in the event of an emergency during weekends and at night.


由于私人诊所的费用相当高，必须向员工非常清楚地阐明要履行的手续以及周末和晚上急诊情况下批准使用的医生/诊所。

STATEMENT OF POLICY

政策声明

MEDICAL HEALTH医疗卫生

1. In line with our commitment to the wellbeing of its employees and their families, medical facilities and cover will be an integral part of the conditions of employment.
按照酒店国际对公司员工及其家人的福利承诺，医疗设施和投保是聘用条件的一个组成部分。
2. In hotels with over 200 rooms, a permanent Medical Clinic will be established providing a daily service at pre-determined set times.
拥有200多间客房的酒店，将设立永久性诊所,在预先确定的时间提供日常服务。
3. The clinic must be manned either by a qualified nurse or a General Practitioner.
诊所必须配备一名合格的护士或全科医生。
4. In hotels under 200 rooms a specific House Doctor should be appointed for staff to visit if necessary.
客房不到200间的酒店，应指定一名常住医生,便于员工需要时看病。

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5. All hotels will select an approved 24 hour Government clinic that is to be used by staff in an emergency. Staffs that use a different private clinic will not be entitled to reimbursement.
 所有酒店都将选择一个核准的24小时政府诊所，供员工急诊时使用。使用不同的私人诊所的员工将没有资格报销医疗费。
6. Medical Insurance is provided for Key Personnel categories A, B, C and their spouse and children for personnel on married status.
 酒店为A、B、C类关键人员及其配偶和子女（已婚人员）提供医疗保险。

ACCIDENT AND LIFE INSURANCE意外保险及人寿保险

7. We will provide Accident and Life Insurance cover as follows;
 Personnel A, B, C is entitled to cover whilst on-duty and off-duty in any country. Life insurance will equal 36 months salary.

Skilled Personnel are entitled to Workmen’s compensation for themselves, when on-duty only
 店国际酒店将提供下述意外保险及人寿保险;

A、B、C类人员有权对任何国家的值班和不当班进行投保。寿险金额相等于36个月的工资。
 技能型人员均有权获得值班时的工伤和职业病补偿费