

	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Name Tags</b>	<i>CODE:</i> 04.01.042
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The scope of this instruction is to help all guests verifying the identity and position of staff dealing with for more security and efficiency, and to ensure that the staff is maintaining a professional image and displaying the highest possible standards of Grooming.

本指令的范围是帮助所有客人更安全、有效地验证接待员工的身份和职位，确保员工保持职业形象，并展示最高标准的仪容仪表。

1. This policy is applicable to all trainees and employees of all categories with the exception of category A  
 这一政策适用于除A类外的所有类别的所有实习生和员工
2. All employees while on duty are required to wear their name badges on the left side of their uniforms.  
 所有当班员工必须将其名牌戴制服的左侧。
3. All key personnel when on duty will dress professionally and formally displaying the highest possible standards of hygiene and grooming. Guest contact department heads are required to wear a name badge. The same standard of grooming as per the house rules applies.  
 所有当班关键人员均须穿着职业化，并正式展示最高标准的个人卫生和仪容仪表。与客人接触的部门主管必须佩戴名牌。仪容仪表标准与内务守则规定相同。
4. If name is not clear or name badge is not in a good shape, H/R Secretary will replace the name tag / name label directly.  
 如果姓名不清楚或名牌未处于良好的状态，人力资源秘书将直接更换名牌/姓名标签。
5. Losing the name badge will cost AED 40 and will be charged to the employee city ledger.  
 遗失名牌的，要付出40迪拉姆，记入员工挂帐上。
6. Name badge to be returned to Human Resources Department as part of the final clearance procedure.  
 作为最终审查程序的一部分，须将名牌交还给人力资源部。