	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Annual Staff Party</b>	<i>CODE:</i> 04.01.048
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OBJECTIVE:目的:

- To enhance the working relationships in the hotel and assist in boosting morale and motivation.  
增进酒店的工作关系，并有助于提高士气和积极性。
- To give management an official forum to thank and recognize staff for special efforts and work well done during the previous year.  
给管理部门提供一个官方论坛，对员工在过去一年所作出的特别努力、出色地完成工作表示感谢和予以表彰。

APPLICATION:应用:

The Personnel Manager has overall responsibility for organizing the annual staff party, however, it is expected that the entire management team are visibly active in helping to make the event an enjoyable one for all the staff.

人事部经理全面负责组织员工年度聚会，但是，预计整个管理团队都会非常积极地提供帮助，使所有员工在活动中都感到愉快。

Sufficient provision should be made in the annual budget to ensure this event can be a generous and enjoyable one.

年度预算应准备足够的拨款，以确保此次活动内容丰盛、令人愉快。

The party may be held on the premises – but the normal level of guest service must be maintained.

员工年度聚会可在经营场所举行 - 但必须保持正常的宾客服务水平。

Gifts may be sponsored through company suppliers without placing the supplier under pressure, or in such a way that the hotel becomes obliged to use a particular supplier thereafter.

礼品可在没有压力的情况下由公司供应商赞助，或者由特定供应商进行赞助，但之后酒店必须使用该供应商。


This is the ideal forum to announce long service awards and employee of the year.

这是宣布长期服务奖和年度最佳员工的理想论坛。

STATEMENT OF POLICY

政策声明

1. We believe that a vital part of establishing good working relationships is the support and encouragement by management for organized social activities.  
酒店国际认为，管理部门对所组织的社会活动的支持和鼓励是建立良好的工作关系的重要组成部分。
2. In addition to regular sports and social activities, each General Manager will host an annual staff party which should be the highlight of the staff social activities.  
除了常规运动和社会活动外，酒店每位总经理都将主持年度员工聚会，这应成为员工社会活动的亮点。

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3. The cost of a three course dinner/buffet, beverages and entertainment will be borne by the company for employees and their spouse. Alcoholic beverages should be limited to two and may be controlled by a voucher system.  
 员工及其配偶三道菜的正餐/自助餐、饮料和娱乐的费用将由公司承担。酒精饮料限于两种，也可以按付款凭单制度进行控制。
4. All Key Personnel, particularly Department Heads are expected to attend and enter into the spirit of the party with their staff, unless they are required on duty.  
 除要求值班外，所有关键人员，尤其是部门主管均要求出席，并与其员工一起进入聚会的精神境界。
5. The General Manager will give a motivational speech at the outset of the party and use this opportunity to thank employees for their continued dedication.  
 公司总经理将在聚会开始时发表励志演讲，并利用此机会对各位员工持续不断的奉献表示感谢。
6. Management should endeavor to protect the good name of the company, both in the behavior of those attending and the nature of the entertainment provided, to this end clear ground rules must be communicated in advance.  
 管理部门应尽力从出席者的行为和提供娱乐的性质方面保护公司的良好名声，为此必须提前传达明确的基本规则。
7. In addition to the general staff party, General Managers may use their discretion to host a Key Personnel or Executive team dinner/lunch.  
 除了普通员工聚会外，总经理还可酌情决定主持关键人员或管理团队晚餐/午餐。