

# EXTERNAL TRAINING AGREEMENT

## 外部培训管理政策

### OBJECTIVE 目的:

1. For the sake to keep promising employees helping them to develop their working career, the hotel try its best to provide more opportunity for hotel staff to achieve from their post at present and in future.  
为了恪守帮助员工成长的承诺，酒店尽可能为员工提供机会，在现在和未来的职位上获得更好的发展。
2. The aim of the External Training Program is to improve employee's skills.Hence, here is a binding agreement to be signed with employees who are sent for training and development activities. Meanwhile, considering the hotel situation, we hereby provide the below guideline for staff reference:  
外派培训是以拓宽员工的职业技能为目的。因此，我们派遣员工参加培训和发展活动时需签订约束性的培训协议。同时，根据实际运营情况，提供以下指导准则供与员工参考。
3. The next year whole hotel departmental training plan and the related expenses budget should be approved and prior to the end of each financial year.(During November of each year.)  
下一年度的酒店全年培训计划以及培训费预算都必须于每年财政年度前先获审批通过。（每年十一月期间）

### APPLICATION 适用于:

1. Training Service Term Agreement(As per attachment 1 ), which shall be signed prior to the training is provided, it applies to all employees who take part in the following types of training and development activities:  
在提供培训前签订的《约束性培训暨服务期协议》(附件一)适用于参加以下类型的培训和发展活动的所有员工：
  - Cross Hotel Exposure Training 跨酒店交叉培训
  - Overseas Training 海外培训
  - Government Mandated Training 政府要求培训
  - External Professional Company Training – Job Related 与工作相关联的外部公司专业培训
  - Technical Certificate Review 专业技术证件复审
  - Others 其他培训
2. Training Department will co-ordinate the application and evaluate the training program, till the end of it, to ensure the effective implementation of the program and the training progress for the trainee.  
培训部将全程评估并协调培训申请，确保安排有效实施和培训进程的顺利进行。
3. Applicants should strictly follow the training rules and regulations, working procedures, etc. including the training plan as arranged by Training department.  
任何培训生要严格遵守培训的规章制度，工作程序，以及培训部所制订的培训计划等安排。
4. The hotel management has the discretion to adjust or terminate any on-going external training program.  
酒店管理层有权利调整或终止任何正在进行的外部培训。
5. All employees including Departmental Managers, who have excellent performance record and high potential within the hotel should be encouraged to participate the external-training.  
我们鼓励所有工作表现突出并极具潜力的员工包括部门经理等都可以参加外部培训。

For screening the suitable candidates purpose, the following points have to be considered :  
为配合筛选，需考虑以下方面:

- employee profile 员工个人的状况
- past and current performance evaluation 员工过去及现在的工作表现
- length of hotel service must be at least one year 在饭店至少工作壹年
- employee development plan and career goal 员工的发展计划及职业目标
- Department Head Comment 上级对员工的评语
- the discretion of management 管理层的决定 / 酒店经营需要
- Training Service Term agreement 约束性培训及服务期协议

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### STATEMENT OF POLICY

#### 政策声明

#### POLICY

#### 政策

1. Since the hotel would stand all the expenses includes training workshop fee, transportation, accommodation, meal, etc., the employee needs to make an agreement with the hotel based on terms and conditions as follows:

由于酒店将承担所有费用，包括培训研讨会费用、交通费、住宿费、餐费等，因此，员工需要根据以下条款和条件与酒店达成协议约定：

| Category<br>类别 | Total Expenses(RMB)<br>总费用（人民币）  | Bonding Period<br>约定期限 | Remarks<br>备注  |
|----------------|----------------------------------|------------------------|--|
| 1)             | Below 5000<br>5000 元以下           | Half a year<br>半年      | Continuous service<br>within the hotel after<br>successfully<br>completion of the<br>training<br><br>完成合格培训后在<br>酒店持续工作的年<br>限 |
| 2)             | 5001 - 10,000<br>5001-10000 元    | One year<br>一年         |  |
| 3)             | 10,001-20,000<br>10,001-20,000 元 | Two years<br>两年        |  |
| 4)             | Above 20,001<br>20,001 元以上       | Three years<br>三年      |  |

2. Subject to Hotel Human Resource Policy, whatever the reason that leading employee leaving hotel during the bonding period (including resignation and dismissal), employee has to compensate the training expense to hotel on a pro-rata basis according to the following formula:

根据酒店人力资源政策，无论什么原因导致员工在约定期限内离开酒店（包括辞职和解雇），员工必须根据以下公式向酒店按比例赔偿培训费用：

$$\text{Compensation amount} = \frac{\text{Remaining Balance of Binding Period (days)}}{\text{Total Binding Period (Days)}} \times \text{Total Expenses}$$

赔偿金额 =  $\frac{\text{约定期限剩余时间（天数）}}{\text{总约定期限（天数）}}$  X 总费用

#### PROCEDURES

#### 程序

- All the external training invitation received by any department should be immediately forwarded to the Training Department and GM for depth consideration.  
各部门收到的所有的外部培训邀请都须立即交给培训部及总经理以供权衡考虑。
- Training department shall issue the "Expected Training Result" report (see the External Training Application Form) to the department concerned after the assessment of the training course, submitted to DHR\DOF and GM final approval.  
培训部在对各种培训课程进行评估后，需把培训课程“预期培训效果”（请见外出培训申请表）交到人力资源总监，财务总监和总经理作最终同意。
- Training department should pass the <Training Course Brief Introduction Note > to those selected employees and volunteers. All the applicants shall complete the <External Training Application Form> (See the attachment 2) and obtain written approval from division/department head.  
培训部须将《培训课程简介》发送给已获邀请有意参加培训者。所有申请者需要填写《外部培训申请表》（附件二）并由部门总监/经理签字批准。
- The <External Training Pre-Evaluation Form> must be completed by the division/department head and submitted to the Training Department for review. Hotel Executive Management Committee will evaluate according to the actual operation needs, but finally selected and approved by the General Manager.  
部门总监、经理须填写《外部培训评估表》（附件三）并递交培训部审阅。酒店行政管理委员会将根据实际运营需要进行研究，最终由总经理选择批准。

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5. The selected applicant would be required to sign the < Training Service Term Agreement > before the course commenced.  
申请者将被要求在培训开始之前签订《约束性培训及服务期协议》。
6. The applicant is not entitled for any compensation day off for the training period is not taken as overtime work.  
有关培训时间，员工不能申请还休及作为加班时间，因为培训期被视为工作期间。
7. The applicant should submit the <Employee External Training Report> (attachment 4) and certificate to the Training Department for filing within one week after the completion of the training course. The report copies need to be passed to the Finance Department for attachment and taken as the Training Expense Payment Voucher supporting.  
在完成培训课程后的一星期内，需向培训部递交培训报告(附件4)及合格证书(如有)备案及抄送给财务部作培训费用报销附件。

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