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OBJECTIVE目的:

To provide employees with a place to lock their personal belongings, which are not permitted to be brought to the place of work and also to keep the uniform after duty.
 为员工提供放置那些不能带到办公区域的私人物品以及下班后放置工服的场所。

All uniformed employees will be issued a private locker to store uniforms and personal items.
 所有穿工服的员工将获发放个人更衣柜来存放工服和个人用品。


APPLICATION适用于:

Applicable to all regularly contracted hotel employees.
 适用于酒店所有正式员工。

STATEMENT OF POLICY
政策声明

POLICY
政策

- 1 The Hotel will provide hand-drying machine, soap dispenser and toilet paper in the locker room. HR Department will be in charge of the supply of the soap liquid, toilet paper as well as to maintain its cleanliness.
 更衣室配备烘手机、洗手液以及手纸。人力资源部负责洗手液、手纸的提供并负责更衣室的卫生清洁。
- 2 Employees should at all times help to keep the locker room clean and tidy.
 员工保持更衣室的干净和整洁。
- 3 No employee is allowed to play cards or gamble in the locker room regardless.
 更衣室中不允许玩扑克牌或进行赌博活动。
- 4 All employees are not to use other employee lockers. The lockers are numbered and each locker is allocated to an individual employee's usage only. HR Department will be solely responsible for the assigning of employee lockers.
 员工不允许借用别人的更衣柜。更衣柜要进行编号，每一个更衣柜仅限一人使用。人力资源部负责分派更衣柜给员工。
- 5 Once assigned, the lockers are non-transferable. Transferring of lockers must be done through the Human Resources Department. Employees found violating this rule will be subject to disciplinary action.
 更衣柜一旦分配，员工就不能私自进行变更。任何想要更换更衣柜的行为都需要得到人力资源部的许可。违反此规定的员工将被视为违反酒店规章制度。

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- 6 Food, beverage, dangerous items or items belonging to the Hotel are not permitted in the lockers except the uniform. Employees are reminded not to store valuables in the dressing cabinet.
除了工服，其它任何食品、饮料、危险物或属于酒店的东西都不能放到更衣柜中。
- 7 The HR Department keeps a spare key in case of one being misplaced. Once the spare key is being utilized, the lock should be changed and the respective employees should pay for it for security reason. The use of private locks is strictly forbidden and ignoring this directive is subject to disciplinary action.
为了避免员工丢失钥匙，人力资源部应准备一把备用钥匙，一旦备用钥匙被启用，人力资源部应更换员工的更衣柜，相关人员也要对此付出一定的赔偿。
- 8 An employee found forcing entry to her/his own or another employee's locker(s) will be charged for the damage and becomes subject to disciplinary action.
员工强行打开自己或他人更衣柜的，要赔偿更衣柜损失，并且该行为将被视为违规行为。
- 9 Employees should keep their lockers locked at all times as the Hotel does not accept responsibilities or liabilities for the loss of any valuable or properties in the lockers.
员工必须要锁好更衣柜，对于员工在更衣柜中丢失任何重要物品的事情酒店将不负任何责任。
- 10 Upon termination or resignation, employees must clean and clear the locker and return the key to HR Department.
员工离职或终止合同后，需要将更衣柜清理干净，并将钥匙送交到人力资源部。
- 11 To ensure compliance with this policy, all lockers will be inspected at regular intervals by HR and Security Department personnel.
为保障安全，所有更衣柜将接受人力资源部和保安部的不定期检查。
- 12 Employees must strictly abide by the rules and regulations related to the use locker. Employees violating the regulations will be subject to disciplinary action.
员工须严格遵守更衣柜使用的相关规章制度。违反相关规章的员工将会受到相应的纪律处分。

PROCEDURES

程序

- 1 The requirements of new employees recruited after finishing procedures to obtain a locker key.
新员工办完入职手续后，方可领取更衣柜钥匙。
- 2 If an employee forgets to bring the key to their locker to work, they can borrow the spare key from the HR department. This spare key should be immediately returned upon end of shift.
员工上班若忘记带更衣柜钥匙，可到人力资源部借用备用钥匙，但须下班时即日退还。

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- 3 If the locker lock is damaged, employee shall pay to the Finance Department the replacement cost of (RMB 20yuan /per lock) only after replacement lock.
若更衣箱锁人为损坏，员工须到财务部付换锁的费用(更换新锁费用20元/把)后，方可更换新锁。

- 4 For employees who have left the hotels' employment but did complete the employee check-out procedures, HR department will take charge of opening and cleaning their locker, removing all items and storing them with Housekeeping Lost & Found articles. HR will change the lock and the cost of this will be charged to the employee if possible.
离职员工若一周内未办理退柜手续，人力资源部与保安部共同清理更衣柜后，进行换锁，柜内如有任何遗留物品，交客房部作为失物处理。

This regulation may be adjusted subject to changes in operational procedures.
本规定将根据酒店实际运营情况做阶段性调整。