

HUMAN RESOURCES POLICY

Employees are in Aequora Lanzarote Suites**** the greatest asset; we express our social commitment and responsibility in labor relations with our employees, based on the personal and professional development, on the support, respect and fair assessment. As well as the strict compliance with legislation in all areas related to their work and Human Rights.

We value contributions, creativity and involvement on the defined objectives of all employees, while respecting freedom association and Equality Policies.

We are committed on prevention, occupational hazards control and actions development that improve the Safety and Health of our Employees and Customers.

GOALS

1. **Collection System:** We prioritize the recruitment of local staff and unemployed person; at least 80%, avoiding any kind of discrimination based on gender or other.
2. **Selection System:** We select the candidates according to his profile, in accordance with the needs of each workplace and contracting with strictly social and labour criteria.
3. **Procurement System:** We stick to the labor legislation, regulated by the Statute of Workers of the Province of Las Palmas and we control that agreements stipulated by law of Temporary Agency Work, services or subcontracted are carried out. In the latter case, we verify that we expire with the applicable labour law legislation.
4. **Welcome System and integration of new staff:** All the persons who join to the Hotel must have information relative to the Quality and Sustainability System, as well as information of the Hotel and its objectives, procedures, workplace and work materials requirement. Employees must feel supported, integrated in their work team and have a respectful relationship with their companions.
Administrative Employees Management System: Administrative Employee Management develops according to the legal standards concerning to his labor activity, by informing Employees and their legal representative of details of his contract and his legal obligations.
5. **Performance appraisal system and career development:** All the Employees are evaluated, in accordance with the needs of their workplace, personally, in order that agreed with their line manager, the aspects to maintain and develop improvement.
6. **Internal Communicating System:** Lasting communication, based on the confidence and commitments of all the employees, is essential for the daily development of our products and services. Therefore, an Internal Communicating System is established, definite and documented.
7. **Training System:** The training of our employees is a priority, it depends on its capacity for the correct development of our products and services. Therefore, a Training plan is planned annually, that incorporate knowledge, application and development needs of Quality and Sustainability Integrated System.
8. **Health and Safety System:** We are committed by prevention and control of labor risks and in the improvement of the Security and Health, in agreement to the legal regulation.

VIEW

Aequora Lanzarote Suites**** through their policies and actions pretend to respect and promote the integration and the involvement of their Employees, in strict compliance with legal regulations, promoting and supporting their professional development.

LEADERSHIP, SCOPE AND COMMITMENTS

Management leads the implementation and development of Human Resources Policy, in response to any incidents that might occur in the Hotel or with Contributors or External Suppliers.

Reach

1. Employees
2. Contributors and External Suppliers.

Direction commitments:

1. Inform Employees, Contributors, External Suppliers and Customers, about policy, reach and commitments of human resources.
2. Prioritize recruitment local staff and unemployed people. Ensuring decent and fair treatment, without making any kind of discrimination on grounds of nationality, social group, gender, age, disability or religion, and excluding any type of abuse or harassment.
3. Stick to the labor legislation, regulated by the Statute of Workers of the Province of Las Palmas and control that agreements stipulated by law of Temporary Agency Work, services or subcontracted are carried out, checking that they expire with the applicable labour law legislation.
4. Conduct performance evaluations in accordance with the needs of their workplace, personally and with their participation to all the employees.
5. Inform and train employees about objectives, procedures and their own rules of his workplace, materials and work tools necessary for performance standards, as well as all aspects of their work which affect to the proper professional development.
6. Establish an internal communication system, defined and documented of the Equipment
7. Identify the right of association and union affiliation and establish a relationship of dialogue and cooperation with unions and their representatives, without adversely affecting to the own existence of the Hotel.
8. Planning annual a Training Plan, developing training activities who fill the needs identified through direct observation, satisfaction or processes indicators and weaknesses and risks analysis.
9. Establish the necessary conditions of safety and health and inform employees and managers about risk situations for the safety and health of employees.
10. Support, implement, and control the Human Resources policy compliance.

Employees commitments:

1. Knowledge and application of the Welcome Manual.
2. Complete and submit the Checklist of the Welcome Manual to the Human Resources department.
3. Satisfy to the internal communications system, defined and documented Team.
4. Avoid actions that generate risks and ensure, according to his possibilities, over his own safety and health in work, and for those people who could affect in their professional activity.
5. Use properly any way to the development of his activity and refrain from disconnecting means and protective equipment.
6. knowledge and application of the Operational Manual, Security and Health, Self-defense, Environment, as well as the relative information to specific formative actions in which it takes part.

Contributors and External Suppliers commitments:

1. Acceptance and implementation of the defined and developed Policy in the Integrated Quality and Sustainability Manual, regarding Human Resources.