



**KEFALOS DAMON**  
HOTEL APARTMENTS

**HUMAN RESOURCES POLICY**

The Management of KEFALOS DAMON HOTEL APARTMENTS is committed to fulfilling the following policies:

**FAIR TREATMENT POLICY**

To guarantee a fair and decent treatment to all of our employees, respecting the multiple cultural backgrounds in which they come from. We do not allow discrimination due to nationality, social group, age, gender, disability or religion, excluding any type of abuse or harassment and establishing the necessary health and safety conditions in the working environment.

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

We have in place recruitment and selection procedures that guarantee equal opportunities, evaluating the candidates with clear criteria in order to identify the ideal skills for the particular job, as well as ensuring strict compliance with the current legislation relating to recruitment.

**PERSONAL DEVELOPMENT POLICY**

We encourage the professional development of employees, within a framework of staff performance, without interfering with the company's objectives, through objective and transparent processes and, where necessary, setting up training programs which act as a key element for ongoing improvement.

**FAIR REMUNERATION POLICY**

We tailor the remuneration and social benefits policy to in accordance to the economic and social framework, the level of responsibility assigned to each post, performance and the achievement of objectives. Remuneration schemes are devised in a fair way and in accordance with the standards established.

**WORKING RELATIONS POLICY**

We recognize the right of our employees to associate and affiliate with trade unions and their representatives to successfully establish a relationship of dialogue and co-operation, without going against the Company's own existence. It is the responsibility of the local Human Resources teams to design, manage and distribute the human resources procedures. Each person who manages a team of employees is responsible for applying this Human Resources Policy and complying with its corresponding procedures.

***Andreas Sofroniou***

*General Manager*

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01/10/2015