

Policy Statement for Human Resource Management

It is the shared commitment of the management and owners of the Atlantica Hotels & Resorts to ensure that all our employees are afforded excellent possible working conditions at all times.

We believe our employees are our greatest assets, and recognize our ethical as well as legal responsibilities to take care of them. We believe that by treating our employees well, they in turn will continue to take the very best care of our customers.

The primary goals therefore related to our human resource management are as follows:

1. Certification

In order to satisfy broader human resource management criteria, Travelife Gold award standard will be maintained in as well as implementation of the Environmental management systems ISO 14001:2015, Food safety management systems ISO 22000:2005 and Quality management systems ISO 9001:2015.

2. Recruitment

The Atlantica Hotels & Resorts will ensure that a fair system is in place so that all applicants for available positions are fairly considered. The Atlantica Hotels & Resorts will not discriminate in any way and welcomes applications from all candidates regardless of their race, age, sex, nationality, disability or religion.

3. Contract/Legislation

Throughout the period of employment, the Atlantica Hotels & Resorts will have a contract that meets as a minimum the regulations as stipulated by national law.

4. Induction and Training

The Atlantica Hotels & Resorts will ensure that all new employees are provided with the appropriate introduction and training. This will cover areas such as company philosophy and culture, product knowledge, employee welfare and benefits, health and safety, performance management, etc.

5. Development and Promotion

All employees of the Atlantica Hotels & Resorts will be encouraged to further develop their skills and opportunities for promotion will be provided wherever possible. All employees will have individual objectives, and individual development plans will be agreed with managers/supervisors to review objectives and agree new targets.

It is our company policy that all legal requirements are fully complied with regarding employment; therefore, we do not employ children under 16 which is the minimum required age for employment. In the years of operation of the hotels we never used a person under the age of 18, nor a child.

We also state that our business is in the area where children are not sexually exploited from tourism related issues and all employee are informed for the importance of child protection and all are actively involved where this is necessary for children protection. If any suspicious activity in relation with child abuse has been noticed, the Hotels Manager of the Atlantica Hotels & Resorts will immediately report the incident to the Local Authorities.

This policy will be reviewed yearly for its continuous suitability.

Hotel Manager

Date:/...../2019