

EMPLOYEE MANAGEMENT POLICY AND RESPECT FOR HUMAN RIGHTS

The Hostel respects and supports the human rights of employees, guests, suppliers, stakeholders and the local community. In business, we do not make differences between men and women, nor do we make differences between the younger or the older. We do not define nor expose them due to ethnic differences, religion or disability.

Employee management policy:

- The employer shall ensure equal treatment regardless of nationality, race, ethnicity, national or social origin, gender, health status, religion, age, sexual orientation or family status during the employment relationship or termination thereof.
- The employer complies with the provisions on the conclusion and termination of the contract of employment. An employee decides to end his/her work at any time he/she decides; the employer accepts the decision without penalizing.
- Employers' personal documents are not retained by the employer,
- None of the employees is paid below the minimum wage.
- We respect the working time regulation in state administration authorities.
- Full time does not exceed 40 / 50 hours a week.
- All employees have agreed to the working conditions,
- Each employee is familiar with the disciplinary procedure.
- Each of the employees can contact the head of the facility or the director of the Institute concerning the work-related problems.
- The employer carries out Safety and Health at Work in order to protect the life and health of the employee.
- All employees are subject to anti-discrimination principles on employment and rights and obligations of employees. The Institute ensures equal treatment of employees with regard to training and education.

Objectives of employee management policy and respect for human rights:

- The goal of the business is to provide a pleasant working environment, where the worker or the guest will not be exposed to sexual or other harassment, ill-treatment, verbal or non-verbal violence. In case of any appearance of previously mentioned incidents, the employee should notify their superior or the police.

- The goal of the Institute is to ensure equal treatment of employees, guests and suppliers regardless of gender, marital status, and pregnancy. The employer will also provide the same salary for the equal work of every employee, regardless of gender.
- The goal is to implement an annual health promotion at the workplace.
- Our goal is to provide the Safety and Health on work. Therefore, once every two years, education on occupational safety and health protection and fire protection is carried out.
- In December 2018, we will conduct training for all employees and students on the topic of responsible policies, and they will also be informed about the disciplinary procedure and human rights.
- Respect for all applicable national laws in the field of human rights, employees' rights, labor relations law, etc.
- In 2019, all employees will be deriving from the local environment.