



FAIR EMPLOYMENT POLICY

Objective

For the Vik San Antonio Hotel, the employee is one of the fundamental pillars of his business, therefore protecting and caring for the staff, is one of the first objectives of this company.

Recruitment Policy

The contracting policy of our company guarantees that there is no discrimination based on cultures, races or sex.

Likewise, the company does not hire minors, in any hotel department or on specific occasions for certain jobs.

The worker who joins our company does it totally free and without any coercion, not having to leave any deposit and not retaining any documentation by the company.

From the total amount of staff in the hotel 60% are on fixed contracts and 40% on temporary contracts. The rotation of workers is very low so most of them know perfectly the hotel, its work, the philosophy of the company and its objectives.

When a new worker joins our company, he is given a copy of his contract explaining all the details of salary, time and work to be performed. The "Welcome Manual" is also provided, explaining the history of our company, a vision of the future, a description of the type of customer staying in our hotel, a small explanation of the facilities of the Vik Hotel San Antonio, standards of behavior of customer service and quality service, as well as a brief description of how the professional conduct of our workers should be, as well as standards of hygiene and uniformity.

With this manual, we want the new workers to have a global vision of our company and become familiar with it.

All workers are registered in Social Security, according to the current Law, being covered in their vacation days, sick leave or any other incident that may arise. Also, they have a more assistance service that is the Mutual of workers, where they can go, for example, when they have a work accident. They are

offered annually courses on Occupational Hazard Prevention, Fire Drills and Medical Acknowledgments with personalized and confidential analytics. We have two hiring ways, directly with the hotel or through a temporary employment company, which is governed by our same criteria and follows our policy.

We have drawn up a protocol on how to select our personnel, described in the Human Resource Management and Training (PR-11) procedure, which explains the selection criteria to be followed and the ongoing training of our staff.

When a worker decides to stop providing his services to this company, he is completely free to do so, there being no conditioning on the part of the company, or discounting any monetary amount. Always within the legal framework.

Wage Policy

The Vik Hotel San Antonio guarantees equal pay for both men and women, performing the same tasks.

The salary offered, for all jobs, is always above the minimum wage interprofessional, The salary is paid, is according to the hotel agreement, approved according to the law in force.

Monthly and always between 1 and 5 of the corresponding month, the payrolls are entered, either to the bank account given to us by each worker or through a bank check.

Each employee is given their personalized payroll with all the detailed information of their fees and tax deductions. Salary deductions as a disciplinary measure are not allowed at the Vik Hotel San Antonio.

As an additional measure, there is also a free transportation to staff and also provides free tickets to use public transport at different times.

Also, we have the possibility to offer free accommodation in apartments owned by the company.

Schedule Policy

Each worker is informed by his / her superior of the working schedule, it can be continuous or divided schedule according to the work that he / she performs.

The work schedule is scrupulously respected, being the working day of 8 hours, 5 days a week and 2 days free.

All workers have half an hour inside their workday to eat (dining staff of the Vik Hotel San Antonio) or rest.
Each worker works a week 37.7 hours.

Apart from that, the holiday days and special permits for family matters correspond to the agreement of the hotel industry in the province of Las Palmas.