



POLICY & PROCEDURE

Policy No.	GM CBV-CBRS 5 - 01	Department	Human Resources
Date of issue	-	Division	Personnel & General Afire
Last update	20 Nov 2016	Approved by	General Manager
Subject	Nondiscrimination policy		

Policy

Candi Beach Villas – Candi Beach Resort & Spa doesn't apply discrimination in recruiting candidate of employees and gives the same treatment without differentiate them from the religion, ethnic group, and race.

Procedure

1. Firstly, hotel will make announcement about recruiting employees and this is according to the hotel's needs.
2. Priority is given to the local community surround the hotel especially for the rank & files, but still possible for higher levels. All those will be according to the current applicable hotel's criteria, education back ground and working experience (especially supervisor levels and above).
3. Candidates have to send application letter with CV to the hotel's human resources department.
4. Qualified candidates to be called for testing and interviewing.
5. Graduated candidates will sign working contract agreement includes clarification of salary that they will receive, allowance, etc based on function / position.

Management,

A handwritten signature in black ink, appearing to read 'Wirya Negara', is written over a light gray rectangular background.

Wirya Negara
General Manager