



Our Employment Policy

Bougainvillea Barbados recognises that happy staff is our greatest asset and a clear lead indicator to happy guests and repeat guests. Therefore, Bougainvillea Barbados is committed to creating a positive work environment; ensuring respect and fairness prevail in the treatment of all members of our team.

Further, Bougainvillea Barbados is committed to:

✦ Showing appreciation

- Employee of the Month and where applicable, special recognition awards
- Employee of the Year Award
- Annual Employee Awards for Productivity, Most Improved Employee, Most Congenial, Initiative, Motivation, Guest Service, Department of the Year, Supervisor of the Year and Manager of the Year
- Long Service Awards presented on a 5 year basis
- Profit Sharing
- Incentives (where applicable)

✦ Providing clean, healthy and safe working conditions

- Providing proper equipment, tools and safety gear to carry out tasks
- Providing uniforms
- Mandatory health insurance
- Transport home after 11pm

✦ Providing fair, clear terms of employment

- Employment contracts exist for all permanent staff. Temporary staff that work for longer than one month are entitled to a written statement of terms and conditions.
- Employee handbook given to all new staff, detailing company policies
- Zero tolerance for any form of harassment or bullying



✦ **Providing clear avenues for conflict and grievance resolution.**

- Bougainvillea Barbados has a Staff Association with representatives from each department, meeting quarterly with the Operations Manager to address concerns as they arise.
- Suggestion box.
- Open door policy to management team, and Operations Manager.

✦ **Providing equal opportunities for present and potential employees**

- Bougainvillea Barbados provides equal opportunities to all people who are assessed and valued based on their contribution irrespective of age (except when under 18 years), sex, disability, sexual orientation, race, colour, religion, marital status or ethnic origin.
- We do not discriminate against anyone for their membership or affiliation to any trade unions or political parties.

✦ **Developing the personal well-being of staff and respecting their personal lives**

- Staff is provided with the opportunity to better themselves through a variety of training programmes and personal development opportunities.
- Staff members are encouraged to cross train and gain experience beyond the limits of their job description.
- For approved programmes, Bougainvillea Barbados will cover 50% of the cost of educational endeavours on sign-up and 50% on successful completion.
- Bougainvillea Barbados provides staff loans and is exploring the possibility of setting up a Credit Union for its staff.
- Bougainvillea Barbados participates in a contributory medical and pension scheme, for which all staff is eligible.
- Staff is allowed to use the hotel's fitness centre free of cost during specified hours daily.
- Staff members receive a daily meal allowance (where applicable)
- Bougainvillea Barbados acknowledges the importance of a balanced work-life. We also recognise that each staff member has personal commitments and to the extent that these commitments do not infringe on the performance of their duties, personal requests will be assessed on an individual basis and dealt with compassionately and fairly.



✦ **Creating a culture of social interaction, environmental and civic responsibility**

- Bougainvillea Barbados creates opportunities for social interaction between staff in an effort to foster a family environment i.e. department get-togethers; staff parties; and birthday celebrations.
- Bougainvillea Barbados seeks to instil in its staff a sense of community and environmental awareness and responsibility and recruits their support in all endeavours of this nature.

Signed by: _____

Dawn Kirton
Operations Manager

Date: 19/02/2023