



STAFFORD HOSPITALITY

EMPLOYEE HANDBOOK

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# STAFFORD HOSPITALITY EMPLOYEE HANDBOOK

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## WELCOME

Stafford Hospitality is a division of Stafford Development Company. As a member of the Stafford Hospitality team, your most important job is to provide the highest standards of service to the guest. Your smile, friendliness, enthusiasm and courtesy will be the image that our guests take home with them. Make your guest's visit as pleasurable for them as our work is for us. **Enjoy your work and let it show.**

A new job in a new place takes some adjustment. Give yourself some time to adjust to your new surroundings. Cooperate with the experienced employees. Your understanding of our basic policies is vitally important. When you are in doubt about any policy or procedure, ask your supervisor for clarification.

It is our company's policy to provide equal employment opportunities to all qualified applicants and employees without regard to race, color, age, religion, sex, national origin, marital or veteran status or the presence of a non-job related handicap. All employees are employed at the will of the company for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

Many things will be expected of you as our personal representative. We hope that the information in this manual will help you in your job and your relationship with Stafford Hospitality and its affiliates. Please remember to review this manual frequently. If you do not understand or have any questions, please be sure to ask. We hope this helps you get started. The real key from this point is your attitude.

As you read through this manual, you will find many reasons for our success, but no single factor is more important than our dedication to the hospitality business. We are glad to have you with us and we are proud to welcome you as part of the Stafford Hospitality team.

## PRELIMINARY STATEMENT

This handbook is designed to acquaint you with Stafford Hospitality (SHI) and to be used as a general guideline regarding SHI working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by SHI to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As SHI continues to grow or other circumstances or goals change, the need may arise to revise, supplement, or rescind any policies or portion of the handbook as SHI deems appropriate, in its sole and absolute discretion.

All SHI employees are employees at will which permits you or SHI to end our relationship, for any reason, at any time, with or without notice. No part of this Employee Handbook should be interpreted as creating contractual rights.

## OUR MISSION

"An Enjoyable Experience"

- \* We Strive to provide a positive experience and best accommodations and hospitality services in each of our unique properties.
- \* We strive to provide excellence in customer service consistent with our guests' expectations. We focus on environmental and health conscious markets such as leisure, business, family, seniors and groups
- \*We strive to create a friendly and efficient working environment with safe, clean, and well maintained properties.
- \*We strive to provide team member satisfaction, price and a balanced lifestyle ensuring our guests an enjoyable experience and our shareholders with a maximum return on investment.
- \*We are committed to community involvement in order to sustain and enhance a positive business and personal lifestyle: creating a better place to live.



STAFFORD HOSPITALITY

POLICIES

## ANTI-HARASSMENT POLICY

It is improper and against the policies of Stafford Hospitality for any employee, male or female, to sexually harass another employee by:

- (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment; or
- (b) making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
- (c) engaging in unwelcome sexual flirtations, advances, propositions or verbal comments, where such conduct affects or interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

In addition to prohibiting sexual harassment, Stafford Hospitality also strictly prohibits harassment of any nature (including, but not limited to, harassment based on gender, race, creed, color, national origin, religion, age, or disability) that interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. All pictures and other items displayed in the workplace should be in keeping with an environment that is appropriately professional.

Any employee who believes he or she has been the subject of harassment, sexual or otherwise, should report the alleged act immediately (within 48 hours after the alleged harassment occurs, whenever possible) to your immediate supervisor, the General Manager of the hotel or directly to the President of the company. An investigation of all complaints will be undertaken immediately. Any supervisor, employee or agent of the company who has been found by the Company, after investigation, to have engaged in prohibited harassment, will be subject to appropriate disciplinary action depending on the circumstances, from a warning in his or her file, up to and including termination. The complainant will be informed of all such remedial actions.

No employee who makes allegations of harassment which are legitimate or which the employee believes are legitimate will be subject to any adverse action of any type for having made such allegations. In addition, no employee or other individual who participates in an investigation into allegations of harassment will be subject to discipline because of the substance of that person's participation.

If either party directly involved in a harassment investigation (whether the complainant or the accused) is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision by submitting written comments to the President of Stafford Hospitality.

All allegations of violation of this policy will be promptly investigated in a confidential manner to protect the privacy of the persons involved. Confidentiality will be maintained throughout the investigative process to the extent possible and appropriate under the circumstances.

Stafford Hospitality prohibits any form of retaliation against any individual for making a bona fide complaint under this policy, for assisting in a complaint investigation, or for making any determination necessary under this harassment/grievance policy. Retaliation is a serious violation of this policy and is to be reported immediately. Any person found to have retaliated against another individual for reporting harassment or other discrimination will be subject to appropriate disciplinary action, up to and including immediate termination of employment.

## **BENEFITS DETERMINATION**

1. **Holidays.** To be paid for a holiday, an employee must work their scheduled shift before and after the holiday. Employees are not eligible to receive pay for any holiday during a leave of absence period.
2. **Vacation.** No vacation hours are earned during the leave period. Employees requesting a leave of absence for medical or military reasons may choose to use all earned vacation before beginning leave of absence. Employees requesting personal leave of absence must use all earned vacation before beginning leave of absence.
3. **Insurance.** The company will continue the employee's insurance benefits on leave of absence approved for only medical reasons. The employee will be required to continue to pay their portion of premium to Stafford Hospitality on a BI-weekly basis. In the case of military leaves, insurance benefits will be continued for up to 10 working days per year starting with the day military leave begins. It is understood that the employee will pay the entire premium to Stafford Development before the premium becomes due.
4. **Profit Sharing.** An otherwise eligible employee will be entitled to profit-sharing while on leave of absence in accordance with the rules of the profit-sharing plan and related policy. If the leave began before eligibility was established, eligibility will be postponed until the employee returns to work.

Notwithstanding the above, an employee on leave of absence who fails to return to work will be terminated effective his or her last day of work or paid leave (vacation, sick, or personal), whichever is later.

## **COMPANY SUPPLIES, EQUIPMENT AND TELEPHONE POLICY**

Company supplies and equipment such as postage meters, copiers, and fax machines etc., are intended for use on company business only. Personal use of these supplies and equipment is permitted only with management approval.

A large percentage of the company's business is transacted by telephone. The telephone equipment of the company is provided for the purpose of providing service to our customers; therefore, it is necessary to limit your personal calls to an absolute minimum number. Personal calls should only be made in case of absolute necessity or emergency. If non-emergency personal calls must be made, please arrange to make them during your break or lunch period. No long-distance, personal calls may be made on company phones.

## COMPUTER AND E-MAIL USAGE

Because Stafford Hospitality provides the E-Mail system to assist you in the performance of your job; these systems are for official Company business. Incidental and occasional personal use of e-mail is permitted by the Company, but these messages will be treated as other messages. Any personal use of E-Mail is to be conducted during non-working time. Because the company's computer network, individual hard drives, and E-Mail systems are Company property, your personal message can be accessed by Company management without prior notice. Thus, there is no expectation of privacy in the use of these systems, and you should not use E-Mail to transmit any messages you would not want read by a third party. Accordingly, take care to ensure that your messages are courteous, professional, and businesslike.

Because computers, computer files, the E-Mail system, and software furnished to employees are Company property intended for business use, employees should not use a password, access a file or retrieve any stored communications, or load any software (including screen savers) onto a computer without prior authorization from Company management. To ensure compliance with this policy, computer and E-Mail usage may be monitored.

Stafford Hospitality strives to maintain a workplace free of harassment and respectful of the diversity of its employees. Therefore, the Company prohibits the use of computers and the E-Mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to: ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

General Company E-Mail may not be used to solicit others for non-business matters. However, to the extent the Company provides electronic bulletin board folders, these folders may be utilized to communicate selected non-business solicitation, such as cookies/candy sales in support of a civic organization. All such messages are subject to review and deletion if deemed inappropriate by Company management.

Stafford Hospitality purchases and licenses the use of various computer software for business purposes and does not own the copyright to the software license agreement. The Company prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor or any other member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Because of the risk of computer viruses, employees should consult with Company management before opening an unknown file attached to an E-Mail or sent from an unknown, unfamiliar or unsolicited source.

## CORRECTIVE COUNSELING AND PERFORMANCE IMPROVEMENT

Corrective counseling may be initiated when company management believes that an employee's performance problem can and will be resolved through adequate counseling. Corrective counseling is completely at the discretion of company management. The company desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the Company's best interests. The Company expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at the discretion of management. Management, in its sole discretion, may either warn, reassign, suspend, or discharge any employee "at will," whichever it chooses, at any time.

It is essential that all disciplinary action be adequately and appropriately supported by written documentation to protect both the rights of the Company and the rights of the employee.

The supervisor/manager, with assistance of the personnel department, will determine the course of action best suited to the circumstances. The possible steps in corrective counseling and performance improvement are as follows:

1. Verbal counseling
2. Written counseling
3. Probation
4. Suspension
5. Involuntary Termination

The following definitions and classification of violations, for which corrective counseling, performance improvement, or other disciplinary action may be taken, are merely illustrative and not limited to these examples. A particular violation may be major or minor depending on the surrounding facts or circumstances.

1. Minor violations - Less serious violations that have some effect on the continuity, efficiency of work, safety, and harmony within the company. They typically lead to corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Some examples of minor violations are as follows:

- A. Excessive tardiness;
- B. Unsatisfactory job performance;
- C. Defacing company property;
- D. Interfering with another employee's job performance;
- E. Excessive absenteeism;
- F. Failure to observe working hours such as the schedule of starting time, quitting time, rest and meal periods;
- G. Performing unauthorized, personal work on company time;
- H. Failure to notify the supervisor/manager of intended absence within six hours before the start of a shift;
- I. Unauthorized use of the company telephone or equipment for personal business.

## **CORRECTIVE COUNSELING AND PERFORMANCE IMPROVEMENT (continued)**

2. Major Violations - More serious violations. They include any deliberate or willful infraction of company rules and may preclude continued employment of an employee. Following are some examples of major violations:

- A. Fighting, either verbal or physical, on company premises;
- B. Repeated occurrences of related or unrelated minor violations depending upon the severity of the violation and the circumstances;
- C. Any act which might endanger the safety or lives of others;
- D. Departing company premises during working hours for personal reasons without the permission of the supervisor/manager;
- E. Bringing firearms or weapons onto the company premises;
- F. Deliberately stealing, destroying, abusing, or damaging company property, tools, or equipment, or the property of another employee or visitor;
- G. Disclosure of confidential company information or trade secrets to unauthorized persons;
- H. Willfully disregarding company policies or procedures;
- I. Willfully falsifying any company records; or
- J. Failing to report to work without excuse or approval of management.

## **DRUG FREE WORK PLACE AND DRUG SCREENING**

Stafford Hospitality is a drug-free workplace. All job applicants at SHI will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment. Furthermore, SHI has also adopted a policy regarding random, post-accident and "for cause" drug testing. Please refer to the SHI Substance Abuse Policy for more information.

## **EMERGENCY SITUATIONS**

- \* At our property, if there is an emergency: STAY CALM
- \* Dial the property's front desk: 0
- \* Tell the desk clerk:
  - \*Your Name, your location AND the type of the emergency
- \* Stay in the area unless the front desk clerk, a supervisor, or a manager tells you to do something else.

## **EMPLOYEE ORIENTATION**

All new employees will participate in an orientation meeting within one month of their hire date. The orientation is designed to acquaint the new employee with SHI and its policies. Department Heads will be responsible for ensuring the attendance of new employees at the orientation sessions.

On the first day of employment, the employee's manager is responsible for assisting the employee in completing all check-in and benefit enrollment procedures with the personnel and accounting departments. In addition, the manager will ensure that the new employee receives an introduction within the company and is provided with in-depth information regarding his or her specific role and responsibilities within the department.

## **EMPLOYEE PRIVACY**

Stafford Hospitality recognizes our employees' rights to privacy. In achieving this goal, the company adopts these basic principles:

1. The collection of employee information will be limited to that needed by the company for business and legal purposes.
2. The confidentiality of all personal information in our records will be protected.
3. All in-house employees involved in recordkeeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action.
4. Internal access to employee records will be limited to those employees having an authorized, business-related "need-to-know." Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
5. The Company will refuse to release personal information to outside sources without the employee's written approval unless legally required to do so.
6. Employees are permitted to see the personal information maintained about them in the company records. They may correct inaccurate, factual information, information or submit written comments in disagreement with any material contained in their records.

## **EQUAL OPPORTUNITY POLICY**

Equal Opportunity is Stafford Hospitality's policy. It is company policy to select the best qualified person for each position in the organization. No employee of Stafford Hospitality will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age, disability, or veteran status. This policy applies to all employment practices and personnel actions.

## **FIRE PROCEDURES**

In case of a fire, remain calm and do not panic. Notify the front desk immediately. Alert the guests in a calm manner and then assist them in evacuating to a clear area away from the building. Remember not to use the elevators, always use stairwells. Fire extinguishers are located on each floor of the hotels and are to be used on any type of fire. Employees are to become familiar with the fire extinguisher as to the locations and operation in their designated work area.

## **FIRE SAFETY RULES**

In case of fire or smoke, immediately notify the front desk, giving your name and location of fire.

- \* Alert any employees or guests in the immediate area of the fire.
- \* Close all doors and windows in the area.
- \* Do not use ELEVATORS in fire. Use stairways only.
- \* If caught in an area of smoke, crawl on the floor to safety.
- \* Do not JUMP from any height above the second floor.
- \* KEEP CALM AND DO NOT PANIC.

## GENERAL HOTEL SAFETY RULES FOR ALL EMPLOYEES

- \*Be sure you know how to do your job safely. Work on jobs that have been assigned to you. If in doubt, of the safest way to do it, ask your supervisor.
- \*Follow your supervisor's specific safety instructions for your job.
- \*Do not operate any mechanical, electrical, or gas-fired equipment until you have been instructed and authorized to do so by your supervisor.
- \*Do not operate faulty equipment or use damaged tools. Notify your supervisor immediately of this condition.
- \*Wear protective clothing and equipment as required.
- \*Do not run! It is safer to walk. Do not walk and read at the same time.
- \*Always turn on a light before entering a dark room.
- \*Do not stand in front of closed doors which may suddenly open and strike you.
- \*When using elevators, be on guard against injury from closing doors.
- \*Keep required safety guards in place and use on all equipment.
- \*Avoid infections. **Get first aid promptly for all cuts and scratches.**
- \*Know the locations of fire fighting equipment in your department and learn how to use it.
- \*Observe "No Smoking" signs and rules. Smoke only in authorized areas.
- \*Aisles, exits, corridors, fire extinguisher and electrical panes must be kept clear.
- \*Always hold the handrail when using stairways.
- \*Avoid hand and finger injuries by using proper handles to open and close doors.
- \*When laying out vacuum hose or electrical cords, guard against tripping; keep hoses and cords against the wall; use orange caution cones to alert employees and guests of hazard.

### When Lifting Items:

- \*Place your feet shoulder-width apart to maintain your balance.
- \*Grasp the item with both hands.
- \*Bend your knees; don't bend at your waist.
- \*Keep your back straight.
- \*Use your leg muscles, keeping the item close to your body.
- \*Get help if an item is too heavy or is an awkward shape.

### When Moving or Carrying Items:

- \*Hold the item close to your body.
- \*Point your toes in the direction you are headed and turn your entire body in that direction.
- \*Step carefully and watch where you are going.

## GRIEVANCE PROCEDURES

In coordination with the "Corrective Counseling" policy, an employee may express a verbal grievance to his or her immediate supervisor. If the concern is not resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her grievance to the immediate supervisor. The written statement will be reviewed by the president of the company, who will appoint an independent person to resolve the matter. The employee and his or her supervisor will request a hearing with the appointed person for resolution of the problem. The problem will be discussed in the presence of the employee and supervisor. Final resolution of the grievance will be made by the appointed person and discussed with the employee and supervisor. The decision will be reduced to writing, a copy given to the employee and supervisor, with the original kept by the personnel director. A copy will be filed in the employee's personnel file when appropriate.

## HELPFUL HINTS TOWARD BETTER SERVICE AND A HAPPIER DAY

- \*Speak to people; everyone likes to be noticed.
- \*Smile. It takes 72 muscles to frown and only 14 to smile and it accomplishes wonders.
- \*Call people by name. Be friendly and cooperative.
- \*Be interested in other people. Be considerate. Be open-minded and tolerant.
- \*Anticipate and understand each guest's needs and wants.
- \*Meet and exceed each guest's wants and needs.

### **DELIVERING QUALITY GUEST SERVICE IS NOT PART OF YOUR JOB---IT IS YOUR JOB!**

Remember, if it were not for guests, we would not have a job in the hospitality industry.

## HIRING OF RELATIVES

Stafford Hospitality permits the hiring of relatives of current employees, if the applicant is qualified and selected, by the hiring manager/supervisor. The primary condition for placement is the proximity of the relatives' work areas to each other. Only in extraordinary circumstances, with management approval, should an employee be directly or indirectly supervised by a relative. A relative is defined as any person related to the employee by blood, marriage or adoption.

## INSURANCE

SHI recognizes the needs of employees for financial protection in the event of illness or injuries that result in medical expense and loss of income. Providing adequate, cost-effective, medical insurance protection is a concern of the company. SHI has selected a plan designed to meet the employees' needs. The plan is financially subsidized by the company to keep the employee's cost to a minimum.

The plan offered is somewhat complex. For this reason, it is suggested that the Summary Plan Description (SPD), or brochure that describes the plan, be referred to for specific information.

A staff member in the personnel department is available to answer specific insurance questions. During new employee orientation, the cost, coverage, eligibility requirements, and conversion privileges of the plan will be explained in detail. You will be provided with a copy of the Summary Plan Description for the plan after you or your dependents become covered.

## INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by Stafford Hospitality in order to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted or received via our computer communications systems is considered to be part of the official records of the Company and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet E-Mail messages and other transmissions is accurate, appropriate, ethical, and lawful. There is no expectation of privacy in use of the Company's Internet access.

The equipment, services and technology provided to access the Internet remain at all times the property of the Company. As such, the Company reserves the right to monitor Internet traffic, and

## INTERNET USAGE (continued)

to retrieve and read any data composed, sent or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain materials that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to: sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation or any other characteristic protected by law.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet.

Employees are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the Company in violation of the law or Company policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
  - Participating in the viewing or exchange of pornography or obscene materials
  - Sending or posting messages that defame or slander other individuals
  - Attempting to break into the computer system of another organization or person
  - Refusing to cooperate with a security investigation
  - Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities
  - Using the Internet for political causes or activities, religious activities, or any sort of gambling
  - Jeopardizing the security of the organization's electronic communications system
  - Passing off personal views as representing those of the organization
  - Sending anonymous E-Mail messages
  - Engaging in any illegal activities

## JOB PERFORMANCE

A prime means of evaluating performance is the daily interaction between you and your manager/supervisor. Such ongoing discussions can help you be sure you are moving in the right direction and problems are addressed as soon as they arise. Mistakes, particularly in our business, can cost a great deal of time and money. Therefore, it is part of your job responsibility to ask questions regarding a problem or how to handle a situation. **Do not hesitate to ask.** It is your supervisor's job to monitor your work and provide constructive criticism of your performance. The most effective and direct means of evaluation is simply a spoken communication between an employee and supervisor on a job, on a regular and informal basis.

When a supervisor has to make changes in your job responsibility, he/she will let you know. You should feel free to ask for help. A frank talk is usually the easiest and most effective way to deal with a problem. Should you not receive an answer to your problem, you should feel free to discuss the situation with the hotel general manager.

## JURY DUTY

Stafford Hospitality will grant employees time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to the employee's supervisor/manager when requesting time off. Full time employees are entitled to full pay for each day of jury duty or service as a witness in addition to any other paid leave. Any court compensation however, must be surrendered to the employer. However, time off for court appearances as a party to any civil or criminal litigation shall not be compensated by Stafford Hospitality, and the employee must arrange for time off without pay or use accrued vacation or personal leave for such appearances.

## KEY CONTROL PROCEDURES

The following is a list of do's and don'ts:

- \*Never loan your master key to another employee.
- \*Never open room doors for guests or non-hotel employees.
- \*Never give out information or room numbers to guests or non-hotel employees.
- \*Report lost or stolen master keys to your manager immediately.
- \*If your master key breaks do not throw away the pieces. Give them to your manager immediately.
- \*Always sign out keys at the start of your shift and sign them back in at the completion of your shift. Be certain that a supervisor or manager witnesses the return.
- \*master keys are not to leave the hotel.
- \*All keys assigned to employees will remain on property. The keys must be kept on the employee's person at all times.
- \*Anyone failing to return hotel keys will be contacted at home and required to return the keys immediately.
- \*Report any locks that do not work properly for immediate repair.
- \*Loss of key (and not reporting to manager immediately) or removal may result in disciplinary action up to and possibly including suspension and/or termination.

## LEAVE OF ABSENCE

### Family and Medical Leave

Stafford Hospitality is aware of and complies with all provisions of the Family and Medical Leave Act. In that light, Stafford provides eligible employees up to 12 workweeks of leave in a 12-month period for the care of certain family members with a serious health condition, because of the birth or adoption of a child, or because of the employee's own health condition.

Employees with at least 12 months of service and with at least 1250 hours of service in the last 12 months are eligible for family leave.

Employees who believe they are eligible for family or medical leave should request a leave form from Human Resources at least 30 days in advance of a foreseeable family or medical leave need. If the initial period of approved absence proves insufficient, consideration will be given to a request for any extension. With the supervisor's approval, employees must take any vacation leave or sick leave as part of the approved period of leave, to run simultaneously.

If the leave is not foreseeable, employees must give as much notice as possible.

A physician's statement may be required verifying the medical disability and its beginning and expected ending dates. Any changes in this information should be promptly reported to the employer. Employees returning from medical leave may be required to provide a physician's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks of leave during any 12-month period. The 12-month period begins on the first day of leave.

Stafford will continue to provide health insurance benefits for the full period of the approved medical leave. Eligible employees must pay the premium on their medical plan policy during their leave, under the regular schedule for such payment. Stafford is not required to maintain group health coverage following the end of the 12-week period.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Benefit accruals, such as vacation or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a medical leave ends, the employee is entitled to be returned to the position the employee held immediately prior to the leave or be restored to an equivalent position. Except when legally required, Stafford cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the end of the family or medical leave, Stafford will assume that the employee has resigned.

### Military Leave

Stafford complies with all federal and state laws concerning military leave; and, Stafford will grant military leave to individuals who request it, and are eligible for it, under the various veterans' rights statutes.

## LEAVE OF ABSENCE (continued)

In general, employees who foresee a need for military leave must request such leave in writing at least 30 days prior to the beginning of the requested leave. Such a leave will be granted to regular, full-time and part-time employees, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Employees may use any available, paid time-off for a military leave of absence. Subject to the terms, conditions, and limitations of the applicable plans for which an employee is otherwise eligible, health insurance benefits will be provided by Stafford for leaves of two weeks or less.

An employee may, at his or her option, continue coverage, again, subject to the terms, conditions, and limitations of the applicable plans, by being responsible for the full cost of such continuation.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

### Other Medical or Personal Leave

Leaves of absence without pay may at times be requested by employees even though the leave is not qualified under the FMLA or is not military leave as outlined above. In those cases, an employee must submit a request in writing to his or her supervisor/manager. Managers will forward the request for review to the personnel department accompanied by the supervisor's/manager's recommendation. The employee is expected to request leave with as much advance notice as possible. Leaves of absence will not be granted for periods less than two weeks in duration. Vacation or sick leave should be used for such absences.

The reason for leave should fall into one of the following categories:

- 1 Medical or family (not qualified for FMLA)
- 2 Military (not required by veterans' rights statutes)
- 3 Personal

The employee has the responsibility to keep management and bookkeeping advised of the leave situation and to contact his or her supervisor/manager at least two weeks prior to the expiration of the approved leave to discuss return to work. If the employee desires voluntary termination, this should be reported as soon as possible. The Company will make a reasonable effort, consistent with good business practices and company needs, to reinstate an employee to the same position he or she previously occupied, or to a similar position, following a leave of absence. However, in the case of leaves over twelve weeks, the company cannot guarantee that the same or a similar position will be available at the time an employee desires to return to work, or thereafter. If this situation occurs, the Company reserves the right to offer the employee a lower-level position, if one is available at the appropriate salary for such a position. An exception to this rule is where an employee is guaranteed re-employment rights under federal or state laws.

## **LOST AND FOUND**

The Housekeeping Department maintains control of lost and found items. Items found should be placed in a paper bag, when practical, and a lost/found tag completed and attached to the bag. The tag should reflect the contents of the bag, the name of the finder, the date found and the place found. Items found will be recorded in the lost and found log by the Executive Housekeeper. Laws regarding the proper handling and safeguarding of personal property are exacting. Therefore, your cooperation is needed to ensure that any item found and not immediately claimed is turned over to the Executive Housekeeper for correct recording and safekeeping.

## **MEDICAL EVALUATIONS, INTERVIEWS, AND DRUG SCREENING**

Post-offer medical interviews may be conducted by a health professional chosen by the Company to determine an applicant's ability to fulfill specific, job-related requirements. The personnel manager may authorize physicals for applicants or employees if a job has special physical demands; but, in any event, all medical inquiries will be the same for all applicants or employees in a specific job classification. Medical inquiries for current employees will, in any event, be related specifically to the essential functions of the position.

All employees who have been absent from work for medical reasons for more than seven (7) working days may be required, depending on the specific job involved, to take a fitness-for-duty examination, including a drug test, before returning to work.

All costs for required medical interviews or physicals will be borne by Stafford Hospitality. Any employee or prospective employee who has received a conditional offer of employment must sign a written release of this medical information for Stafford Hospitality. Stafford Hospitality has developed a Substance Abuse Policy that would need to be referred to for specific information. Medical information on all employees and applicants will, at all times, be maintained confidentially, in a separate, locked, file from any other portion of the employee or applicant's personnel file.

Stafford Hospitality is a drug-free workplace. All job applicants at Stafford Hospitality will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test will be denied employment. Furthermore, SHI has also adopted a policy regarding random, post-accident, and "for cause", drug testing. Please refer to the SHI substance abuse policy for more specific information.

## **PARCELS**

Employees are not to take parcels or packages out of the hotel unless they obtain prior permission from the general manager or the manager on duty. Receiving mail or packages at the hotel is strictly prohibited.

## **PAID PERSONAL DAYS**

After the 90 day probation period, employees become eligible for 5 paid personal days each calendar year. You must have approval from your supervisor at least 14 days in advance, and all work schedules will be analyzed to insure that your time off will not place a hardship on your fellow workers.

## PAID HOLIDAYS

All fulltime employees (full time is based on an average of thirty (30) or more hours per week) will be paid regular time plus one-half (1/2) for hours worked. Employees will have had to work on the actual holiday to receive holiday pay and worked their scheduled day before and after the holiday in order to receive holiday pay.

Scheduled holidays are: New Year's Day, Martin Luther King's Birthday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.

## PAID VACATION

All employees who have been employed by this hotel on a full time basis for one (1) full year or more will be entitled to receive five (5) days paid vacation (40 hours or less, based on average work week). After two (2) full uninterrupted years of service, you will be entitled to ten (10) days paid vacation. Part time employees, (30 hours or less per week) vacation pay will be based on the average of your weekly hours for the past year.

## PAY PROCEDURES

Your supervisor will schedule your work hours for the pay period from Monday through Sunday. We are paid bi-weekly.

Stafford Hospitality is on direct deposit for payroll checks.

If you do not have a checking account, you will be issued an ATM card for withdrawal of your paycheck from an ATM machine.

When you start employment you may receive a physical check for several pay periods - this must not be cashed until the Friday after the pay period close.

## PARKING AREAS

Employee parking is allowed in designated areas only. Please check with your supervisor for the employee parking area for your hotel.

## PERSONNEL RECORDS

It is your responsibility to maintain the following information with the HR department and immediately report all changes, including:

- \*Current address and/or phone number
- \*Legal name change (must furnish notice to social security of name change)
- \*Marital status
- \*Dependant change for Federal and state withholding tax purposes
- \*Benefit plan change of beneficiary for insurance
- \*Dependant change for health insurance

## PERSONAL CALLS

We do not expect time to be spent in handling your personal business or personal telephone calls while on duty at the HOTEL. (In the event of an emergency, of course this rule would be relaxed). Please ask friends or relatives not to call you at work unless there is a serious problem.

## PERSONAL CELL PHONES AND BEEPERS

Personal cell phone and beepers should be used only in a case of emergency or during your break time. They should be set on vibrate so as not to disturb others.

## PERSONAL APPEARANCE

You are part of the image that our guests see and you will be required to maintain a high standard of conduct and appearance. You will not be permitted to smoke in public areas. Smoking is permitted only in areas designated by your supervisor. Your personal dress, grooming and conduct influences the opinion of others. Your attire will go a long way towards making that important first impression. You must look your best at all times. It is your responsibility to have uniform and non-uniform clothing neat, cleaned and pressed at all times. Your clothing must project the image of your property. Hair must be neat, clean, trimmed and present a well groomed appearance. Male employee's hair must not be below collar in length. Beards, while in growing state, any visible body piercing or tattoos are not permitted. Wear appropriate comfortable shoes that are clean (check the heel area). Jewelry is to be conservative. Maintain a high standard relating personal hygiene, including daily bathing, wearing of deodorant and brushing of teeth. Moderation in perfume and shaving lotion is required. Wear your nametag and a smile. **BE PROUD OF YOUR APPEARANCE.**

## PROFESSIONALISM

This is to state in writing our company's policy on the expected and required behavior in our day to day relationships with guests of our hotel. There should not be personal relationships between employees and guests or employees and co-workers. We must continue to maintain a professional, businesslike manner in all relationships that pertain to our company.

If you require further clarification of this policy, please see your supervisor.

## PROFIT SHARING PLAN

SHI currently offers a 401(k) profit-sharing plan. Full-time employees completing 90 days of service, and having attained the age of 21 as of plan entry dates (quarterly) are eligible. Details of this plan are in the Plan Summary Description that is provided to you upon satisfaction of eligibility requirements.

## REPORTING WORK RELATED INJURIES

All work related injuries must be reported to your supervisor immediately. As determined by the state, we are a managed care work place. Medical treatment will be arranged for you. You do not obtain medical service yourself. Follow safe work methods and use safety gear provided. Report any unsafe conditions to your supervisor immediately. Report any guest accidents immediately to the front desk or supervisor. Failing to "immediately" report an "on the job" injury or incident to your supervisor will jeopardize any claims for benefits.

## SECURITY

\*Providing security means protecting people - guests, employees, visitors and others who have a lawful reason to be on property. It also means protecting items that belong to these people and to the property.

**\*YOU are a key part of the property's security system as you can watch who comes in and out of the property and you can look for unusual situations.** You are also the property's security alarm. The only way to prevent a dangerous situation is to report what you see, such as burned-out light bulbs, broken windows and locks, people who seem suspicious or out of place and other problems or possible problems. Don't think that someone else will report a problem.

**\*PROVIDING SECURITY IS THE JOB OF EVERY EMPLOYEE -- INCLUDING YOU!**

## SECURITY - HANDLING OF MONETARY FUNDS

It is the policy of Stafford Hospitality that all employees make reasonable efforts to provide security for the property in the transactions of handling of money {company assets} during the course of employment. Reasonable efforts will include all funds to be placed in locked drawers or registers, properly placed in safe and all funds are not to be left in open areas.

Action will be taken as soon as knowledge of any shortage of funds becomes known. Employees will be subject to surveillance and interrogation whenever management feels such action must be taken. Employees may be investigated by management and law enforcement when any loss resulting from theft or embezzlement is discovered. Stafford Hospitality will only ask those employees who had access to the property that is being investigated and only those employees whom it has reason to suspect were involved in the incident.

After thorough investigation, any adverse actions to an employee involved in mishandling of cash will be documented by management. These actions can include, but not limited to: reimbursement to property for missing funds through payroll deductions, legal proceedings if deemed appropriate or termination.

## SLIP RESISTANT FOOTWEAR POLICY - RESTAURANT

Restaurant employees are required to wear Slip-Resistant black leather shoes (no open toed shoes).

Shoes may be purchased through:

1. Shoes For Crews - [www.shoesforcrews.com](http://www.shoesforcrews.com) – 800-523-4448
2. Safe T Step – Payless Shoe Source – [www.payless.com](http://www.payless.com) – 800-444-7463
3. Knapp Grabber – [www.knappstore.com](http://www.knappstore.com) – 800-869-9955
4. or any other source that meet the same specifications.

Should you choose to go through Shoes for Crews, the cost can be spread over two payroll deductions or the employee may purchase on their own.

## SMOKING POLICY

No smoking while on duty, no smoking in front of guests and no smoking inside or in guest rooms. Please check with your supervisor for the employee smoking area for your hotel.

## STANDARDS OF CONDUCT

THESE GUIDELINES ARE PLACED IN WRITTEN FORM FOR THE BENEFIT OF YOU AND YOUR FELLOW EMPLOYEES SO THAT ALL EMPLOYEES WILL RECEIVE THE SAME FAIR TREATMENT

### A. COMMISSION OF ANY ONE OF THE FOLLOWING ACTS MAY BE CONSIDERED JUST CAUSE FOR IMMEDIATE DISMISSAL

- 1 Any falsification or alteration of company records, including employment application.
- 2 Possessing dangerous or deadly weapons on company premises or while off company premises in performance of company duties.
- 3 Reporting for work under the influence of intoxicants or drugs; drinking alcoholic beverages, using drugs, or the possession of either while on company time or premises.
- 4 Refusing to obey direct instruction from a supervisor, (insubordination)
- 5 Coercion, intimidation or threats against customers, supervisors or fellow employees.
- 6 Disrespectful or discourteous conduct to customers or supervisors.
- 7 Gambling or fighting on company premises.
- 8 Theft, misappropriation, misuse or willful destruction of employees', visitors', or company's property, or unauthorized removal of such, including found items.
- 9 Interfering with or hindering of work schedules.
- 10 Harassment of fellow employees, supervisors or guests. This includes, but is not limited to, racial or sexual harassment.
- 11 Revealing confidential information to unauthorized persons.

### B. COMMISSION OF ANY ONE OF THE FOLLOWING ACTS MAY BE CONSIDERED JUST CAUSE FOR REMEDIAL ACTION WHICH COULD RANGE FROM ORAL OR WRITTEN REPRIMAND TO SUSPENSION FROM WORK WITHOUT PAY TO DISMISSAL.

- 12 Smoking in prohibited areas.
- 13 Unauthorized use of the telephone or frequent and unnecessary use of the telephone for personal business.
- 14 Parking motor vehicle in other than areas designated by management.
- 15 Failing to abide by clock rules, sign-in, sign-out procedures; falsification of time card; working overtime without management authorization; stopping work early without management authorization.
- 16 Excessive absenteeism or tardiness.
- 17 Dining or snacking at anytime other than during designated breaks, meal periods, or in areas other than those designated by management.
- 18 Failing to perform work or job assignments satisfactorily and efficiently.
- 19 Unauthorized absence from assigned work area, or being in an unauthorized area. Loitering or sleeping on the job.
- 20 Failing to observe established health, fire and safety practices. Failure to report unsafe actions of other employees or any injuries sustained while on duty.
- 21 Failing to exhibit a neat and businesslike appearance and high degree of personal cleanliness at all times. Failure to wear prescribed uniform or approved name badge, both if applicable.
- 22 Soliciting on company premises during active work time. Distribution of literature of any description in working areas. Posting or removing notices, signs, memoranda, or writing in any form on a bulletin board or company property.

## STANDARDS OF CONDUCT (continued)

- 23 Making or publishing false, vicious or malicious statements, concerning an employee, supervisor, the company or its food, beverages or services within hearing distance of customers.
- 24 Discussing confidential company information in public areas where customers could overhear conversation.
- 25 Unauthorized presence at guest functions and guest areas, or on premises, including guest rooms, dining rooms, bar or lounge or swimming pool.
- 26 Soliciting for immoral purposes or the aiding and/or abetting of such.

I have read and understand all the rules and regulations, and that violation of these may result in disciplinary action and/or termination.

## TERMINATIONS

Terminations are to be treated in a confidential, professional manner by all concerned. The supervisor, department manager, and personnel department must assure thorough, consistent termination procedures. This policy and its administration will be implemented in accordance with the Company equal opportunity statement.

Inasmuch as an employee can terminate his or her employment with the Company, at any time, and for any reason, Stafford Hospitality can terminate an employee at any time and for any reason. The Company subscribes to the policy of "employment at will." Continued employment with the Company is at the sole and exclusive option of company management. Permanent employment or employment for a specific term cannot be guaranteed or promised.

No promises or guarantees of permanent or specific-term employment will be made to an employee of Stafford Hospitality by anyone, nor will such promises or guarantees, if made, ever be adhered to by the Company or enforced by the employee.

If you are dismissed from your position, you are not allowed to return to the property for any reason.

Unused personal time or vacation will be forfeited.

Employment with the Company is normally terminated through one of the following actions:

1. Resignation - voluntary termination by the employee;
2. Dismissal - involuntary termination by the company for any reason at any time;
3. Layoff - termination due to reduction of the work force or elimination of a position.

Resignation. An employee desiring to terminate employment, regardless of employee classification, is asked, as a courtesy, to give as much notice as possible. Two weeks or ten, working days is generally considered to be sufficient notice to find a replacement.

Should an employee resign to join a competitor, if there is any other conflict of interest, or if the employee refuses to reveal the circumstances of his or her resignation and the future employer, the manager may require the employee to leave the Company immediately, rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice.

## TERMINATIONS (continued)

Dismissal. An employee may be dismissed at any time, for any reason, at the sole and absolute discretion of company management. In the case of dismissal, the Company will endeavor, where possible, to give some notice of its intent to dismiss an employee, however, the Company is not required to give any such notice.

Layoff. When a reduction in force is necessary, or one or more positions are eliminated, the Company will, in its sole discretion, identify the employees to be laid off.

## TIME OFF TO VOTE

Time off to vote will be permitted in accordance with all applicable laws.

## UNIFORMS

Every department has their own uniform specifications. Please check with your supervisor as to what you are required to wear as your uniform.

## UTILIZING HOTEL FACILITIES

Employees and their families are discouraged from utilizing or patronizing the facilities of the hotel on their days off or after working hours. The situations that can develop from this practice can be difficult for everyone. Employees are not permitted in, but not limited to, dining rooms, lounges, swimming pools and exercise rooms while off duty. Prior approval for special occasions will be required from your general manager.

## WHAT TO DO FOR AN ON-THE-JOB INJURY

**If you are injured on the job, you must complete all of the following steps:**

- \*Report the injury immediately to your supervisor.
- \*Request medical treatment from your employer.
- \*Go only to your employer directed physician for treatment.
- \*Hand-carry a medical authorization for treatment form from your employer to the authorized treatment facility on the initial visit.
- \*If you are referred for treatment, notify your employer and go only to an employer directed specialist for treatment.
- \*If you are dissatisfied with any medical treatment, you must request another authorized physician from your employer.

## WORK SCHEDULE

Work Schedules are posted in each department. It is your responsibility to check the schedule. Please check with your supervisor for specific details on when and where the schedule is posted.

## **YOUR RESPONSIBILITY**

As a member of the Stafford Hospitality Team, your most important job is to provide the highest standards of service to the guests. This means working quickly, steadily, efficiently and safely to insure that you do not injure guests, fellow workers or yourself.

A new or different job in a new place takes some adjustment. The following important safety guidelines for your job will help you adjust here. Your supervisor will review the guidelines with you and it is your responsibility to:

- \*Accept established operating procedures. Take pride in your work.
- \*Discuss any changes that you feel should be made with your supervisor before making them
- \*Get used to your new surroundings. Cooperate with experienced employees.
- \*Observe all warning signs and regulations. When in doubt about any procedure ...  
Don't hesitate ... Ask your supervisor.

## **START YOUR NEW POSITION. THANK YOU FOR CHOOSING TO WORK WITH US.**

1. Be on time
2. Be prepared for work
3. Follow the rules
4. Work safely
5. Be dependable
6. Practice teamwork
7. Remember the customer
8. Learn all that you can
9. Attitude is everything
10. Take ownership



STAFFORD HOSPITALITY

BENEFITS

# Stafford Hospitality

## EMPLOYEE BENEFITS

Following is a list of benefits available to Stafford Hospitality employees. Please refer to the specific plans for more detailed information.

Best of the Best: Employee of the month program.

Employee Meal Policy: Employees are allowed one meal per day at a payroll deduction of \$3.25  
**(Tifton Only)**

Employee Room Rate Programs: Employee discount room rates may be available at your franchise, check with your supervisor for specifics.

Holiday Pay: 7 paid holidays, plus 5 personal days - must be employed 90 days before you are eligible. Full Time employees only.

Paid Vacation: Must be employed one year before eligible. 5 paid days after 1st year, 10 paid days after 2 years. Full time employees only. Part time employees employees see policy page.

Flex Benefit Plan: Dependent Care Reimbursement Account and Medical Expenses Not Reimbursed by Insurance. Full time employees only.

***Note: Application must be read and completed***

Group Insurance : Dr. Co-pay, Script Card, Hospitalization, Dental, Life & Short Term Disability Family coverage also includes Life Insurance for spouse and dependants.

***Note: Application must be read and completed***

401 K Profit Sharing: Company matches 25% of your investment. You must be 21 to participate. Full time employees only.

***Note: Application must be read and completed***

***Note: There is a 90 day waiting period for Insurance and 401K. You must send in completed applications within the first 30 days of hire or you will have to wait for open enrollment before you can sign up. Open Enrollment is in October with the effective date being January 1. Voluntary plans are also offered during this time.***

# Stafford Hospitality

## BEST OF THE BEST

"Best of the Best" is Stafford Hospitality's employee of the month program.

Each month the department heads choose one or two people throughout the property who have done an outstanding job to be awarded as Best of the Best for that month.

Winners receive a \$75 bonus on their paycheck, a framed certificate and their name is placed on the plaque that hangs in the hotel.

Employees also have a chance to nominate a co-worker that they think has gone the "extra mile" or above and beyond the call of duty. Your department head has a nomination slip that you may fill out and turn in during the first week of the month.

These nomination slips will then be considered by the department heads when choosing the employees for Best of the Best.

Sample of nomination slip:

### **BEST OF THE BEST NOMINATION**

Your Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Person being Nominated \_\_\_\_\_

Reason for nomination, What did they do that you want them recognized for:

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# Stafford Hospitality

## **EMPLOYEE MEAL POLICY -Tifton Only**

- 1 Eligible employees will be allowed one (1) meal per day at a deduction from their wages of \$3.25. Each employee will have the choice to participate or not.
- 2 Only the meal (breakfast, lunch, dinner) then being served can be ordered as an employee meal. No special orders can be taken at noon because of the noon buffet.
- 3 The employee meals will be eaten in the area designated by the department heads. The appropriate time for employee meals will be determined by the department heads.
- 4 You must clock out in order to eat, and clock in upon completion of your meal break. Exception: Front Desk employees who must remain accessible to the guests at all times.
- 5 Restaurant employees coming to work after 5:00 PM will not be permitted to eat in the dining room. They should eat at home if coming to work after 5:00 PM.
- 6 Coffee and tea are available at no charge to all employees in reasonable amounts. No free beverage for family members of employees.
- 7 This program is being implemented as a privilege for our people. The key to the success of this program will be moderation by the employees. If your fellow worker attempts to abuse the privilege, please inform them of the same. Abuse will only cause retraction of the privileges for that department.
- 8 Eating prior to or after you have told your supervisor that you would not eat will be considered a serious company violation and could result in dismissal.

### **DO'S AND DON'TS OF THE EMPLOYEE MEAL POLICY:**

- 1 No guests of employees may sign a meal ticket.
- 2 Employees may not use a free meal ticket or a meal ticket on off days.
- 3 No snacking - ever. Management will charge you \$5.00 for first offense. Second offense will result in serious action - possibly dismissal.
- 4 No "to go" meals for any employees.

# Stafford Hospitality

## HOLIDAYS/PERSONAL DAYS

### **HOLIDAYS**

We will recognize the following as holidays:

- January 1st - New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

Eligibility: Employee must have met their 90 day grace period and be a full time employee.

### **HOURLY PAID EMPLOYEES**

Full time employees (full time is based on an average of thirty (30) or more hours per week) will be paid regular time plus one/half (1/2) for hours worked. Employees will have had to work on the actual holiday to receive holiday pay and worked their scheduled day before and after the holiday in order to receive holiday pay.

### **SALARIED EMPLOYEES**

Any salaried employee will either receive the holiday - day off, or if required to work due to customer business needs, then they will receive an alternative day off. Actual day to be approved by the General Manager.

### **PERSONAL DAYS**

Eligible employees are entitled to 5 Personal Days each calendar year.

Eligibility: Employee must have met their 90 day grace period and be a full time employee.

You must have approval from your supervisor at least 14 days in advance, and all work schedules will be analyzed to insure that your time off will not place a hardship on your fellow workers.

# Stafford Hospitality

## VACATION

All employees who have been employed by this hotel on a full time basis for one (1) full year or more will be entitled to receive five (5) days paid vacation (40 hours). After two (2) full uninterrupted years of service, you will be entitled to ten (10) days paid vacation. For part time employees, (30 hours or less per week) vacation pay will be based on the average of your weekly hours for the past year.

Your hire date will be the date marking your earning of a paid vacation.

You must have approval from your supervisor at least sixty (60) days in advance, and all work schedules will be analyzed to insure that your time off will not place a hardship on your fellow workers.

Generally, only one (1) employee from each department will be permitted to go on vacation at any given time.

Vacations may only be taken one (1) week at a time and only during non-peak business time.

Vacations are non-accumulative for more than two (2) weeks. We encourage employees to take their vacations each year for relaxation and enjoyment.

If you decide to leave the employment of this hotel and have accrued vacation which has not been used, you may be paid for that vacation under the following terms:

- 1 You must be leaving the hotel voluntarily, example: accept another job elsewhere, husband transferring, etc.
- 2 You must have given adequate notice to your supervisor in writing of at least two weeks
- 3 You must return to the hotel all uniforms, name tags, tools, or other issued hotel property on the last day of employment.
- 4 Payment for vacations will be paid on the next routine ending pay day.
- 5 You will NOT be paid your vacation if terminated for violating company policies.

**A C K N O W L E D G E M E N T  
OF RECEIPT OF EMPLOYEE HANDBOOK**

This hotel is operated by Stafford Hospitality (SHI).

It is the policy of Stafford Hospitality that all new employees are under a 90 day probation period and could be terminated during this time for any reason. Employee benefits such as insurance, flex plans, and holiday pay are subject to the 90 day probation period.

I have received a copy of Stafford Hospitality's Employee Handbook, and I understand that the contents of the Handbook are presented for my information only. While SHI believes wholeheartedly in the plans, policies, procedures, and benefits described in the Handbook, it is not a contract for such or a guarantee of employment.

I understand that, because of the broad range of subjects included, and because the number of changes required to keep this document updated will be significant, SHI, reserves the right to modify, revoke, suspend, terminate, or revise the information included as necessary. I further understand that the Employee Handbook contains language giving the hotel that right. The description of any benefits included in this document are not totally inclusive, and I realize that the formal, benefits' description is contained elsewhere.

I understand that my employment with SHI is for no definite period of time, and nothing in the Employee Handbook in any way creates an expressed or implied contract of employment; but, rather it provides a brief description of benefits offered by the hotel and an overview of its policies and rules. I understand that the Employee Handbook and the policies, rules, and benefits to which it refers may be amended, modified, or discontinued, at any time, by SHI in its discretion.

I understand that I am not authorized to sign contracts or commit Stafford Hospitality or the hotel property to any binding legal agreement. Contracts can only be approved and signed by the President, Director of Operations or Director of Finance.

I further understand that in consideration of my continued employment, I agree to conform to these policies and rules, and that either I or the company can terminate my employment at-will at any time with or without cause, and without notice.

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Employee Signature

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Date

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Name (Please Print)

**This page should be signed and pulled out of book to be placed in employee's permanent file.**