



Maafushivaru

Version: 1:1

Policy No: 001

STANDARD OPERATING POLICY

Employee Engagement Policy

Annexure pages: 00
Total no of pages: 01

Authorised By: Resort Manager
DATE REVISED: 23/4/2017

OBJECTIVE

To set outline the guidelines and to actively engage employees of Maafushivaru for various resort related activities which includes welfare/ games/ staff awards/ various communications and environment.

SCOPE

All Entitled Employees & New Joiners

EFFECTIVE DATE:

01/7/2016

RESPONSIBLE PERSON

HR Department along with Marine Biologist

Process / Steps / Policy

1. HR Department will prepare welfare calendar and as per that all staff related activities which includes tournaments/ welfare/ awards function/ buffet nights/ DJ nights/ picnic/ Island and reef cleaning but will not be limited to the above.
2. All activities to be performed as per the budget and schedule
3. All Cleaning Events should be followed by high tea and snacks at staff canteen
4. Island Cleaning Event should be held twice a year
5. Reef Cleaning event should be held as and when being recommended by Marine Biologist
6. On a monthly basis to conduct an Environment presentation by Marine Biologist for all new joiners.
7. HR would be deciding on the events and how and when they will happen
8. Staff Canteen and Staff Coffee shop will make sure to carry out the food preparation as per the standard menu and assigned chefs will make sure that food is available to all within the standard opening and closing hours.
9. Staff Shop will facilitate all the daily use items for staffs subject to availability with the suppliers.