

SA BASSA ROTJA

POLICIES RELATING TO QUALITY, HYGIENE AND SAFETY FINANCIAL RESPONSIBILITY AND SUSTAINABILITY

Our customers are a fundamental asset for Hotel Rural Sa Bassa Rotja. That's why we want to share information with you about our efforts relating to:

Quality Policy

The Management assumes the responsibility for creating, implementing, and maintaining a system at all levels of the organisation based on the application of regulation UNE182001:2008 for Hotels and Holiday Apartments, thereby committing to:

- **1.** Adopt and comply with current hospitality legislation applying to their geographic location.
- **2.** Encourage continuous improvement of the activities and services offered by Viverde Hotel Sa Bassa Rotja, using suggestions both from hotel staff and customers.
- **3.** Improve and optimise human resources and materials to ensure accessibility to the establishment for all manner of customer and to strive towards greater efficiency in our services and/or products, taking into account the needs and expectations of the customer during their stay.
- 4. To raise awareness and train all staff in matters relating to management.
- **5.** To strive for complete customer satisfaction in relation to the quality and delivery of our services.

Sustainability policy

With regards to the ENVIRONMENT, we are committed to:

- 1. Creating environmental objectives, measuring results and reporting achievements.
- 2. Complying with current environmental legislation, regulations and regularisation.
- 3. Preventing pollution whenever possible and continuously improving our practices to help protect the environment.
- 4. Conserving our natural sources by minimising our negative impact on the environment through education by example and sustainable development.
- 5. Protecting and improving all ecosystems wherever possible.
- 6. Minimising pollution by reducing the use of harmful substances.
- 7. Ensuring the environmental awareness of our employees, customers, suppliers and the local community by communicating our environmental policies and encouraging their adherence.
- 8. Working with our suppliers to implement environmentally friendly practices in our production chain.

Policy regarding our EMPLOYEES

- 1. We respect our employees and treat them fairly and with respect, taking care of everyone regardless of age, disability, nationality, sex, sexuality, ethnicity, politics, religion, or social activities.
- 2. We have an extensive approach to our employees' professional development. We organize training and courses that help them to carry out their roles and to favour promotion within the company.
- 3. We operate according to all applicable legislation and regulations.
- 4. Whenever possible, we hire people from the local community.
- 5. We train our staff in our commitment to be a sustainable company so that they understand that they play an active part in achieving our objectives.

- 6. We are committed to maintaining a close relationship with the local community, ensuring that any issues relating to our business are resolved taking common interest into account.
- 7. Part of the income generated by our business goes to humanitarian or environmental programmes.
- 8. Any issue relating to child protection is taken with utmost seriousness and we train our employees with respect to the actions they must take if they suspect that a child is in danger.

HYGIENE & SAFETY Policy

1. Maintain quality assurance, and hygiene and safety policies and procedures. The hotel management is responsible for reviewing the Quality Policy to ensure its suitability.

The Management