

# Test Hotel Employee Policies

Employee: Robert Johnson

Date: August 06, 2025

## AT-WILL EMPLOYMENT

Your employment with the Company is at-will. This means that either you or the Company may terminate the employment relationship at any time, for any reason, with or without cause or notice. No supervisor, manager, or representative of the Company, other than the President or authorized executive, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

## EQUAL EMPLOYMENT OPPORTUNITY

The Company is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local law. This policy applies to all terms and conditions of employment including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## SEXUAL HARASSMENT POLICY

The Company maintains a strict policy prohibiting sexual harassment and harassment based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission affects employment decisions or creates a hostile work environment.

Any employee who believes they have been subjected to harassment should immediately report the matter to their supervisor, Human Resources, or any member of management. All complaints will be investigated promptly and confidentially. Retaliation against any employee for filing a complaint is strictly prohibited.

## COMPANY PROPERTY

All Company property including desks, storage areas, work areas, lockers, file cabinets, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, company vehicles, and personal property used on Company premises, is subject to inspection at any time without notice. Company property must be used only for work-related purposes and must be returned upon termination.

## CONFIDENTIALITY AGREEMENT

During your employment, you may have access to confidential information including but not limited to customer lists, pricing information, marketing strategies, financial data, and trade

secrets. You agree to maintain the confidentiality of all such information both during and after your employment. Unauthorized disclosure of confidential information may result in immediate termination and legal action.

## **ARBITRATION AGREEMENT**

Any dispute or claim arising out of or relating to your employment with the Company, including claims of discrimination, harassment, wrongful termination, or wage and hour violations, shall be resolved through binding arbitration rather than in court. This agreement does not prevent you from filing charges with government agencies such as the EEOC. By signing below, you acknowledge that you are waiving your right to a jury trial.

## **ACKNOWLEDGMENT**

I acknowledge that I have received, read, and understand the above policies. I agree to comply with all company policies and understand that violation of these policies may result in disciplinary action up to and including termination.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: Robert Johnson