

 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : Talent, Compensation and Benefit Management	
SR.HR.P.02.007	Policy : Employee Accommodation Benefit (Revised 01)	
Supersedes Policy No : Yes	Issued on: 30 December 2019	Effective Date: 1 January 2020

Purpose:


Savan Legend Resorts Sole Company Limited purpose to provide and facilitate the accommodation for the employees whose house is located far from work place. The accommodation is not an engaged compulsory benefit to employee but it is to support him/her to optimize the most work efficiency for company.

Procedures:

1. Management manage to provide the suitable accommodation for the eligible employees per tier, position and/or agreement.
2. The company accommodation is provided only to Expat and local employees who live farther than 10 km.
3. Management reserve the right to consider any changes with proper notice to employees.
4. Employees must fill up the form at the application prior to enter the accommodation and/or any changing of place, and return back in good condition when moving out.
5. All employees must strictly comply the rules, policy and procedure of each accommodation.
6. Employees are bound to take care the accommodation, asset(s) in the room and surrounding, provided by employers. Employees must keep it clean and tidy at all time. Employees are in full responsibility if occurring damage caused from their recklessness.
7. Employees may be update the type of accommodation when their position/tier is changed such as, promotion, demotion and etc.
8. Company may provide additional options of the offsite living for some tiers, but may change as per contract or situation. Limited electricity, water and other facilities may apply.
9. Company reserves the right to collect any additional fees that purposes for maintenance or general/public suppliers.
10. Room types per Tier:

TIER	ROOM TYPE	LOCATION	No. of Staff	Spouses*	Remark
E1	Single Suite Room	68	1	Yes	
C2 – D2	Single Management Room	68	1	Yes	
C1	Double Bed /Sharing	238	2	N/A	
B2	Double Bed/Sharing	238	2	N/A	
A1 – B1	A Bulk Bed/Sharing	Dormitory	4 or less	N/A	

Initiated By


30-12-19
Manager - Human Resources

Verified By


30/12/19
Director – Hotel Operations

Approved By



31/12/19
President

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*Remark: the current offsite houses residents, they will be schedule to move by those house contracts end.

11. No animal is allowed to feed as personal in the dormitory/room
12. Spouses detail must be recorded to Human Resources, Security and Surveillance department
13. Any visitors of the tier C2 and above, they must be approved from Human Resources and notify to Security and Surveillance department. Other need information must be clarified such as: purpose of visitation, period of visit and etc. No other tier is allowed for visitors.
14. Other unapproved visitors, SR still open for employee special rate or friend/relative rate which they can fill up form and contract to Hotel Front Office in advance.

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