 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section: Talent, Compensation and Benefit Management	
SR.HR.P.02.005	Policy: Food & Beverage Privilege (revised 03)	
Supersedes Policy No: <u>02.005</u>	Issued on: 18 March 2020	Effective Date: 23 March 2020

Purpose:

The purpose of this policy is to ensure the hotel Food & Beverage privileges is executed correctly by eligible staff and F&B/Kitchen person and not to disturb to the service provided prior to customer. The revised P&P is issued on the purpose to help company overall expense control and required for all employees cooperation.

Procedure:


1. All employees, included management/manager are required to more regularly dine in staff canteen as possible because of revised SR F&B operation change.
2. Revised Food & Beverage privilege is as followed:

TIER	Romsai Breakfast Buffet	A la Carte (All day outlet & Chopstick, can take away)	Coffee Shop (can take away)	Room Service	Business Entertain	Personal Entertain	Remark
E1	Yes	THB 3,500 / month	THB 1,000 / month	Yes	Yes	Yes	Payment: Cash only
D2	Yes	THB 3,500 / month	THB 1,000 / month	N/A		10% Discount	
D1	Yes	THB 2,500 / month	THB 1,000 / month				
C2	THB 2,000 / month		THB 500 / month				
C1	No	THB 1,000 / month and only at Chopstick	10% Discount				
Other employees	No	10% Discount					

Remark: all above is the selling price


3. Proper manner and attire are required and the disturbance to other guests is permitted.
4. In the case of over consuming than the privilege, employees will be deducted automatically from salary. Anyways that among will be discounted at 10%
5. Human Resources is in contact with Food & Beverage in regarding with registering and updating the Officer Check of employees
6. Only in the presence of employee that Relatives and/or Friends would get the discount privilege and each employee must present the staff ID.
7. This privilege cannot apply on top to the special F&B discount campaign/promotions. Additional detail is as below:

Initiated By


19/3/20


Director – Hotel Operations

Verified By


19/3/20

Chief Operating Officer

Verified By



19/3/20

Chief Financial Officer

Approved By


19/3/20


President

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- 8.1 Employees at the Tier C will be limited to the OC Menu that F&B will update by time
- 8.2 Employees at the Tier E and D are eligible for any menus, special food of month, popular menu
8. Alcohol drink is not included in OfficerCheck/Discount and full selling price purchasing is possible, but only on off-duty period.
9. Take away is eligible for some tiers (as above). They must go to order at outlet and carry by themselves and with reasonable amount (mean just for staff him/herself).
10. Signing the bill is always required and right after meal finished (latest by the same day).

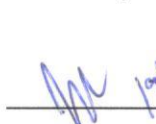
*Remark: Employees must not abuse this privilege such as personal commercial. It will lead to the disciplinary action, 'Dismissal'.

Initiated By

 19/3/20

Director – Hotel Operations

Verified By

 19/03/20

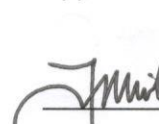
Chief Operating Officer

Verified By

 19/3/20

Chief Financial Officer

Approved By

 19/3/20

President