

 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : General Administration	
SR.HR.P.01.005	Policy : Employee Recycle Account	
Supersedes Policy No : <u>n/a</u>	Issued on: 14 th September 2018	Effective Date: 21 st September 2018

Purpose:

Savan Resorts is a company that commits to be responsible for environment. Our target is to minimize the waste. So, we would focus to reduce, reuse and recycle and return this contribution to our employee for any activities

1. Procedures:

- 1.1 Housekeeping Manager is the leader of recycle program (share the knowledge, conduct training, implementing the garbage separation procedure and supervise the recycle area)
- 1.2 All employees must comply and support in separating garbage
- 1.3 Finance department opens and monitor the recycle account, check the weigh with Housekeeping and buyers, witnessed by Security
- 1.4 Human Resources coordinate regarding training support and keep employees informed of the recycle fund movement
- 1.5 Buyers must send the pricelist update every month. Housekeeping Manager and Finance will consider the best price before selling

2. Types of Recycle:

- 2.1 Waste Paper / Cardboard
- 2.2 Plastic
- 2.3 Metal
- 2.4 Wood
- 2.5 Glass

Initiated By



Director – Hotel Operations

Verified By



Chief Financial Officer

Approved By



President