



Recruitment Policy of Hotel Management International Co. Ltd.

Hotel Management International Co. Ltd. (referred to as "the company") is committed to attracting, selecting, and retaining talented individuals who align with our values and contribute to our success. This Recruitment Policy outlines our approach to recruitment, ensuring fairness, transparency, and equal opportunities for all applicants.

1. Recruitment Process

1.1. *Job Analysis and Planning:* Prior to initiating recruitment, we conduct a thorough job analysis to determine the skills, qualifications, and experience required for the position. We also develop a recruitment plan outlining the sourcing strategies, selection methods, and timelines.

1.2. *Job Posting:* All job vacancies will be posted internally and/or externally, depending on the nature and level of the position. Job postings will include a clear job description, qualifications, responsibilities, and any other relevant information to provide potential candidates with a comprehensive understanding of the role.

1.3. *Sourcing and Screening:* We employ a variety of sourcing methods to attract a diverse pool of qualified candidates, including online job boards, social media platforms, professional networks, and partnerships with educational institutions or industry associations. Resumes and applications received will be screened against the job requirements, and suitable candidates will be shortlisted for further assessment.

1.4. *Selection Methods:* The selection process may include one or more of the following methods, depending on the position: interviews, assessments (such as skills tests, case studies, or psychometric evaluations), reference checks, and background checks. All selection methods will be conducted objectively, based on job-related criteria, and without discrimination.

1.5. *Interviewing:* Interviews will be conducted by the concerned personnel in a fair and objective manner. They may be conducted in person, over the phone, or through video conferencing. During the interview, candidates will be assessed based on their qualifications, skills, experience, cultural fit, and potential to contribute to the company's objectives.

1.6. *Reference and Background Checks:* Prior to extending an offer of employment, we may conduct reference checks to verify the candidate's employment history, qualifications, and character. Background checks, including criminal record checks, may be performed where permitted by applicable laws and when deemed necessary for certain positions.

1.7. *Offer and Onboarding:* If a candidate successfully completes the selection process, an employment offer will be extended, outlining the terms and conditions of employment. Upon acceptance, the new employee will undergo an onboarding process to facilitate a smooth transition into their role and the company.

2. Equal Employment Opportunity

2.1. *Non-Discrimination:* The company is committed to equal employment opportunities and prohibits discrimination based on race, colour, religion, gender, sexual orientation, gender identity or expression, ethnicity, age, disability, marital status, or any other protected characteristic as outlined by applicable laws.

2.2. *Diversity and Inclusion*: We value diversity and aim to create an inclusive and supportive work environment that embraces individuals from various backgrounds, perspectives, and experiences. Our recruitment practices promote diversity by attracting a wide range of candidates and ensuring fairness in the selection process.

3. Confidentiality and Data Protection

3.1. *Confidentiality*: All information provided by applicants during the recruitment process will be treated with strict confidentiality. Access to candidate information will be limited to individuals involved in the recruitment process, and data will be handled in accordance with applicable data protection laws.

3.2. *Data Retention*: Applicant data will be retained for a reasonable period as required for recruitment purposes or as mandated by law. After the recruitment process is complete, unsuccessful applicant data will be securely disposed of in compliance with data protection regulations.

This Recruitment Policy will be regularly reviewed and updated to align with evolving business needs, legal requirements, and best practices in recruitment and talent acquisition.
