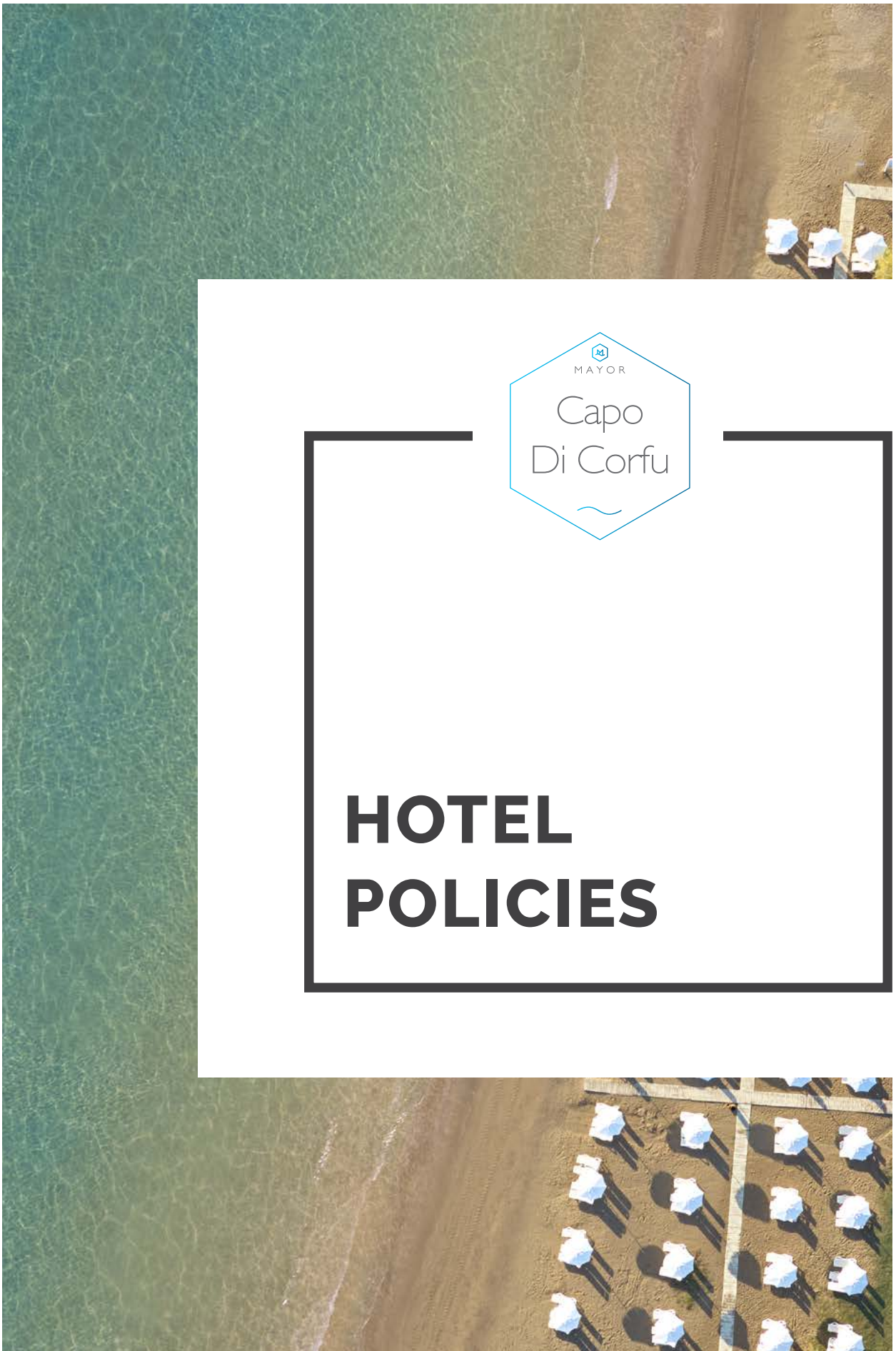




# HOTEL POLICIES



# Green Policy

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## We will continue to:

- Use low energy light bulbs in public areas.
- Monitor our energy consumption of electricity and water.
- Use electronic mail where possible to reduce the use of paper.
- Turn off unnecessary lights and taps.
- Buy in bulk.

## We are working on projects to:

- Update our website with green travel information e.g. local bicycle hire.
- Continue to reduce our energy consumption by 10% by looking at energy saving devices such as movement lighting, continuing with a roof insulation programme and working on long term projects such as implementing LED lighting.
- Use more organic produce, seasonal vegetables and local produce.
- Use recycled paper for brochures.
- Get involved in local community projects.
- Reduce water use by 10% by continuing to fit water saving devices in toilets.
- Donate bathroom products to local homeless charities.
- We will always comply with the law in all our actions and will continuously review our policy to improve our environmental impact.

## We are dedicated on below 6 domains:

<b>Water</b>	• To monitor water consumption and rationalize its use
<b>Energy</b>	• To save and protect local resources
<b>Wastes</b>	• To control energy use and monitor its consumption
<b>Purchasing policy</b>	• To save energy and reduce atmospheric pollution
<b>Logistics</b>	• To reduce waste at the source and improve waste management
<b>Noise, air quality, and landscape integration</b>	• To implement a recovery and recycling strategy
	• To reduce the impact of consumption on the environment
	• To promote the development of local, ecological and social product flows
	• To improve product handling and minimize losses and wastage
	• To manage and master the hotel's supply lines
	• To limit noise pollution
	• To improve air quality inside buildings
	• To reduce the impact on the local landscape



# Child Protection Policy

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Mayor Capo di Corfu and its staff have the duty of care to safeguard all children staying at their premises. Mayor Capo di Corfu Child Protection Policy and commitment is to protect the rights of children, with regard to their physical and mental balance, including their protection from abuse and sexual exploitation.

Mayor Hotels and Resorts will ensure the safety and protection of all children through adherence to the Child Protection guidelines adopted by the hotels.

All the staff of the Mayor Capo di Corfu may find themselves witnessing a form of abuse, seeing suspicious physical marks or concerning behaviour(s) by a child or through being informed of an alleged abuse by the child directly or indirectly. Procedures are in place to enable the staff member to escalate any concerns they may have, which in turn will be reported to the appropriate authority. Reporting an allegation of child abuse is a very serious thing and should be considered carefully, however taking no action is not an option in child protection.

## Guidance to Staff

The following general principles are to be adhered to by all staff:

- It is the responsibility of any staff member to report any concerns with regard to child safety to their Head of department or Hotel Manager.
- If staff, become aware of an issue with regard to child protection, either through direct observation of abuse or if it is brought to their notice, or if they have any cause for concern, they must treat this as a priority, and address it immediately.
- If staff wishes to seek advice with regard to a specific incident or area of concern, they may consult the Head of department or the Hotel Manager



# Human Rights Policy

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We are dedicated to respecting human rights in our operations and in the community where we operate. We seek to avoid complicity in human rights abuses and to use our influence to promote the fulfilment of human rights.

Our commitment to operating with respect for human rights is reflected in all aspects of our company's business operations and is integrated in our policies and relevant procedures. We seek to identify, assess and manage the human rights impacts of our business activities based on the operational context, our leverage and business relationships.

## Employees Policy

The following statement of principles and intentions comprise the Employees Policy of NicotelsLtd, the operating company of Atrium Zenon Hotel Apts. This Policy has been developed according to the requirements of the international certification scheme of Travelife for sustainable tourism.

### Principles

- We are committed to provide and maintain a suitable and safe working environment within our hotel facilities in order to ensure the protection of all employees.
- We are committed to comply with all relevant legislation, regulations and with all other requirements to which the Hotel subscribes in regards to safety as well as labour law.
- We are committed to continuously improve health and safety levels in the workplace and welfare of employees.

We try our best to satisfy the following objectives:

- Secure employment wherever possible.
- Provide equal opportunities to all employees.
- Protect human rights and not accept any form of discrimination, racism, intimidation, abuse or harassment.
- Zero accidents and incidents.
- Safe and healthy working conditions for all our employees.
- Provision of safe products and services.
- Recruit high performance people.





# Local Community Policy

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## Supporting the Local Community

We are well aware of the need to fully respect the local environment, its community and its businesses. Mayor Capo di Corfu takes the responsibility and the commitment to ensure its social and economic impacts are positive and beneficial to the local community wherever possible.

With the help of our local suppliers and business partners, we will strive to improve, implement and support the following:

### **Integration:**

Respect, support and promote culture, regulations and preservation of the local environment.

### **Collaboration:**

Maintain a constant dialogue with the local community and social agents to be aware of their needs and contribute to their progress through responsible behavior.

### **Purchasing:**

Prioritize the purchase of local products to strengthen the economic and social development of the community, provided that they guarantee the standards relating to quality, price and health and safety criteria.

### **Employment:**

Prioritize the recruitment of local staff to encourage the development of the society in which the company is present and the enrichment of the cultural diversity of our work team



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