

	TREATING PEOPLE FAIRLY	YES	NO	N/A	Comments/Details
03.02.01	Apart from owner(s) and any business partners does the business employ staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
03.02.02	Do all employees of this business have formal written contracts of employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03.02.03	Is the staff turnover no higher than the national average?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03.02.04a	Are employees : Free to enter their employment through their own choice?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
03.02.04b	Free to leave their employment when they choose without penalty?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
03.02.05	Are employees paid at least a living wage or a wage equal to the national legal minimum wage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03.02.06	Do working hours comply with national or international law or benchmark industry standards, whichever affords employees most protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03.02.07	Is overtime paid (when time is not given back as lieu) ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03.02.08a	Are employees awarded benefits beyond their legal entitlement such as free uniforms (<i>recognising different cultural needs e.g. a choice of skirts or trousers for women employees</i>), free laundering of uniforms, free meals, sick pay, maternity/paternity pay, extra compensation (<i>in addition to legal or insurance entitlement for injuries at work</i>), access to opportunities to develop their skills (<i>e.g. language classes, continued professional development, annual training reviews</i>), free transport for staff working unsocial hours or other recognised benefits not listed.				<i>Please list benefits identified here:</i>
03.02.08b	Only one benefit can be identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03.02.08c	Between two and four benefits can be identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03.02.09	More than four benefits can be identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03.02.09	Are there documented disciplinary procedures in place and are staff aware of them?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03.02.10	To enable good employee relations does the business have a means through which staff may make representation to senior management about key employment issues?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03.02.11	If there is a trade union or similar organisation for the tourism and hospitality industry in this country are employees allowed to join if they so wish?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03.02.12	Does the business ensure that people are not discriminated against with regard to employment and access to training and senior positions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	