



# LOYALTY PROGRAM AND LOYALTY BONUS TERMS AND CONDITIONS

## 1. Purpose

The objectives of this document is to

- specify the principles governing Hotelstaff Loyalty Program and Loyalty Bonus

## 2. Program Statement

Hotelstaff's Loyalty Program and Loyalty Bonus are designed to reward employees with ongoing financial bonuses based on hours and clients worked at.

**Monthly Bonus:** \$350 bonus if you work 100 or more hours across 4 different clients in a month.

**Second Chance Draw:** \$150 bonus if you're the employee that achieves the highest number of hours but just miss 100 in a month.

## 3. Terms and Conditions

- 3.1. Hotelstaff reserves the right to cancel, terminate, modify or suspend the Loyalty Program or any aspect of it at any time, without notice and at its sole discretion.
- 3.2. Employee's will become ineligible for all rewards, bonus or other advantages of the Loyalty Program where a breach of Hotelstaff Policy or Code of Conduct occurs.
- 3.3. All rewards, bonus or other advantages of the Loyalty Program cannot be claimed in conjunction with other client specific bonuses or offers the employee is eligible for.
- 3.4. All rewards, bonus or other advantages of the Loyalty Program will be provided to the employee as taxable income, through normal payroll processes. Hotelstaff will not be liable for any tax liability incurred by an employee in connection with the Loyalty Program.
- 3.5. Unique clients refer to distinct host employers and is not inclusive of different sites, branches or outlets of the same host employer.
- 3.6. For the purposes of calculations of hours worked, month refers to the four or five payroll periods considered within a single month
- 3.7. All rewards, bonus or other advantages of the Loyalty Program will be provided to the employee in the month following calculations, after verification from the Managing Director. Hotelstaff advises that at times, delays in processing may occur.

## 4. Revision History

Effective	Version	Amendment
01 /11/2021	1.1	

## 5. Document Information

Effective	Version	Authorised
01 /11/2021	1.0	SZPRINC, Nathan
Location	<a href="https://hotelstaf.sharepoint.com/sites/Hotelstaff-Shared/Shared Documents/Human Resources/Policies and Procedures/Working Docs/HOTELSTAFF Guide - Loyalty Program Terms and Conditions.docx">https://hotelstaf.sharepoint.com/sites/Hotelstaff-Shared/Shared Documents/Human Resources/Policies and Procedures/Working Docs/HOTELSTAFF Guide - Loyalty Program Terms and Conditions.docx</a>	