

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 Bonuses

2. Program Statement

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

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.
- 3.8. COVID Bonus is only applicable to hours worked under the Hospitality Industry (General) Award, specifically not applicable at hours worked under Enterprise Agreements or other Awards such as the Health and Support Service Award

4. Revision History

Effective	Version	Amendment
01/11/2021	1.1	COVID Bonus

5. Document Information

Effective	01/11/2021	Version	1.1	Authorised	SZPRINC, Nathan
Location	https://hotelstaf.sharepoint.com/sites/Hotelstaff-Shared/Shared Documents/Human Resources/Policies and Procedures/Working Docs/HOTELSTAFF Guide - Loyalty Program Terms and Conditions.docx				