

## **THIS EXAMPLE SHOWS HOW TO GIVE EMPLOYEES INFORMATION ON GIVING FEEDBACK TO MANAGEMENT.**

### **Staff Feedback**

We encourage all of our staff to give us their ideas, comments and suggestions. You can do this anonymously and we commit to ensuring that there will be no negative repercussions for any staff member that gives us feedback. Here are instructions on how you can get in touch with us.

### **Feedback Box**

A staff feedback box is located next to the employee bathrooms. You can write down your ideas, suggestions and comments then post them in the box. Every Monday the General Manager clears the box and reviews the contents. We will update the team on outcomes from any feedback we receive through the weekly department meetings.

### **Speak to us directly**

You are always welcome to speak directly to any member of the senior management team. You can visit our offices, call our direct lines or e-mail us. Details of senior management phone numbers and e-mail addresses are located next to the Feedback Box.

### **Grievances**

If you feel that you are being bullied, discriminated against, harassed or treated unfairly by your supervisor or any other member of staff, you should follow the grievance procedure contained in the terms of your employment. You can also find this in the staff handbook and on the notice board in the staff kitchen.

### **Reporting discrimination, harassment and exploitation of others**

If you suspect that somebody else is being exploited, bullied, harassed or discriminated against you should let us know. This includes guests, members of the community and people that work for suppliers. If you feel comfortable doing so, you should immediately report this directly to your supervisor, human resources or another member of senior management. If you wish to remain anonymous you should use the Feedback Box and if you suspect that a crime has been committed you may choose to speak directly to police.