



Guide to Employee Culture

Benefits & Policies



may 2013

Welcome!

“Welcome to our organization!

If you are reading this document, you have been selected to be part of an organization that exists for one very important reason:

To redefine the hospitality experience for each and every guest that arrives to our doorstep.

With your dedication we expect to take it, beyond their expectations and to do so, you must see yourself as an enthusiastic ambassador of our culture, our island and ultimately to our hotels.

As you embrace our corporate culture you will see that our expectations will be higher than average. We take great pride in everything we do and strive to provide the very best guest experience. Therefore please forget everything you have ever practiced outside our walls and prepare yourself to see your participation here, as a privilege that you must earn to maintain. The path you are about to take will prove to be much more than a job but you will rejoice in the fact that, with us you are building your career.. every single day.”

Mr. John B. Dennis.

CEO/ Auberge Haven Corporation



Overview



To assure the safety of our guests, the peaceful productivity of our coworkers and the general public we have created this manual as our Standards of Operations.

In this document you will find the necessary information on our expectations and established rules of conduct in the day to day activities and relationships with each other to serve as a guide for fair and equitable treatment to all. It also outlines our company policies and benefits for you so that we can insure the very best working conditions.

Location

Auberge Haven Corp. (or AH as we call it) owns and operates some of the finest boutique hotels in the Caribbean such as: At Wind Chimes Inn, Casa Caribe Bed & Breakfast, El Canario Inn and Acacia Boutique Hotel, in the city of San Juan, Puerto Rico, with The physical and mailing address in San Juan is: Taft Street # 53, San Juan, Puerto Rico 00907.



As a private company AH is organized and operates as a business under the laws of the Commonwealth of Puerto Rico by its president is Mr. John. Dennis.



On the island of Vieques. our flagship operation is called Inn on the Blue Horizon. The physical and mailing addresses in Vieques are: Highway # 996, Km 4.3, Barrio Puerto Real, Vieques, Puerto Rico 00765, PO Box 1556, Vieques, Puerto Rico 00965.

Attitude

The attitude our team brings to the workplace needs to be consistent with the quality service our hotels provide and for which we are renowned.

Understand that we need to work as one and that to be part of the team we must all agree to behave in accordance to our corporate culture. Therefore compliance is necessary and any breach of this code of conduct will be considered unacceptable and establish grounds for corrective action.

It is important you understand that any official reprimand which is delivered verbally and / or through a memorandum, needs to be recognized and signed by the offending team member.

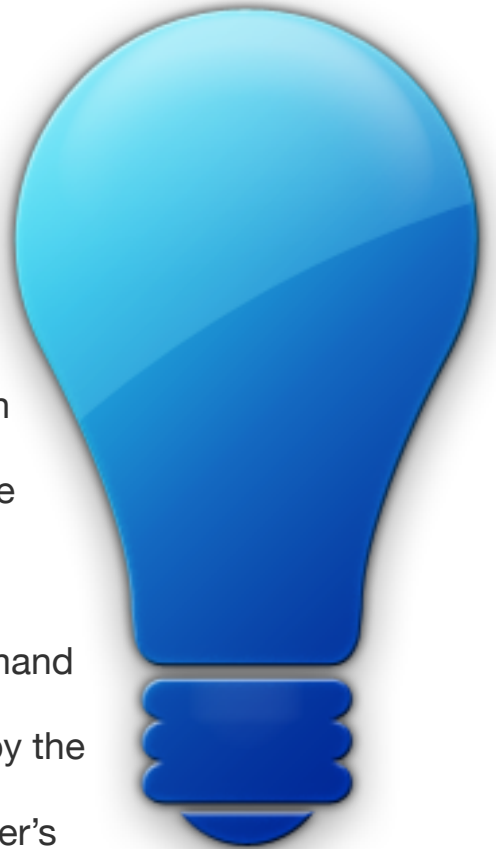
This notice will then become part of the team member's record of employment. See it as a opportunity to correct and improve your standing before the team.

Recurring events will put in jeopardy job security. Depending on the extent of the breach of regulations could be considered sufficient reason for immediate dismissal.

The Regulations presented in this guide may be modified, altered, amended or repealed in part or wholly, without notice.

Any amendment will be published in a memorandum and/or to the auberghaven.com portal.

At AH we follow the progressive discipline procedure detailed here except in sever situations that require immediate dismissal.



Conduct Protocol

A. Punctuality and Attendance

Timeliness is essential for the proper functioning of our hotels.

1- Everyone must complete and register their attendance, both at entry and completion of their schedule, mealtimes included, by our designated system. Those who by the nature of their functions work outside the our facilities must certify their attendance as well.

Excessive tardiness is unacceptable is is defined by arriving after scheduled hours.

2. If for some reason you understands that you will be late in excess of fifteen (15) minutes, You must notify the reason for this delay immediate team supervisor and / or management before it occurs, to make arrangements to cover the vacancy.

3- If for any reason you are unable to complete your shift you must notify your team supervisor and / or management before it occurs, to make arrangements to cover the vacancy before leaving your position.

4- If for some reason you are unable to report to work, you must notify their team supervisor and / or management with a minimum of four (4) hours prior to the time of the start of their shift, to arraign for coverage of your short fall.

5- In the event you choose to resort to a person outside the company to carry your message, you will remain responsible for its delivery.

6- Absence from work without notice for a period of two (2) days or more will be considered job abandonment.



For any reconsideration in excess of one (1) day, you must provide a medical certificates.

7- A meal break will be part of each schedule and any team member who bypasses their schedule will constitute tardiness.

8- In the event that a team member is requested and agrees to work overtime for a pre arraigned period, said overtime will be paid at the rate of time and one-half hour or fraction of time according to your salary.

9. Schedules once given can not be changed by personal or study commitments. Schedules may be subject to change accordingly.

10. Repeatedly absent or lateness from work without reasonable justification or have a distinct pattern of absences are disruptive to our overall operations and will result in the application of corrective action.



B. Health and Safety at Work

We expect you to conduct yourself in the best possible manner and act responsibly to minimize the chances of accidents or misconduct at your work space.

Use your better judgment and look for areas that may expose you, your guests or your co workers to any unnecessary exposure. Make sure safety prevails all around you and in turn report to your team supervisor

and/ or management, any violation, situation or condition you might consider unsafe or any accident occurring immediately.

The use of any alcoholic beverages and / or narcotics or controlled substances, firearms or weapons will not be tolerated. Anyone not reporting knowledge to the effect will be considered and treated as an accomplice.

C. Personal Care and Clothing

We want to reflect cleanliness and order in everything we do from our work area to our clothing.

Our male & female team members who work at our Front desk presenting our first impression should wear a genuine smile when greeting our guests enthusiastically.

Your Team supervisor will provide you with your uniform details Please do not attempt to substitute the uniform in any way with Jeans or sandals.

No one may shall bring backpack or bags of any kind to your work area, with the exception of a "lunchbox" small for those who like to bring their food. Please keep your personal effects in your car or outside the premises of hotels and restaurants.



D. Conduct Protocol

Our organization prides itself with the highest level of respect which prevails. To violate or induce other to do so, would constitute an act of insubordination.

You will be expected to maintain and guard against any inappropriate behavior or disorderly conduct. Therefore if you witness or suspect any act of sabotage, violence, vandalism, misuse of property, inventory or facilities notify your team supervisor immediately. This would also include the use abusive, threatening, offensive, or indecent language.



The service we provide require our full attention and as a dedicated professional you will want to use all your time at work effectively. In the interest to best performance your duties. You will want to find ways to make your time productive. Even as you wait for guests to arrive, use that time to inspect the rooms you will be delivery. Become a better host by assuring its clean and ready, jot down what you like about the room and use that information to tell your guest you have made sure everything is perfect order and what you like best about that particular room. We have found that it makes a huge impact on new arrivals and boost or guest reviews like nothing else.

Remember you will be asking that same guest for their impression and request they write a review for us. So its your job to make sure we provide the best to get the best.

Your team member may not tell you but when you chat during working hours you not only show a lack of consideration for the work you coworker needs to do but you also show disrespect

Please make sure you comply with occupational safety and health at work and all provisions, regulations and orders issued under the laws that apply to the industry.

Please refrain from Smoking in or around the work premises, refrain from asking for or collecting contributions for any cause during working hours and be sure to exit the work areas or the premises of the Hotel during non-working hours.

There will be an automatic dismissal for anyone who is charged in connection with the commission of a crime, or that may in any way impair the good name of the our AH, or refuses to cooperate with any investigation conducted by the company and / or legal defense of a case in any administrative or judicial forum, state or federal.

The use of the Hotel rooms is prohibited.

The only employees allowed to enter those rooms are dedicated to the maintenance and the desk clerks to verify that the room is in good condition before registering a guest.

E. Payments and Claims Protocol

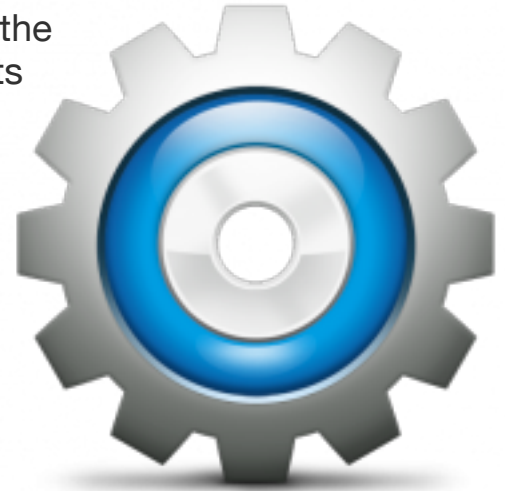
Payroll payments made by check on Fridays.



F. BENEFITS

All our currently employed team members will enjoy the benefit of ordering food / drink offered by restaurants and bars hotels business. The discount is of

- 50% off the regular price at the bar of "At Wind Chimes Inn
- 30% of the regular price at "Niche" restaurant
- 50% of the regular menu breakfast / lunch Carambola,
- 30% of the regular dinner restaurant Carambola.
- These discounts do not apply to alcoholic beverages.



Vacation



You entitled to leave with full pay granted annually at the rate of one and one quarter (1 1/4) days for each month in which it had at one hundred and fifteen (115) hours of work. This, constitutes fifteen (15) working days per year.

If you worked less than the hours required in any month you shall not accrue vacation in that month.

You begin to accrue vacation time after the completion of a probationary period of ninety (90) days, providing, eligibility.

Holidays can be enjoyed consecutively and shall be awarded annually as long as they do not interrupt the normal operation of the business, but you will not benefit from the holiday until you have worked and accumulated time for one (1) year.

You agree between that your vacation time may accumulate more than one (1) year, but never for more than two (2) years.

In the event that you leave your job, the AH agrees to pay the total leave accrued at the time of termination, although less than one (1) year. The use of vacation leave shall be considered as time worked for purposes of accumulation of this benefit.

The application procedure for regular vacation leave is as follows:

1. You must fill out a license application stating clearly the days are requesting, deliver the signed application to your immediate team supervisor who will sign and deliver to the administration for the approval purposes.
2. Your application must be filed not less than ninety (90) days prior date requested.
3. Approval will be made by the Administration accumulation of vacation days is verified and / or modified.

By the nature of our business, it is policy not to license vacation time to employees in the tourism high season, (from November 15 until May 31) of any calendar year.

B. Sick leave

You shall be entitled to sick leave with full pay at the rate of one (1) working day for each month that has had at least one hundred fifteen (115) hours of work, that is, twelve (12) days working year.

In the event you works less than the hours required in any month shall not accrue sick days in that month. The use of sick leave shall be considered as time worked for purposes of accumulation of this benefit.

Sick leave not used by the employee during the course of the year, will be accumulated by the successive years to a maximum of fifteen (15) days.

Except in extreme cases, you agree not to notify the Administration of your sickness on the day of your absence.

In case of any illness lasting for two (2) or more days, you must provide a medical certificate to be entitled to enjoy application of this time to sick leave.

In the event you are absent due to illness in excess of three (3) times during the work year, submit a medical certificate even if the absence is for a single day.

The enjoyment of sick leave excuses compliance with such rules of conduct established by the company validly, as are attendance, punctuality, medical certificates if the absence is for two (2) or more working days and periodic reports on continuing illness.



C. Maternity Leave

Basic Conditions

By law you are entitled to a pre-natal leave of four (4) weeks and postnatal leave for a period of four (4) weeks, making a total of eight (8) weeks.

- A week immediately before delivery is required.
- Two (2) weeks immediately after birth are mandatory.
- The other five (5) weeks are at the option of the employee.



If there are complications after birth as a result of this, you are entitled to a post-natal leave extension for an additional period not to exceeding twelve (12) weeks, which in this case will be without pay.

If an abortion has consequences similar to those of a delivery, has been interpreted in terms of maternity leave following applies:

- The doctor is the one who determines whether the abortion, in terms of their implications for the health of the you, may be likened to a birth. If so, the you shall be entitled to the benefits provided by law.

Payment of Maternity Leave

A- Maternity leave, except the twelve (12) additional weeks if there are complications regarding who will be without pay, shall be compensated on the basis of salary, wage or regular compensation that the you had been receiving during the six (6) months before commencement of such leave.

b. Payment will be made at the time you go leave.

When delivery is delayed, payment is made in the same manner and terms established for the payment of wages due. If you work part-time, you are also entitled to the same maternity leave, but the same will is compensated in proportion to their wages. While enjoying maternity leave does not accumulate vacation and sick leave.

Medical Certificates

You shall provide the employer a medical certificate in the following circumstances.

- To prove to pregnancy and due date.
- To prove that health is able to work up to a week before delivery and return to work two (2) weeks after delivery.
- To make use of the provisional license of twelve (12) weeks without pay, if there are complications during childbirth.
- To prove that you can resume work after completing your license.



D. Death of Family License

You may be granted up to two (2) working days, (full time workers) by licensed for funeral in case of death of immediate family.

For Immediate family means father, mother, son (s), brother (s), spouse (s), grandparent (s) and father (a). Understand that these two (2) days will be if they are included within their regular working days. They will not be extended or transferred to another week or occasion. Evidence will be required to become part of your record.



E. Jury license

In the event you are summoned to serve as a juror or as a witness at trial you shall be guaranteed free time for it. For eligibility and shall be entitled to take leave with pay to a maximum of fifteen (15) working days.



If necessary, you may carry the vacation time you have accrued. The accumulation of sick leave and vacation will not be affected during the time you are on jury or witness.

F. Family Medical Leave

If you qualify this Act gives you the right to take leave of up to twelve (12) weeks per year without pay for the following purposes:

1. If you suffer from a serious medical condition.
2. If you need to care of an immediate family member with a serious medical condition.
3. Birth, adoption or placement of a child through an authorized agency or person to take care of it.



To enjoy the benefits of this license you must:

1. be a full time, regular employee of AH;
2. Have worked for the last year at AH.;
3. During this past year have worked 1,250 hours or more, and
4. submit certifications that demonstrate the need for the use of the license



G. Holidays

Auburge Haven provides services to its guests 365 days a year. For this reason we do not observe holidays, or grant them free to our employees. If a holiday falls within the vacation period requested and approved, this is not that it has been granted as a holiday. The Management Office and staff observed holidays governing the banking industry.

H. Christmas Bonus

The Act 148 of June 30, 1969, as amended, provides that any employer who employs one or more workers or employees within the period of twelve (12) month period from October 1 of any calendar year until September 30 subsequent calendar year, shall be obliged to grant each employee who has worked seven hundred (700) hours or more within the stipulated period, a bonus equal to six percent (6%) of the total salary earned by the employee or worker within that amount of time, computed to a maximum of ten thousand (\$ 10,000) dollars. The bonus payment will be made no sooner than the first or after the fifteenth (15th) of the month of December, at least for economic reasons the company is exempted from such payment by the Department of Labor.



J. Accidents at Work



The Corporation of the State Insurance Fund (CFSE) is a statutory warranty to protect employees who suffer injury or die while performing their job functions. The total of the premium is paid by the company.

In the event you suffers an accident at work, you should report it to your supervisor, who in turn will

prepare an accident report. The employee must report to the office of Administration with a copy of the Accident Report, aiming it and complete the referral form to the CFSE, which has a section that the employer must complete and sign. The CFSE, through their doctors will assess the patient's condition and determine if it is a job-related injury that makes him eligible for the benefits of CFSE, with benefits ranging from medical evaluation and treatment, to the payment of allowances and economic compensation.

The AH will reserve your position under the following conditions:

1. You requests reinstatement to your job no later than fifteen (15) days after discharge;
2. That this application is made within a period of twelve (12) months from the date of the accident, and
3. That the position has been held there at the time of requesting the replacement.

Important:

We shall withhold deliver of any correspondence, documents or payments to other coworkers unless there is a document authorizing it. Furthermore, any document or information that is required of you should be delivered between three (3) and seven (7) working days.

Confidentiality:

Be discreet, keep your personal information confidential.

Training:

Online training will be a prerequisite to employment and you will be expected to complete each training module at aubergehaven.com and be prepared at all times to be tested.

K. Unauthorized Use and Property Damage

The data collected during your employment is proprietary therefore, any use, reproduction, disclosure, removal, alteration of any records or reports would constitute an act of fraud.

The corporate phone lines are for exclusive business use only. Make good use of the equipment delivered to you. If you have a cell phone provided by the Company for the performance of your duties should limit its use to only working arrangements. Do not allow yourself to be distracted by the use of your personal cell phone, head sets, or any electronic devices during working hours.

COMPANY POLICY

A. Equal Employment Policy

In compliance with the provisions of Title VII of the Civil Rights Act of 1964 and under the Rehabilitation Act of 1973 and the Federal Americans with Disabilities Act of 1990, is the vigorous policy of the company to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, age, sex, religion, national origin, physical or mental disability, marital status and / or condition of marriage.

Auberge Haven Corp. is committed to full compliance with this nondiscrimination policy and accordingly to avoid any pattern or practice of employment that do not agree with it.



Auberge Haven Corp. will exercise every effort to provide equal opportunity in training, transfer, promotion and dismissal of all employees, using only valid criteria and comply with the provisions of its policy to make such decisions.

In addition, the company will base any personnel action with respect to compensation, fringe benefits, unemployment, educational benefits and social programs on the principles established in accordance with the policy stated herein.

This policy applies to all aspects of work including, but not limited to: recruitment, selection, training programs, employment, rate of pay, location, promotion, transfer, licensing, completions and facilities use. The policy expressly prohibits all discrimination based on factors such as race, color, sex, religion, national origin, physical or mental disability, marital status and / or condition of marriage. The company encourages also the employment of persons with disabilities and veterans, as required by applicable federal laws and regulations.

The Administration, as anyone who has authority and responsibility for decisions regarding the hiring and management of staff, will be responsible for compliance with the provisions of the equal employment policy outlined here and the development and implementation an affirmative action program as required by law.

All staff of the company will in turn responsible to observe and promote these principles for the policy on equal opportunity is one that works for the benefit of all. Any action contrary to this policy is expressly disapproved by the company.

All those laws of the Commonwealth of Puerto Rico to refer to equal employment opportunities and prohibits discrimination, including Law 114 of May 7, 1984, Law 383 of May 11, 1950, Act 110 of June 30, 1959, Law 37 of June 7, 1977, Law 87 of June 26, 1964, like any other legislation to ensure equal employment opportunity and safety to be enacted in the future, will be faithfully observed. Any employee who violates or attempts to violate this policy may be subject to disciplinary action which may include dismissal.

B. Sexual Harassment Policy

It is the Company's policy that sexual harassment is strictly prohibited.

For sexual harassment at work means any kind of unwanted sexual advances, request for sexual favors, unwanted behavior and any other unwanted sexual nature, whether verbal or physical, when:

- (A) submission to such conduct is made implicitly or explicitly a term or condition of employment of a person, or when,
- (B) submission to or rejection of such conduct by a person becomes a basis for making employment decisions affecting that person, or when,
- (C) such conduct has the purpose or effect of unreasonably interfering with work performance or when that person creates an intimidating, hostile or offensive.

The sexual harassment can come from supervisors, other staff management, fellow employees or third parties such as guests, customers, vendors and visitors. The Company requires strict compliance is given to this policy and all staff to refrain from engaging in sexual harassment at work.

Any person who engages in sexual harassment in the work place, is it does in violation of Company policy expressly prohibit such conduct. The so act, it does so as agent of the Company or any authority is vested, or in any way represents the Company. For the reason, will be subject to disciplinary sanctions.



PERSONAL RESPONSIBILITY AND AUTHORITY OF MANAGEMENT AND SUPERVISORY:

It is the responsibility of all management and supervisory staff not to engage in any act constituting sexual harassment or creating a hostile environment in your work area. But also, it is your responsibility to prevent other employees or management or supervisory personnel engage in sexual harassment or create a hostile environment in your work area, or any area of work of the Company.

It should be perfectly clear that nobody in the Company has no authority to subject any employee to sexual harassment in employment whatsoever.

You should also be absolutely clear that no employee has to undergo or tolerate acts, sexual harassment at work, no matter the position, holds the rank position alleged harasser



RESPONSIBILITY FOR ALL EMPLOYEES:

It is the responsibility of every person not to engage in sexual harassment at work. It is also the responsibility of any person who witnesses an act of sexual harassment, or who is an employee has complained of being sexually harassed, report it promptly to the persons identified in this policy.

Failure to promptly report identified the people here have witnessed an act of bullying or an employee is complained of harassment, constitutes a serious act of indiscipline, and entail the corresponding penalty, depending on the seriousness of the harassment.

To avoid misunderstandings, we encourage all staff to maintain working relationships and dress professionally and avoid excessive familiarity, jokes and comments that may accommodate misinterpretation.

PROCEDURE FOR SUBMISSION AND INVESTIGATION OF COMPLAINTS:

The employee who understands being somehow sexually harassed at work, you must submit your complaint to **Mayra I. Rivera, Director of Human Resources of AH.**

If the person alleged to have harassed the employee is Mayra I. Rivera has family relationship or close friendship with her, or is in a position of higher rank, you must submit your complaint directly to **John B. Dennis, President of the company, or another designated person.**

Any notice, complaint or grievance is received sexual harassment will be investigated promptly and will notify the complainant of the outcome.

In cases where it is determined that a supervisor or employee has engaged in some form of sexual harassment, will take appropriate corrective action, which will include appropriate disciplinary action. In deserving cases, it may come to the dismissal of the harasser.

If sexual harassment come from third parties (guests, customers, vendors), the Company will take those corrective measures reasonably available avoid to it.

The company firmly and explicitly disavows any conduct or action that constitutes or may constitute sexual harassment. If an employee violates this policy, it is acting in and / or on behalf of the company and shall not be considered an agent or representative of it.



C. AIDS Policy and People with Physical Disabilities

Under the provisions of the Federal Americans with Disabilities Act of 1990 (ADA), as amended, is company policy to provide equal employment opportunities to employees and applicants for employment with physical and / or mental illness including Acquired Immune Deficiency Syndrome (AIDS or AIDS).

The Company will not refuse to hire, or treat you differently, or dismiss a person with a disability who is otherwise qualified to perform a job-specific work for the sole reason that the person has a physical or mental impairment.

As required by law, at the request of the employee with physical or mental duly notified to the Directors, the Company granted a reasonable accommodation to the employee, provided they are qualified and can perform the essential job functions.



Policy on Illegal Drugs and / or Controlled Substances or Dangerous

It is the express policy of the company that are emphatically prohibited the use, sale and possession of illegal drugs and / or controlled substances or dangerous, no matter the amount, frequency of use or occasion.

It provides:

- a. Any employee who sells or has possession of illegal drugs and / or controlled substances or dangerous with intent to sell within the premises of the company and / or make use of them in these premises will be immediately dismissed.
- b. Any employee who is using drugs and / or hazardous substances or controlled and / or has presented a pattern of unstable with poor attitudes towards work and colleagues, will have to undergo drug tests corresponding to the company's request.

If any employee of the company was experiencing a problem related to drugs, he may appeal to the Administration office for help and guidance in a confidential manner.



E. Protocol for Handling Domestic Violence Situations in Workplace and Employment

Domestic violence remains a serious social and public health that affects thousands of victims and families in Puerto Rico.

In recognition of the need to promote the public policy of zero tolerance to domestic violence has implemented a Protocol for Handling Domestic Violence Situations in places of work or employment that will provide uniformity to the measures and the procedure to follow when an employee or employee is a victim of domestic violence. Taking preventive measures and effective security allows proper handling of cases of danger can bring items to the work environment.

According to statistics, the majority of domestic violence victims are women abused by their male partners, we will refer to victims as female and abusers as male. However, the information is the same for all victims, regardless of their sex or gender of your partner, including people who are lesbian, "gay", transgender or bisexual, and men who are physically abused by their female partners .

Law No. 217 of September 29, 2006, requires the implementation of protocols to handle domestic violence in workplaces and provides the employer with certain tools for the implementation of these. The Company reserves the right to interpret and apply the same. These protocols must be followed exactly as presented in this manual, any alteration to these must be authorized by the Company.



What is Domestic Violence?

Domestic violence occurs when, in an intimate relationship, a person does things to control the other. The change of power can occur very slowly, over a period of time, so that the other person can not even remember when it happened. It can happen very quickly, then to establish any kind of commitment or a change in the level of intimacy. Probably, most people think of physical abuse when talking about domestic violence, but that is only one of many ways in which your partner might try to gain control and power in the relationship.



Among the ways that a person can try to gain power and control over his partner, count, isolation, economic abuse, verbal abuse, emotional and psychological intimidation and threats, physical abuse, sexual abuse, using children and also the stalking.

Stalking - a constant or frequent appearing in places immediate or relatively close to home, residence, school, work or in other places in a way that may cause fear.

What is a Protective Order?



A protective order is a document issued by a court, which can protect (or) the harassment or abuse. In a protective order, the judge sets limits on the behavior of your partner.

Among other remedies, the judge can order your partner to leave and stay away (a) of your home, your workplace and your family, order your partner to stop abuse to you, your children, your pets, and order your partner to have no contact with you, not even phone calls, letters, emails or messages to other people. You can also order the offender to deliver to the police for safekeeping any firearm. Once issued the protective order, only a judge can modify. If an order includes a provision that is ordered to stay away, and your partner comes home or place of work, he is violating the order and should be arrested.

The Company may ask for the order to protect employees and visitors to the workplace without the employee's consent if deemed necessary.

How Do I Get an Order of Protection?

Your case must be brought before a judge. There are two types of courts that provide protective measures for victims of domestic violence: the criminal court and civil court. After being brought before a judge, determines whether there is reason enough to issue the protective order.



Domestic Violence Protocols in our Company:

It is the obligation of the Company and their supervisors:

- Every employee is properly informed at the beginning of employment on company policies regarding domestic violence and provide protection laws. The law for the prevention and intervention with domestic violence is the law 54 of August 15, 1989, as amended.
- Once a year should be a brief group counseling to all employees.
- Provide training to supervisors and front desk staff regarding how to best manage different situations.
- The Human Resources Manager will be the key person between the victim and the Company.
- Report immediately address any situation, whether or not it is of an employee you supervise.

- Develop a personal safety plan between the victim, counselor and supervisor, setting steps to be carried out by the employee and the Company to deal with the problem.
 - Maintain confidential any information relating to receipt of domestic violence.
 - Ask the employee about the situation and indicate changes in performance, attendance and behavior.
 - If the employee admits to the problem follow the proper safety process.
- Individual Safety Plan Against Domestic Violence:**

This plan is designed by the company to try to reduce the possible confrontation between the victim and the aggressor will be enforced when the company understands it takes.

- Getting a photograph of the offender (a) and distribution to relevant persons as security, reception, supervisors and all individuals directly involved with the problem.
- Provide licenses and accommodations in the Company
- Do not transfer the call (the) harassing the employee (a) harassed.
- Keep faxes, voicemails, emails and everything hostile content that you understand can be used as part of the evidence.
- If it is necessary to file a protective order and retain a copy having it accessible in any situation.
- Registration and restriction of visitors to the workplace.

Places of Foreign Aid in Domestic Violence Case

- Protected House Spirit Julia de Burgos - Orientation, legal, shelter and transitional housing for abused women and their children. (787) 723-3500
- Psychological Help Center Integrated Services (CAPSI) - free psychological help to victims of domestic violence. (787) 984-7641
- Center for Women and Family Guidance - Guidance and counseling on the issue of domestic violence, rape, sexual harassment, teen pregnancy, child abuse. (787) 263-2114, (787) 263-1425
- Office of the Ombudsman for Women - Provides guidance, coordination and referral services to women victims / survivors of domestic violence, sexual assault, stalking and other forms of gender violence. (787) 722-2977, 1-800-981-9676
- Sexual Abuse Program (SAP) Carlos Albizu University in Old San Juan - Offers psychological therapy for child victims of sexual abuse. (787) 725-6500, extension 1581 or 1516
- Family Service: Prevention and education about domestic violence, sexual assault and stalking, outpatient women. Monday to Friday from 8:00 am to 12:00 pm. (787) 653-8833
- Institute Guidance and Family Therapy - Outpatient victims of domestic violence and sexual abuse. (787) 746-5756



IMPORTANT NOTICE

If you notice, know or hear anything regarding any potential violence you should immediately contact one or more of the following:

- to their immediate supervisor.
- the General Manager.
- the Director of Human Resources.

In all cases, the complaint and the investigation will be handled as confidentially as possible. The only people informed of the situation will be those directly involved or who may need to know.

Do not retaliate against anyone who report or cooperate in good faith in an investigation of possible violence in the workplace. If an investigation confirms that there has been a threatening or violent behavior, the manager and / or Human Resources Director will determine the appropriate action to take.

Protection of Employee Information

The Company ensures that sensitive information related to the performance or conduct of an employee shall be disclosed only to appropriate people. The information related to a current or former employee disclosed to third parties in accordance with Company policy. You can review his personnel file at the time and place agreed upon between you and your manager. Copies of documents will be provided at the discretion of the Company.



OFFICIAL RECEIPT

I, _____,
employee Auberge Haven Corp. (the Company), hereby acknowledge that
I have received from the Directors of the company copy of the document
entitled "Staff Rules (Manual Employees) Employee Benefits and Policies".

I will read and study the rules and provisions contained therein and to fully
comply with them, along with the online training modules at
auburgehaven.com.

I recognize also that I have explained the contents of the document in
meeting with the Director of Human Resources and was properly informed
(a) regarding the same.

I acknowledge that the Company may, from time to time, amend or modify
the contents of that document, and even to revoke certain policies,
benefits or procedures, without notice, provided that this is in harmony
with the requirements of law.

I recognize also that nothing in this document creates any guarantee of
continuity or continued employment, nor create any obligation, contractual
or otherwise, on the part of the company.

In, Puerto Rico to _____ of _____, 20 ____.

SIGNATURE: _____

DATE: _____

