

Human Resources Management Policy

I: HUMAN RESOURCES POLICY



*The Management of **MINOS COLLECTION** Hotels, based in Rethymno, Crete , as part of its efforts to protect the rights and ensure the proper treatment of its staff, and guided by its commitment to providing high-quality products and services within a framework that is sustainable for both the company and society, has formulated its Human Resources Management Policy. services within a framework that is sustainable for itself and society, has formulated and follows the following Human Resources Management Policy.*

Employment

Employees are the key asset for the operation and development of a company that aims to provide quality products and services with a high sense of responsibility. This is also the core of our corporate values, which seek the well-being of our employees and strengthen long-term cooperation and employment relationships.

With people at its heart, our employment policy is guided by the principles of respect for diversity and equal opportunities, recognition of lifelong learning, fairness, and the cultivation of a climate of growth and support. Our corresponding procedures for the selection, evaluation, quality training, and long-term development of our employees, as well as their remuneration, reflect these fundamental principles.

The prevention and promotion of employee health is a key concern for the company. For this reason, training activities aimed at developing a culture of health and safety, tailored to the specific characteristics of each job role, are designed and implemented on an annual basis.

Employment Rights

The company's priority is to protect labor rights in accordance with Greek law and international standards. Our goal is to ensure collective bargaining, regulatory compliance, information, and encouragement of employees to actively participate and communicate openly with company management on Corporate Responsibility issues. We promote and encourage the exchange of views and rational dialogue with a view to continuous improvement and development.

Our company promotes the fundamental principles of the Declaration on the Protection of Fundamental Labor Rights of the International Labor Organization, including: a) the elimination of all forms of forced or compulsory labor, b) non-participation in any form of child labor, and c) the elimination of discrimination in the workplace.

Our company also implements a specific policy for handling employee complaints and grievances, encourages dialogue, promotes consultation with employees, and encourages communication with senior management.

Equal opportunities

Our company adopts practices and procedures that promote the concept of respect for diversity, equal treatment, and equal opportunities for all, while protecting the health and safety of employees.

The clear organizational and hierarchical structure and the transparency of the criteria for selecting and classifying job candidates also reflect management's intention to offer equal employment and development opportunities. In this context, the performance management and human resources evaluation process has been designed accordingly, as well as the development plan for each employee individually.

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The preparation of occupational risk studies, in conjunction with the essential role of the safety technician and the corresponding training and awareness programs for employees in specific areas, demonstrate the importance of these factors in the daily operation of the company.

Employee development

Guided by the principles of equality, meritocracy, and fairness, our company has developed a system for managing both team and individual performance, linked to an individual development plan, training activities and a benefits/incentive policy, always taking into account equal opportunities between the sexes.

Rewarding the team and each individual effort is a basic prerequisite for cultivating and maintaining the desired culture of high performance and continuous improvement. Emphasis on quality, creativity, and productivity based on high standards are elements that are undoubtedly inherent in the desired employee profile of our company and are recognized accordingly.

Additional benefits and incentives focus on attracting and raising awareness among employees, promoting lifelong learning opportunities through continuous and targeted training activities, personal development by encouraging participation in relevant training programs, and ensuring a good quality of life and health, such as rest and meal benefits, etc.

Professional relationships

Our people are the cornerstone of our success. Therefore, maintaining a working environment that promotes respect, decent behavior, appreciation for privacy, and the demonstration of responsibility and accountability is critical to our sustainability.

The individuals responsible for managing our human resources, together with our senior management, design, communicate, and implement relevant procedures, best practices, and guidelines.

Rules and procedures

The company's primary objective is to provide services and products based on high quality standards, including strict safety standards. For this reason, there are specific requirements for the positions that employees are called upon to fill. In addition, there are specific policies on sensitive issues such as child labor, combating all forms of violence, and ensuring the health and safety of employees.

***Staff at all levels of the company are aware of the Company's Policy
and are required to contribute to its implementation.***

The Company's Management is committed to supporting the implementation of the Policy.

01/04/2024

Company Management