



## EMPLOYEES' POLICY

The Management of TUI MAGIC LIFE Africana is committed to maintain and reserve health, safety, equal opportunities and right of it's employees according to local regulation and ethical standards, as follows:

### \* **Remuneration**

We will ensure that all employees of TUI MAGIC LIFE Africana are paid fairly for their work and all terms of employment conforming to the Tunisian employment regulations. This includes wages, leaves recovered, Social Security fees, Income Tax and other benefits they are entitled to.

### \* **Health Care**

We are in charge to provide Employees' annual Medical Check-up and twice a year stool laboratory analysis. In case of accident at work, we are responsible in transporting the employee to the nearest hospital and the declaration to the Social Service System to obtain his/her right for the medical fee charges.

### \* **Equal Opportunities**

We analyse and evaluate all employees on their individual performance and not their personal characteristics or beliefs. We offer our employees a working environment that is free from discrimination, harassment, intimidation or cruelty. All employees are treated equally without the discrimination on the basis of gender, race, religion, sexual orientation, political beliefs or disability. We do not interfere in individual rights, principles or practices and religious beliefs.

### \* **Harassment / Violence**

We do not tolerate violence, threats, harassment, intimidation, and other disruptive behaviour in our workplace; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behaviour can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of moral and physical harm.

Employees who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. Whether he/she is a Superior or not, report should be done immediately to the Department Head concern. Department Head who receive such reports should seek advice from the Human Resource Manager who will be initiating appropriate action with the Management together with the Disciplinarian Committee (consisting of 4 Department Heads and 4 employees - disciplinary procedure as per Article 157 of the Tunisian Employment Regulation).

We need all employees' cooperation to implement the above mentioned policies effectively, in order to maintain a safe working environment.

Hammamet, 15.05.2018

Chafik GARGOURI  
General Manager

