



Welcome to Creative Hospitality Services

EMPLOYEE HANDBOOK



PREAMBLE NOTICE:

The conditions in this contract (your signature is required at the end of this document) will apply to you, unless and until they are specifically amended in writing and approved by you.

Creative Hospitality is committed to constantly reviewing all policies and benefits. Future amendments may be made, and if so, will be communicated to you through one or more of the following:

- Written Communication.
- Electronic Communication.
- General Staff Meetings.
- General Communication.

In no way should this contract be considered the only source of information regarding your employment. It is your responsibility to familiarize yourself with Creative Hospitality's policies and procedures, as well as any specific provisions that may relate to benefits, and incentive plans. However, you will be given an opportunity to review all modifications to this contract in writing before those modifications will be enforced

MEET THE TEAM:



ABDULLAH AL MUSLEMANI / CEO & Founder

Growing up in a family of diplomats, Abdullah Al Muslemani has lived in over 20 countries across the globe and in each has lived and experienced multiple cultures, languages and service. With a degree in Hospitality and Tourism, Abdullah is a meticulous results-oriented team leader with a passion for service.

Over the last decade, Abdullah has held key leadership roles within the luxury hotel and resort environment, predominantly in the Middle East, Europe and the Caribbean. Abdullah is a key mentor to Saudi Nationals in the service industry, and his ability for "straight talk" brings real perspective.

With a firm belief that the success of a company and organization is rooted in its guiding culture of how employees are treated, Abdullah is able to deftly harness a team to maximize performance.



AHMED ISMAIL / DIRECTOR OF FINANCE

Ahmed, the Director of Finance at Creative Hospitality Services Company, is a highly experienced professional in the field of finance with over 20 years of work experience in the Middle East's luxury hotel, resort, and restaurant industry.

He obtained a Bachelor's Degree in Accounting & Finance and possesses a wealth of knowledge and expertise in high-level management, including Food & Beverage Management, Operational Hotel Finance, and Profitability Strategy. Ahmed is a Certified Hospitality Departmental Trainer and is dedicated to delivering exceptional service and maintaining the highest standards.

He consistently prioritizes the satisfaction of customers and clients, ensuring their needs are met with utmost care and professionalism. Ahmed has proven himself to be a dedicated, loyal, and enthusiastic member of numerous hard-working teams, continuously striving to provide outstanding service to all stakeholders.

TALA QADAN / EXECUTIVE ASSISTANT



Rooted in the vibrant tapestry of Jordanian and American cultures, Tala offers a rich perspective in the hospitality sector. Her multifaceted roles, ranging from executive assistance to meticulous event coordination, showcase her versatility. Tala's future aspirations, including a keen interest in New York's hospitality scene, foreshadow a promising trajectory in reshaping the hospitality landscape.

ABDULMAJEED MOHAMMED / GOVERNMENT RELATIONS



Embarking on his journey with Creative Hospitality in 2021, Abdulmajeed combines resilience with artistry as a florist. Despite personal challenges, his conviction shines through, evident in his statement, "With only 7 fingers, my bouquets rival those crafted by ten." In addition to his floristry, he extends his talents as a Government Relations Officer, exemplifying adaptability and drive. His story with Creative Hospitality stands as a testament to determination and the potential that exists beyond physical limitations.



FAISAL ALHEJAILY / GRAPHIC DESIGNER

Born amidst the historical richness of Makkah, Faisal's transition from an art enthusiast to a professional graphic designer is nothing short of inspiring. His academic credentials, paired with his expansive artistic interests, make him a treasure trove of creativity. At Creative Hospitality, Faisal is primed to blend his deep-rooted passion for art with his comprehensive design skills.



NOOR GASHLAN /HR SPECIALIST

Hailing from the coastal city of Jeddah, Noor's dedication to Human Resources Management is exemplary. Her roles in sales service quality and recruitment underscore her commitment and proficiency. Besides her professional milestones, Noor's equestrian achievements and love for reading expand her horizons, adding layers to her personality and enhancing her professional interactions.



MOHAMED EL MELHEMY / INTERN

A Boston alumnus with a degree in Business Management and Entrepreneurship, Mohammad's profile resonates with academic brilliance and pragmatic insights into the world of music and hospitality. His eclectic talents span from the nuances of business strategizing to an intrinsic flair for drumming, symbolizing a harmonious fusion of business acumen and innate creativity.



NOURHAN ABDELSALAM / INTERN

Nour, originally from Alexandria, Egypt, is a dynamic and highly skilled professional with a deep passion for linguistics. She boasts an impressive academic background, having pursued studies in Turkish and Persian languages at the Faculty of Arts. Her proficiency in these languages, coupled with her administrative acumen, has enabled her to excel in diverse roles. Additionally, Nour has specialized in the Hebrew language, further demonstrating her commitment to linguistic and cultural exploration.



LEEN SULTAN / INTERN

At just 19 years old, Leen Sultan stands out as an individual who is earnestly navigating the dual paths of work and academia. With a clear vision of becoming a self-reliant and empowered woman, Leen is dedicated to managing her expenses independently. This commitment reflects her strong will to succeed both personally and professionally.



JOUD ABULELA / INTERN

Joud, a dedicated senior in digital marketing, is on the verge of completing a bachelor's degree, complemented by a rich background in problem-solving. This academic foundation has equipped Joud with a unique perspective and a skill set essential for the ever-evolving landscape of digital marketing.



GHAIDA AL TUWAIJRI / INTERN

Ghaida AlTuwaijri, an accomplished graduate in languages and translation, has demonstrated remarkable versatility and dedication in her professional journey. Her coop training at the National Center for Performance Management was a pivotal experience, where her responsibilities were skillfully divided between administrative duties and translation tasks. This role not only enriched her knowledge but also honed her practical skills in a real-world setting.

Following her graduation, Ghaida embarked on an exciting new chapter with the Ministry of Commerce, joining as an HR intern through the Tamheer program. It was here that she discovered her true calling. Immersed in the dynamic environment of the HR team, Ghaida realized her passion for human resources, recognizing it as the path she was destined to pursue.



MOHAMMED TASHKANDI / INTERN

Mohammed's journey includes valuable contributions to local businesses through advertisement and social media management. Mohammed's versatility extends to successful project execution during a marketing internship at Brand Details and serving as a medical representative during the Hajj season.

Beyond his professional achievements, Mohammed is passionate about travel, exploring new things, and immersing himself in the beats of house music. Mohammed has a diverse range of interests, including content creation, event planning, and active participation in social groups and activities. He is always eager to connect with new people.



ZAID AL GAWAGNEH / INTERN

Known for his exceptional ability to connect with diverse individuals, Zaid is admired for his strong work ethic and unwavering dedication. He consistently delivers outstanding results and ensures positive customer experiences. Zaid's passion for Marketing drives his ambition to thrive in the field.

Beyond the professional realm, Zaid is a well-rounded individual with a dynamic personality. He finds joy in football, swimming, and exploring the world of motorcycles. Excited about the opportunity to join our team, Zaid is eager to contribute his skills and enthusiasm.

WHO WE ARE:

Creative Hospitality Management is founded on the precepts of evolving the business of Hospitality in Saudi Arabia, in line with Saudi's Vision 2030.

A collaborative partnership between passionate and like-minded professionals, with over 100-years of combined experience in the hospitality field, Creative Hospitality. provides a full suite of services for the development, management and operations of hospitality businesses.

Creative Hospitality has the expertise across the full spectrum of hospitality disciplines to determine the best deployment strategies and implementation plans, all delivered with luxury and refinement.

Serving the Kingdom of Saudi Arabia, the Middle East, Europe and Africa.

Creative Hospitality takes pride in their exclusive partnership with MDL Beast Venues as sole Human Resources solution provider.



OUR COMPANY CULTURE:

- We believe in a culture that is rooted in “HOW WE CAN GIVE” and not in “how we can get.” A culture of doing first, THE HIGHEST GOOD, and a mentality of “how can I serve you?”
- We believe firmly that PEOPLE ARE the true foundation and success of every organization. The right people, doing the right things in a HAPPY and harmonious workspace and place.
- We believe that bad leadership has no rightful place at the table. REAL ETHICS and CONSCIOUS BUSINESS must nurture a mindset of “SAY WHAT YOU MEAN AND DO WHAT YOU SAY.”
- We believe firmly that PEOPLE ARE the true foundation and success of every organization. The right people, doing the right things in a HAPPY and harmonious workspace and place.
- We believe that PRODUCT and concept innovation can never stagnate. Creativity and IDEATION are paramount in remaining relevant and successfully competitive.
- We believe in SAFEGUARDING THE PLANET's natural resources and practices, and in our work deploy strategies in line with SUSTAINABILITY.
- We believe that FRAMEWORK ORGANIZATION and clear structures are VITAL to the execution of business and projects.

“People will forget what you said, people will forget what you did, but people will never forget how you made them feel.”

MAYA ANGELOU

GUEST SERVICE (YOUR AFFIRMATION):

- I believe that each of us has dignity and a need for pride and satisfaction in what we do. Because guest satisfaction depends on the united efforts of many, I am most successful when I work together cooperatively with everyone and respect the contribution and importance of my fellow workers.

- I will consider every guest who visits our organization as an extremely important person. It is my job to provide each guest with a level of service that is consistently excellent.

EMPLOYEE POLICIES:

I understand that if I behave in a manner that is inconsistent with these policies, and/ or the policies referenced herein, and as may be amended from time to time by Creative Hospitality, I may be subject to disciplinary action up to and including immediate termination and that legal action may be brought against me.

The signed policies are kept in my personnel file by Creative Hospitality Management.

EQUAL EMPLOYMENT OPPORTUNITY & DIVERSITY:

Our guests and employees come from every part of the world. Our languages, religious beliefs, cultures, and traditions are varied and may not be familiar to each of us. Our goal is that each person will feel respected and welcomed and will sense our wish to understand and value each other's differences.

We will respect the customs and traditions of our guests and employees in all circumstances, except where doing so will either be a breach of law or would create tensions or difficulties between or among people, based on conflicts between their beliefs or traditions. If I feel, at any time, that the comments or actions of management, guests, or employees are offensive, I will immediately talk to the Director of Human Resources.

We will treat every employee with dignity and respect. We strive to be fair and just. We always endeavor to select and retain the best-qualified individuals based upon job-related qualifications and regardless of any protected group status under the law. This policy includes recruitment, selection, development, transfers, promotions, scheduling, learning assignments, discipline, compensation, benefits, separation, or any other term of employment under the Employee Handbook.

We will not permit intimidation, coercion, or harassment of any kind. If I feel that I am the subject of such behavior, I may bring the situation to the attention of the Director of Human Resources immediately and pursue the appropriate steps.

LANGUAGE GUIDELINES:

Since our guests and employees come from every part of the world, we are fortunate to celebrate this diversity in our community as well as in our workplace.

Keeping this in mind, we believe that the following guidelines can assist us in better dealing with our guests and each other:

GUEST ASSISTANCE:

Many of our guests may speak a language other than Arabic or English. If I speak the language of the guest while assisting the guest and if the guest so indicates, I am encouraged to speak the language spoken by the guest. If I am unsure what language the guest speaks, I should first speak to the guest in Arabic or English unless the guest indicates he or she prefers another language. For the same reason, and not to inadvertently make our guests feel excluded, in the organization, if I can speak Arabic or English, I should first speak in Arabic or English to my co-workers when guests are present.

CO-WORKERS AND SUPERVISORS:

Sometimes we may speak a language not understood by a co-worker or a supervisor in their presence. They may feel that they have been inappropriately left out of the conversation. I must ensure that I do not inadvertently allow others to feel excluded. When conducting my job duties but not assisting guests as described above, I am expected to speak the language that can be understood by all my co-workers and supervisors who may be present, unless I am unable to speak that language.

This encourages good working relationships among us. When internal communication needs to be in writing, it should be written in Arabic unless I am

unable to do so. If I am unable to write in Arabic, I should contact my supervisor to discuss whether I should write in my native language or have a co-worker assist me with my English.

BREAKS:

While on my own time or during any authorized break time, I am free to speak the language of my choice with my co-workers and supervisors. I will be considerate to others who may wish to join in the conversation and who may not speak the same language as me.

DISCRIMINATION:

Creative Hospitality is committed to providing a workplace in which employees are treated in a non-discriminatory manner. I will treat all fellow employees with regard to all conditions of employment in a manner consistent with Saudi Labor Law.

I shall not discriminate against any employee on the basis of race, color, gender, national origin, religion, citizenship, ancestry, age, medical condition, marital status, disability, or another protected status under Saudi Labor Law. This policy includes recruitment, selection, development, promotions, scheduling, learning assignments, discipline, compensation, benefits, separation, or any other term of employment, under Saudi Labor Law.

OUR POLICY AGAINST HARASSMENT:

Creative Hospitality is committed to creating and maintaining a work environment that is free from any type of harassment, one which is designed to permit and encourage each employee to achieve his or her highest level of personal productivity and quality of life. This environment is one that is fair, humane, and responsible - an environment that supports nurtures, and rewards career goals on the basis of such relevant factors as ability and work performance.

We are committed to providing a workplace in which employees are treated in a non-discriminatory manner. This policy strictly prohibits acts of harassment by or against our employees based on sex, race, color, ancestry, national origin, citizenship, religion, age, marital status, disability, medical condition, or veteran status.

Our policy applies to all people of Creative Hospitality and prohibits such harassment by any employee, including supervisors and co-workers as well as independent contractors. In addition, we will take all reasonable steps to protect our employees from harassment by non-employees. Violation of this policy against unlawful harassment will result in discipline up to and including immediate termination.

The harassment precluded by this policy includes any harassment against an individual because that individual is perceived to have any of the characteristics mentioned above or is associated with a person who has or is perceived to have any such characteristic.

Prohibited harassment includes, but is not limited to, the following:

- Verbal harassment, such as name-calling, derogatory comments, jokes or slurs, unwelcome sexual advances, invitations or comments, or any form of intimidation.
- Visual harassment, such as derogatory posters, cartoons, drawings, emails, text messages, electronic images, and gestures, or sending any suggestive inappropriate notes.
- Physical harassment, such as patting, pinching, touching, blocking normal movements, and other interference with work.
- Threats or demands for submitting to sexual requests to keep my job or avoid some other loss, and offers of job benefits in return for sexual favors; and
- Continuing to express sexual or inappropriate interest after being informed that the interest is unwelcome.

Creative Hospitality also strictly prohibits retaliation against any employee who reports or threatens to report unlawful harassment or discrimination or who cooperates with an investigation of a complaint or supports such a complaint.

Retaliation is absolutely prohibited and can consist of threats, reprimands, negative performance evaluations, hazing, intimidation, bullying tactics, and any other types of adverse treatment by a manager or co-worker. Any employee who engages in retaliation will be disciplined, up to and including immediate termination.

The conduct of Creative Hospitality employees while performing their duties outside the workplace shall also be governed by this policy.

If I wish to report a claim of harassment, I should speak with my immediate supervisor or any member of Management. I must also report my complaint to the Ethics Committee. A prompt, thorough, and objective investigation of all allegations of unlawful harassment will be conducted.

If it is determined that prohibited harassment has occurred, Creative Hospitality will take appropriate action and act to deter any future harassment or retaliation.

I understand that it is my responsibility to promptly report any incidents of harassment so that complaints and problems can be quickly and fairly resolved.

I understand that Creative Hospitality has a legal obligation to investigate claims of unlawful harassment. However, Creative Hospitality will consider your concerns to be highly confidential, and in the course of conducting its review will discuss your concerns only with those whom Creative Hospitality determines necessary in order to conduct a proper investigation and achieve an effective resolution.

Further, as mentioned above, Creative Hospitality will not tolerate any retaliation against you or any person who registers a complaint of illegal harassment or supports a co-worker's complaint.

WHISTLEBLOWER/ ETHICAL BEHAVIOR POLICY:

I should use the following procedure to address any concerns I may have about dishonest or fraudulent behavior in the course of my employment. At my request, the Ethics Committee may assist me at any point in this complaint process.

It is my obligation to immediately report any project activity or employee conduct that I believe is dishonest or fraudulent to my supervisor. If for any reason, it is not appropriate to report concerns to my supervisor, I may contact the CEO. I will be cautious not to make baseless allegations that are made with intentional disregard for the truth. I further understand that I am subject to disciplinary action up to and including immediate termination if I do so.

Creative Hospitality will make every attempt to protect me against retaliation, which can consist of threats, reprimands, negative performance evaluations, hazing, intimidation, and any other type of adverse treatment by a supervisor, manager, or co-worker. Any employee who engages in retaliation will be disciplined, up to and including immediate termination. Managers or supervisors and other employees will be regularly reminded that hiring, performance or salary review, discipline, transfer, promotion, termination, and other work-related decisions must solely be based on work-related criteria. If any project activity or employee conduct relates to an accounting or audit matter that I believe is dishonest or fraudulent, it is my obligation to report such activity or conduct to the Ethics Committee of Creative Hospitality.

CONFIDENTIALITY:

I understand that in the course of my employment at Creative Hospitality, I will receive or may have access to certain proprietary information. I acknowledge that the proprietary information constitutes a valuable asset, which Creative Hospitality wishes to protect. In addition, I understand that I may have access to personal and/or business information regarding the guests, owners, and employees (other than my own employee information) of Creative Hospitality. I acknowledge that maintaining the confidentiality of this information is critically important to the business of Creative Hospitality.

I understand that proprietary information includes, but is not limited to: trade secrets, operating techniques, all procedures and methods, product specifications, guest and prospective guest lists, marketing techniques, prospective acquisitions, vendor information, drawings, plan sketches, documents, equipment and the like, employee lists, training manuals, records and memoranda, and financial reports. It does not include any information that has become generally known to or is

available for use by the public, information regarding my own employment or information about other employees that they have voluntarily shared with me, or financial information in furtherance of negotiating terms and conditions of employment.

I understand that I should not disclose or use any Creative Hospitality proprietary information except as needed for the performance of my duties for Creative Hospitality. I will keep all material containing or relating to Creative Hospitality proprietary information plainly marked to indicate its confidential nature and will return all such material at the time of my departure from Creative Hospitality. I will not make or retain any copies of such material.

Guest proprietary information includes all information regarding a past, current, or potential guest. I understand that guest information may only be shared on a "need-to-know basis" with other employees of Creative Hospitality. I shall not use or disclose any guest information except when authorized by the CEO.

Employee proprietary information includes all information regarding a past, current, or potential employee. I understand that employee information may only be shared on a "need-to-know basis."

My obligation to refrain from using or disclosing proprietary, guest or employee information extends beyond the termination of my employment with Creative Hospitality until such time as such information has become generally known or otherwise available for use by the public other than by my own act or omission.

I also understand that I have absolutely no expectation of privacy with regard to any communications or transmissions on any project equipment, including but not limited to computers, telephones, smartphones, cellular telephones, etc.

I understand that violation of this guest and Employee Privacy Policy is grounds for immediate termination. If I have any questions, I will speak to the Ethics Committee. I understand that nothing in this Policy shall take away or infringe any of my rights under Saudi Labor Laws.

ALCOHOL AND DRUG POLICY:

Creative Hospitality firmly believes that it is in the interests of our guests, our employees, and the image of Creative Hospitality to take all reasonable steps to ensure that the workplace is maintained as an environment in which the abuse of alcohol and use of illegal drugs is eliminated.

I may not use, possess, transfer, distribute, manufacture, or sell alcohol (as it's also imposed by the labor law, on all lands of the Kingdom of Saudi Arabia), drugs, or drug paraphernalia while on Creative Hospitality property, while on duty, while on an on-call status, or while operating a vehicle or equipment that is owned or leased by Creative Hospitality, unless in the performance of legitimate job functions.

In addition, I may not report for work, go on duty, or remain on duty or on an on-call status while under the influence of or impaired by any illegal drug or alcohol. For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law, and I improperly use or possess the drug regardless of whether such conduct constitutes an illegal act or whether I am criminally prosecuted and/or convicted for such conduct. The term "Illegal drugs" includes prescription drugs not legally obtained and prescription drugs not being used for prescribed purposes. Illegal drugs also include marijuana. A "legal drug" includes prescribed drugs and over-the-counter drugs which have been obtained legally and are used for the purpose for which they were prescribed or manufactured. If I am found in violation of this policy, I will be subject to disciplinary action, up to and including termination.

If I seek assistance for alcohol or drug abuse, Creative Hospitality will refer me to qualified counseling. Requests for assistance following a suspected violation of the Drug and Alcohol Policy or following a positive drug or alcohol test, however, will not necessarily shield me from discipline or discharge.

I will be held to the same standards of job performance and behavior as any other employee, even if my unsatisfactory behavior or performance is related to my use of drugs or alcohol. Where a manager or Supervisor has reasonable cause to suspect that I may be under the influence of alcohol or drugs or may be in violation of this Drug and Alcohol Policy, I may be required, as a condition of continued

employment, to undertake an appropriate test. Creative Hospitality will not engage in the random testing of existing employees. Reasonable cause includes, but is not limited to

- Accidents that require off-site medical treatment or lost time or where negligent behavior or performance appears to be a contributing factor.
- Any incident of threatening behavior or antagonistic argument.
- Signs of abuse such as Smell of alcohol on breath, poor exercise of judgment, dilated pupils, red eyes, unusual behavior, possession of drug paraphernalia, poor coordination, reliable reports from others, slurred speech, and imbalance.

I will be asked to sign a consent form before undergoing screening in cases of reasonable cause. Should I refuse to sign the consent form, or fail to complete the screening, I will be subject to automatic termination.

ATTENDANCE:

The success of Creative Hospitality depends on a team effort. I, just like my fellow employees, need to be at work regularly to provide the quality service expected by our guests. My absence or tardiness puts an extra burden on the rest of the Creative Hospitality team.

If I cannot come to work, I will contact my manager or supervisor at least four hours before my shift starts. I will report my absence myself. I may use the phone, voice mail, phone text, or email to report my absence. I will then call to ensure the message was received. If I cannot make actual voice contact with my supervisor, then I will leave a phone number where I can be reached. If I choose not to leave a phone number, then I will continue to call back until voice contact is made.

I understand that I must remain reachable, by phone, during the time of my illness.

If for some reason I cannot reach my manager or supervisor, I will call the Director of Human Resources and state:

- My name.
- The time I was scheduled to start work.

- The reason I am unable to report.
- When I expect to be in and a phone number where I can be reached.

If I am absent for more than one day, I will report to my supervisor each day unless other arrangements are made. I may be required to submit a doctor's certificate if I am absent due to illness. If I ever walk off the job during my scheduled shift, the company will consider me to have voluntarily resigned.

If I am absent and fail to call my supervisor for three consecutive days, Creative Hospitality will consider that I have voluntarily resigned.

There is a clear connection between my attendance and my success at Creative Hospitality. Good attendance will work to my advantage. Frequent or unexplained absences, or tardiness, will seriously harm my chances for promotion, and is cause for disciplinary action including termination.

EMPLOYEE ENTRANCE:

I will enter and exit the project through the designated employee entrance and will use no other entrance except as part of my assigned job duties.

If I am an hourly employee, I will enter the building no earlier than 30 minutes before the beginning of my shift and leave no later than 15 minutes after the end of my shift, unless my supervisor requests otherwise. I will not enter the project unless I am scheduled for work, picking up my paycheck, or have received prior permission from my supervisor.

IDENTIFICATION:

I will be issued an identification card to validate my employment at Creative Hospitality. My identification card will also serve as my permanent photo identification card. This will admit me to the project and provide me with identification while I am on shift. I understand that if I report to work without my identification card, I must see my supervisor obtain a temporary card.

I will also receive a nametag, which must be worn at all times while I am in the organization. If I lose my nametag or identification card, I will be asked to pay a

small replacement fee of SAR 25. I do not have to pay the replacement fee for a damaged identification card or name tag if I present the old ones to the Management Office.

If I terminate employment with Creative Hospitality, I will return my identification card nametag to my manager, when I pick up my final check.

FIRE AND EMERGENCY PROCEDURES:

If I discover a fire or smell smoke, I will sound the organization's fire alarm immediately. I will learn the location of all fire alarm stations and how they operate.

As soon as I have sounded the alarm, I will proceed to a safe area and call (112) to inform first responders of the address and location, and nature of the fire.

JOB SAFETY:

Safety is important to all of us - to me, my fellow employees, our guests, and Creative Hospitality. Making and keeping a safe working environment is as much my responsibility as Creative Hospitality.

Only by working together as a team with consideration for one another can we enjoy a safe, healthful working environment. In order to create and maintain a safe working environment, I will follow these policies:

- Read, be familiar with, and follow all safety measures presented to me in training and orientation.
- Report any unsafe conditions or potential hazards to my supervisor or other management representatives immediately.
- Report any accident or injury which occurs to me, a fellow employee, or a guest of the organization to my supervisor or other management representatives immediately.
- Read and follow operating instructions on any equipment or machinery I may use.
- Report any repairs or maintenance needed on any equipment or machinery I may use.

I am furthermore responsible for maintaining workplace safety by assisting in the prevention of threatening behavior and acts of workplace violence through the following means:

- Refraining from participation in, or the encouragement of, actions that could be perceived as threatening or violent (such as physical aggression, or the possession of weapons).
- Reporting any threats of violence or workplace violence to my manager or supervisor or the Ethics Committee immediately.
- Assisting an employee who confides in me that he or she is a victim, of either domestic or workplace violence, by encouraging the employee to report the incident to their manager or supervisor or the Ethics Committee immediately.

WORK INJURIES:

I will report all on-the-job injuries, no matter how slight, to my supervisor immediately. I will then complete an accident report, which will serve as documentation in the event I have medical bills or lose time from work.

I understand that in accordance with Creative Hospitality's Alcohol and Drug policy, I may be asked to submit to an alcohol and drug test as a result of a work-related injury.

I can obtain first aid supplies for minor injuries from my supervisor. If I need additional treatment, my manager will arrange to have me taken to a medical clinic or a hospital.

UNIFORMS AND GROOMING/ My Creative Hospitality IMAGE:

Creative Hospitality is a brand that represents professionalism. I play a significant role in representing the brand through my interactions with guests and therefore, it is essential that I support this Creative Hospitality image by maintaining a look that is both stylish and professional. I will be tasteful and stylish in my attire,

hairstyle, and accessories. I ensure that I look my best every day. The following, specific guidelines will assist me in achieving this:

Uniforms:

Creative Hospitality has taken great care to select uniform attire that reflects the image of Creative Hospitality. I should wear my uniform with pride and ensure that my clothes are always clean and crisply pressed. If I do not wear a uniform, my own professional clothing should be complementary in style, color, and fabric. For example, socks should coordinate with my attire or uniform color and if I'm a female, my dress should be appropriate for a professional work environment. Women's clothing should be complying with the reserved culture of the Kingdom of Saudi Arabia.

Shoes:

I will always ensure that my shoes are well polished and appropriate for my work area. As a general rule, I will wear dark socks that will match my shoes. Women may wear open-toed shoes or slings, as appropriate for the environment, and always keep safety in mind. If flat shoes are worn, they must have a structured sole rather than a ballet-type slipper or shoe.

Jewelry:

Jewelry should be minimal and stylish so as not to distract from my Creative Hospitality image. Women may wear one earring per ear that is moderate in size. Earrings for men are not allowed. Visible body piercings and gauges are not allowed.

Name Tags and Service Pins:

No other buttons, pins, or decorations aside from my Creative Hospitality name tag are permitted. My Creative Hospitality name tag must be worn at all times, on the upper left-hand side of the uniform.

My nametag is a part of my uniform and should be easy to read, clean, and free of scratches.

If I lose my nametag, a charge (SAR 25) will be levied for its replacement. If I end my employment with Creative Hospitality, I will return my nametag to the office when I collect my final paycheck.

Tattoos:

Visible tattoos are permitted only in areas where they are compatible with the uniform and the image of the department, provided they are discreet and do not display offensive words or drawings, and are not visible above the collarbone or below the wrist. All visible tattoos must be approved by the respective Manager.

Hair:

If I am a male employee, my hair should convey a clean, professional, and natural look. It should be simple and without colors or extreme designs. Men's hair should be neatly kept and no longer than two inches below the collar. Please use hair gel moderately and not in an excessive way. Goatees, beards, mustaches, and sideburns must be well-trimmed. Otherwise, I must be clean-shaven at the start of my shift. All goatee, beard, and mustache growth must be completed during off time and not during work periods.

If I'm a female employee, my hair should be worn away from the face. Long hair may be tied back with accessories made of natural-looking materials (ribbons, beads, feathers, or glitter are not acceptable).

Personal Hygiene:

Good personal hygiene is required:

- Take a shower or bath before every shift and at least once a day.
- Using body deodorant.
- Maintaining clean teeth and fresh breath.
- If I'm a female employee, my makeup should be subtle, tasteful, and appropriate.
- If I'm a male employee, I am not allowed to wear makeup.

- My hands and nails should be clean and well-manicured. Nail designs, extreme colors, or lengths of nails are not permitted.
- An excessive amount of perfume or cologne is offensive to most people, so I will use discretion.

Creative Hospitality will consider accommodating the medical, religious, or other protected classification requirements of an employee unless this results in undue hardship on the conduct of its business. An employee should immediately contact Management if he or she seeks an exemption from this Policy based on such requirements.

GUEST AND EMPLOYEE SECURITY:

I understand that in the course of my employment at Creative Hospitality, I may receive or have access to confidential information about a past, current, or potential guest, or my fellow employees.

This information is strictly confidential, and I will only share it if I have been given proper permission. I will be given further information regarding the Confidentiality Agreement during my orientation, and I should always ask my supervisor if I have any questions regarding this policy.

I further understand that I am responsible for exercising reasonable care in the protection and security of our guests, fellow employees, buildings, equipment, and supplies.

MANAGEMENT RECORDS:

If I wish to view my personnel file, I will contact the Director of Human Resources. Items may not be removed from my file without authorization from the Director of Human Resources.

I will keep the information in my file up to date. If any of the following items change during my employment, I will update my employee profile information within 30 days:

- Name - Marital status - Telephone number - Address - Number of dependents - Beneficiary for insurance and retirement - Learning courses completed - People to notify in an emergency.

LOST AND FOUND:

Any items I find in the organization will be turned in to my supervisor immediately. They will then be recorded in the Lost and Found Log. If my supervisor is not available, I will turn the item off indirectly and log them with another verifying colleague.

SOLICITATION:

Creative Hospitality feels very strongly that working time is for work and therefore solicitation is not permitted during working time. This is my workday for my protection and to avoid any disruption.

SMOKING:

Employee use of tobacco products, e-cigarettes, and vape pens is not allowed in any areas visible to the guest. I will use tobacco products, e-cigarettes, and Vape pens only in designated smoking areas during my designated meal break or rest period.

TELEPHONE CALLS, PERSONAL MAIL, AND ELECTRONIC DEVICES:

I will not receive personal phone calls or mail at work. If I need to make an emergency call, I will do it during my meal break or rest period in a non-guest area. An emergency call for me will be directed to the Supervisor or Manager, which will ensure that I receive the message. All other callers will be asked to contact me at home during my off-work time. Creative Hospitality will not accept long-distance collect calls from or for any staff members. If I am working in a guest area and the telephone rings, I will not answer the call.

The use of all personal electronic devices (e.g., cell phones, headphones, Bluetooth, tablets, watches, smart glasses, etc.) is not allowed during work time or in work areas and all devices must have switched off during work time regardless of where they are stored. I may use my personal electronic devices during my meal break and rest periods and only in designated, non-guest areas.

The use of company property (e.g., telephone, cell phones, computers, tablets, the Internet, e-mail, copy or postage machines) for personal use is not allowed, except in the case of dedicated computers that have been designated for employee use.

WORK SCHEDULES:

Schedules are posted in the organization by the manager for the upcoming week. Since our business fluctuates, my hours and preferred days off may not always be the same. It is my responsibility to know my work schedule.

Creative Hospitality will consider accommodating medical, religious, or other protected classification requirements of an employee unless it results in undue hardship on the conduct of its business. I should immediately contact Management if I seek an exemption from this policy based on such requirements.

REST PERIODS:

I am entitled to receive a paid hour rest period in total for rest, food, and prayers depending on the human resources directions. These rest periods will not normally be scheduled and will be taken as I request and as business levels allow.

If I believe that I am not being given a rest period as required by Company policy and applicable law, I will immediately contact my supervisor. If my concern is not addressed to my satisfaction, I may pursue the appropriate steps of the grievance procedure to resolve my concerns.

VISITORS:

If my family or friends would like to see the organization, they are more than welcome. However, my supervisor must be informed.

VOLUNTARY SEPARATION:

If I wish to be eligible for rehire at any MDL BEAST, I am expected to give 60 days' notice to MDL BEAST, of my intention to voluntarily terminate my employment.

EXIT INTERVIEW:

If I leave the company for any reason, I will have an exit interview with a manager prior to receiving my final paycheck. This is to document the reason that I am leaving as well as to provide constructive feedback as to my experience as an Creative Hospitality employee. I am expected to turn in all project property including such things as I.D. cards, nametags, keys, uniforms, cash banks, electronics are expected to turn in devices, etc.

REHIRE PRACTICE:

If my employment with Creative Hospitality is terminated voluntarily, I may be eligible for rehire with Creative Hospitality. I will be eligible only if I have consistently met my performance expectations and provide one-month notice. My eligibility for rehire will be determined solely by Creative Hospitality. Eligibility for rehire is not a guarantee of re-employment.

EMPLOYEE PRIVACY:

Creative Hospitality believes that each of us is entitled to keep certain information private as between Creative Hospitality and me. Therefore, only the following information will be given by Management, to any outside person or entity making an inquiry about my employment, or that of any current or past employee:

- Confirmation of employment
- Date hired; and
- Position

In order for other information to be discussed, I must sign a release authorizing the Company to do so. Information required by law will be released accordingly, such

as in response to child support agencies, wage garnishments, or other court orders.

DRIVING MOTOR VEHICLES:

If I work in a position that requires me to drive or operate either a rental or Company motor vehicle, I will be required to sign the Company's policy on driving motor vehicles on my first day of employment.

I understand that periodic checks of my driving records will be conducted. I will also be responsible for advising my manager or supervisor if my driver's license has been suspended or expired, at any time during my employment. If I use any electronic devices (e.g., cell telephone, smartphone, personal digital assistant, etc.) while driving a company vehicle on company business, I understand that I am expected to use a hands-free device at all times, and to pull over when dialing, texting, instant messaging, answering, or engaging in any call.

MOONLIGHTING AND OUTSIDE EMPLOYMENT:

The Labor Law of the Kingdom of Saudi Arabia prohibits me from having outside employment. Normally I am aware that my work visa will be revoked for violating this law and I will take full responsibility for any cost associated with my deportation back to my home country.

Except in cases where shared services have been approved between two or more Creative Hospitality's organizations, I may not be simultaneously employed by more than one organization. My actions, behavior, and performance at the two organizations are inextricably connected and cannot, therefore, be considered separate employment.

COMPANY COMMUNICATIONS:

It is especially important to keep each other informed in our busy organization. Creative Hospitality has designed ways to ensure I am always well informed. I

understand that my own interest and efforts are an essential part of good communication.

Bulletin and Electronic Boards

These are maintained for my information throughout the organization. I will check them daily to keep informed of the items that relate to my job and my working environment. I understand that I must have advance approval from the Manager if I wish to advertise anything on the bulletin or electronic boards.

Employee Meetings

Employee meetings are held on a regular basis. They provide an informal means of exchanging information with my manager or supervisor, the CEO, and my co-workers.

Open Door Policy

I understand that Creative Hospitality strongly believes in open-door communication, and I should feel comfortable offering my ideas and concerns. I am encouraged to first discuss my ideas or problems with my supervisor. If I feel that the matter is not resolved, or I still have questions, I may consult with the CEO. All members of management will maintain an open door for communication with me at all reasonable and convenient times.

Suggestions and Comments

I may communicate any suggestions to my manager or the CEO. All suggestions will be taken into the study and a response will be provided.

Social Media and Networking

In order to make our company more accessible to current and potential guests, guests, and employees, Creative Hospitality is represented on several social media sites, including Instagram, Snapchat, Twitter, and Facebook. The use of all social media tools is governed by the Electronic Systems Policy.

PERFORMANCE & CAREER DEVELOPMENT:

PROOF OF AUTHORIZATION TO WORK (EXPATRIATES)

Government regulations require all new employees to provide valid documentation of identity and certificates to obtain work permit authorization to work in this country. Upon hire, I presented my valid documents to Management.

If my immigration or work status changes so that I am no longer authorized to legally work in this country, I will be immediately removed from the work schedule until I can provide valid documentation of identity and authorization to work in this country once again.

If I am unable to obtain and provide valid documentation of authorization to work in this country within a reasonable period of time my employment will terminate.

PROBATIONARY/INTRODUCTORY PERIOD

My first 90 days of employment are an introductory time period, often referred to as "Probationary-At-Will." This time period gives Creative Hospitality and me a chance to determine whether we meet each other's initial expectations. At the end of this defined time period, my manager or supervisor will conduct a performance appraisal with me covering areas such as performance, job skills, safety record, disciplinary record, attendance, cooperation with fellow employees, and responsiveness to guests, partners, and vendors. Once I have successfully completed this period, I will become a permanent employee.

Should my performance in the above areas be unsatisfactory, my probationary period may be extended by up to thirty days, I may have my employment terminated, or I may be transferred back to my former position, and I may be released at any time during my probationary period.

If I am promoted or transferred to any other position, I will be required to complete a new probationary period for that new position. I will not be considered for transfer back to my former position (or another position) if I have violated the Work Rules and Standards of Conduct as outlined in this handbook, during the course of my probationary period.

PERFORMANCE APPRAISALS:

As a regular full-time or part-time employee, my manager or supervisor will evaluate my job performance. A formal performance appraisal will take place once a year. The Rating Definitions are as follows:

Exceeded (Above 90%):

Regularly performing at a level that far exceeds the expectations of their role or the goal set. Goal achievement far surpasses the plan. Achievement is beyond the expectation of the role and may involve a very significant period of time. Clearly and consistently outstanding. Contribution is well beyond the established criteria.

Achieved (85% - 95%):

Clearly and consistently performing above the expectations of the role. Goals are achieved in a manner that surpasses the plan sooner, at lower, and/ or with greater results. Performance is distinguished and recognized as among the best in Creative Hospitality and may involve increased term coverage of a one-up manager.

Good (70% - 85 %):

Meets all the established requirements and achieves goals in the manner originally planned - on time, on budget, and with the desired results, taking into account circumstances that were outside the employee's control and could not have been anticipated. Performance may have occasionally surpassed requirements.

Poor (0% to 70%):

Meant to address employees who may be new in their role and are continuing to develop the competencies necessary for achieving their goals. Equally, it could apply to an employee whose performance is declining. Employees do not consistently meet the established requirements of the goal or competency being assessed.

PROMOTION AND UPWARD MOBILITY:

Creative Hospitality recognizes that providing opportunities for personal growth and development is one of the key factors in retaining our experienced employees. We support and encourage each employee to realize his or her full potential.

When a job opening occurs within MDL BEAST, the vacant position(s) will be posted internally within the Company. Those employees who have expressed a desire and demonstrated the attitude and qualifications necessary to perform the job will be considered so long as an incumbent has not already been identified.

EMPLOYEE OF THE MONTH AND EMPLOYEE OF THE YEAR:

The Employee of the Month program is designed to recognize outstanding performance by members of our staff. Each month, employees who meet the criteria of good attendance, neat appearance, outstanding job performance, and a friendly and cooperative attitude are nominated by their manager or supervisor.

Employees must have worked at least three months in their position to be eligible for Employee of the Month.

Management reviews all nominations and selects one candidate who has clearly demonstrated performance and behavior that is exemplary. The employee will receive an award and the opportunity to become Employee of the Year at Creative Hospitality.

Our Employee Recognition program is our way of saying thank you to those of us who help create the MDL BEAST's reputation for exceptional service.

COMPENSATION & BENEFITS:

HOW MY PAY IS DETERMINED?

Pay rates are designed to attract and retain top talent employees. The Company's pay rates are reviewed regularly, with respect to other Companies in Jeddah and Riyadh, to ensure that we remain competitive.

If I receive an exceptional annual performance review, I will be entitled to receive an "exceptional" pay rate, which is higher than the standard rate of pay for my job. I understand that I must maintain this exceptional level of performance in order to maintain this premium rate of pay. An exceptional rated employee consistently exceeds all Core and Culture Standards. A written warning and/or suspension may result in the immediate loss of my exceptional rate.

My Salary will be deposited into my personal bank account on the last day of every month and I will receive a payslip around the same time. My salary will not be released to anyone else without my written permission.

TIME AND ATTENDANCE:

If I am a regular employee, I will be required to accurately account for my days worked. I will use the time and attendance system that is provided to me to establish a record of my attendance, which will be used to calculate my pay.

I must personally account for my own work hours, indicating the time I arrived at my workstation (in uniform), when I took my meal break and when I left for the day. I understand that I must not start work of any kind unless I have signed in for work. I further understand that if my paycheck does not accurately reflect all of the hours that I have worked, I must immediately report it to my manager or supervisor. If for any reason, I find it difficult to report this to my manager or

supervisor, I may directly contact the CEO. I also understand that I am never permitted to work off the clock and that working off the clock is a violation of Creative Hospitality policies and the law.

Additionally, if I leave the building during my shift other than the organization's business, I must also account for this time using the method provided to me by my manager to indicate the time I left and the time I returned. I will make sure the information is correct as falsification of these records for myself or another employee can result in termination of employment.

Timesheets and other payroll documents are the confidential property of the organization and are not to be photocopied without authorization. I will not sign in

or out or "swipe" for another employee and I understand that I may be terminated if I do so.

OVERTIME & PREMIUM PAY :

I will be paid overtime, for all hours worked over 48 hours in a week. My manager or supervisor must approve all overtime in advance.

GIFTS FROM SUPPLIERS AND GUESTS:

I may not solicit gifts or gratuities from suppliers or guests. I may not accept a gift if it affects my objectivity. I must report any gift from a supplier or guest totaling one hundred eighty-seven Saudi Riyals, equivalent to fifty (\$50) dollars or more to my manager.

MEETINGS:

If I am a regular employee and I am required to attend mandatory meetings on my day off, I will get time-in-lieu. If the meeting occurs immediately prior to my shift or immediately following my shift, I will be paid for the actual time of the meeting (including overtime, if applicable) as part of my pay for that workday. If the meeting is voluntary, no payment will be made.

PAYDAY:

I will be paid on a monthly basis. The paycheck will be deposited into my bank account directly, this is known as "payroll transfer. The payroll transfer will cover the monthly period ending on the last day of the previous month. If payday falls on a holiday, my payroll transfer will be deposited the day before the holiday.

I understand that mistakes may occur regarding my paycheck and that the Company encourages me to carefully review each one of my paychecks, including the deductions. If I believe that my paycheck is incorrect, I will immediately contact my supervisor. If for any reason, I find it difficult to report this to my supervisor, I may directly contact the Director of Human Resources.

WORK RULES & STANDARDS OF CONDUCT:

Every company needs to have work rules, which are clear and well understood. They help us work together effectively as a team and to understand what we have a right to expect from each other, as well as from our supervisors.

It is important for me to be familiar with and accept these standards of conduct and work rules. Creative Hospitality will enforce these standards and rules on a fair and consistent basis.

If I engage in conduct, which violates an Creative Hospitality standard or rule, I will be subject to disciplinary action, including a verbal warning, written warning, suspension, or discharge. The nature of the discipline will depend on the severity of the work rule violation and therefore, all of the aforementioned disciplinary actions are not required steps prior to termination.

A single breach of the rules listed in Category One, or repeated violation of one or more rules in Category Two, is considered misconduct, which may be grounds for dismissal and termination of Creative Hospitality. These work rules (within each category) are not listed in order of importance. The use of the term "possession" in the work rules includes the presence of items in my locker.

It is important to understand that if I receive a warning that it is an opportunity for me to perform. If I have a concern about a warning that I have received, I may follow the problem solving to improve my process under Management. All written warnings are documented and signed by me and become part of my permanent employee file. I understand that during my initial probationary-at-will period, I may be terminated without a warning notice.

CATEGORY ONE:

1. Discourtesy to a guest.
2. Dishonesty.
3. Theft, unauthorized possession, or use of Company, guest, or other employee's property, including failure to report lost and found items.
4. Falsification, carelessness, or lack of completion of records, including but not limited to expense reports, work schedules, time sheets, electronic time and attendance system, or any other Company or employment record.
5. Altering or forging a guest check or credit voucher or adding an unauthorized tip to a guest check.
6. Commenting on gratuities given or withheld, or soliciting or collecting unauthorized gratuities, or commissions from guests, and suppliers.
7. Behavior, which creates an intimidating, hostile, offensive, inappropriate work environment.
8. Violation of the Company's Policy Against Harassment.
9. Violation of the Company's Whistleblower or Ethical Behavior Policy.
10. Violation of the Company's Alcohol and Drug Policy.
11. Discrimination against a guest, resident, or fellow employee because of their protected group status.
12. Inappropriate verbal or physical behavior or display of affection with another employee, guest, or resident.
13. Willful damage or destruction of Company, guest, or employee property.

14. Fighting, use of threatening, obscene, or abusive language, or harassment of guests, residents, or other employees through verbal or physical conduct.
15. Immoral, indecent, or disruptive behavior.

16. Refusal or failure to perform assigned work or follow a supervisor's instructions, or any act of insubordination. If I feel that an instruction from my supervisor is unfair or unjust, I should first perform the task and then later discuss my concerns with my supervisor and/ or follow the problem-solving procedure under Handbook Policy or other rights I may have under law.

17. Sleeping on the job.

18. Possession of weapons or explosives on Company property.

19. Failure to maintain a satisfactory accounting and control of cash banks and making personal use of funds from cash banks for any reasons. Careless handling, or loss of Company equipment including cell phones, electronic devices, keys, or cash.

20. Unauthorized or improper use of company material, time, equipment, or property including but not limited to Company telephones, cell phones, computers, electronic devices, e-mail, fax, internet copy, postage machines, or company letterhead.

21. Causing injury to another employee, guest, or any act of excessive carelessness or negligence, which results in a potential or real loss or damage to another employee, the Company, a guest, or myself.

22. Immoral, indecent, or illegal conduct, soliciting persons for such purposes or aiding and/ or abetting in such acts.

23. Making false or malicious claims or statements (including publishing or distributing) concerning the Company or any of its guests, employees, or concerning any other service establishment or individual directly or indirectly related to the conduct of the company or Company business.

24. Hindering, misleading, guest as a witness in such a failure to participate in an internal Company investigation or soliciting or any breach of confidentiality during the investigation.
25. Providing confidential information and/ or access and/ or removal of any Company records or proprietary information to unauthorized persons.
26. Engaging in intrusive behavior with guests or residents such as soliciting autographs, photos, tickets, or any other requests not ordinarily associated with the requirements of your job, or any violation of the PCI (Payment Card Industry) policies.
27. Unauthorized presence on Company premises or in guest areas including for the purpose of social contact with a guest, or other employees.
28. Making unauthorized public statements purportedly on behalf of the Company, which may cause damage to the reputation of Creative Hospitality, its concepts, or partners.
29. Only the CEO or the designated Public Relations Executive may give official statements on behalf of the Company to the news media or anyone outside Creative Hospitality at any time.
30. Personal conduct unrelated to work while off duty that damages the Company's business operation, image, reputation, profits, or other employees (not to include any protected concerted activities).
31. Failure to report for my scheduled shift for three consecutive days or "walking off the job" during my scheduled shift, unless otherwise permitted by law.
32. Violation of my terms of employment under Creative Hospitality.
33. Violation of the Company's Code of Conduct Policy, Confidentiality Agreement, Electronic Systems Policy, and Social Networking Policy.

CATEGORY TWO

1. Frequent absences or tardiness, or abuse of the sick pay policy. Failure to properly notify my supervisor of my absence or misrepresenting myself as ill or injured in order not to report for my scheduled shift(s).
2. Noncompliance with core standards, or failure or inability to perform work satisfactorily.
3. Switching work schedules, failing to work on a scheduled shift, or arranging my own replacement without permission from my supervisor.
4. Failure to cooperate with reasonable requests to work overtime when it is required to handle Company business.
5. Leaving my department or work area during working time without authorization.
6. Failure to report a Workers' Compensation accident.
7. Failure to adhere to all Workers' Compensation procedures, rules, and regulations, including attending scheduled appointments with my doctor(s) and/ or therapist(s).
8. Failure to follow the Company's Uniform or Grooming Policy.
9. Failure to follow the Company's Job Safety Policy.
10. Entering the lounge other than through the employee entrance.
11. Unauthorized presence in guest areas or use of guest facilities.
12. Violation of the Solicitation Policy.
13. Gambling on company property.
14. Violation of the Smoking Policy.
15. Working overtime without my supervisor's prior approval.
16. Non-compliance with the meal-break policy without prior approval from my supervisor.

ACKNOWLEDGEMENT:

I have read the aforementioned rules and regulations. I agree to adhere to these rules and regulations and have received a copy of these policies and procedures.

I understand that my failure to abide by these rules may result in progressive disciplinary action up to and including the termination of my employment.

I agree to abide by the principles, goals, and policies in Creative Hospitality and I acknowledge that the conditions contained in Creative Hospitality may be modified in writing from time to time by Creative Hospitality as contemplated on this contract.

I have read the Creative Hospitality Employee Handbook and promise to:

- Abide by Creative Hospitality goals and standards
- Accept my compensation and benefits
-

Creative Hospitality promises to comply with its obligations under LAW by

- Treating me with dignity and respect
- Providing competitive compensation and benefits

The term of Creative Hospitality is ___ years and is automatically renewed unless the following occurs:

- I voluntarily resign
- I am permanently laid off
- I am involuntarily terminated
- I choose to remain an "At Will" employee

Creative Hospitality and I acknowledge and understand this unique employer/employee relationship, effective through the duration of my employment. This is the entire agreement between Creative Hospitality and me unless modified by a specific letter, the terms of which supersede certain defined parts of this contract. Creative Hospitality is employing me under MDL BEAST's terms and my working under MDL BEAST's terms supports this contract.

Our signatures confirm our mutual agreement to this philosophy, these goals, and all the rights and responsibilities in this contract or as modified in writing by the Company after completion of my 90-day, probationary period.

Employee Name & Signature:
Date:
Director/ Manager of Human Resources Name & Signature:
Date: