

# Standard Operating Procedure

SOP-HR-004: Employee Personal File

Date of Issue	01/10/2014	Issued By	General Manager
Rev. No. & Date	New	Review Authority	AGM
Valid Up to	30/09/2015	Implemented By	HR Manager
Department	HR	Intended Audience	HR Department

## 1. Purpose:

The purpose of this SOP is to maintain all the relevant documents of an employee that governs the employment condition within World Class Resorts Private Limited. The documents can be classified as below:

- Documents related to previous employment
- Documents related to the employee qualifications
- Documents related to the conduct of the employee
- Documents related to the disciplinary proceedings
- Documents related to benefits and perks and performance review etc.

This SOP also authorises the Human Resources Manager to open an individual file per employee on the first day of his employment and collect the relevant documents within 7 days of his / her joining the organization. The employee personal files should be maintained by World Class Resorts Private Limited for a period of 10 years from the last day of working of the employee.

## 2. SOP In Nut Shell:



# Hotel Operating Manuals Standard Operating Procedures Sop S

**Brian Rothery**



## **Hotel Operating Manuals Standard Operating Procedures Sop S:**

Wellness Management in Hospitality and Tourism Bendegul Okumus, Heather Linton-Kelly, 2022-10-31 The first text that studies the science behind the trends and look at every aspect of wellness across the tourism and hospitality industries It provides students with the skills and knowledge to become a leader in the development of this new wave of exciting nutritious safe and profitable wellness products services and practices

The Routledge Handbook of Consumer Behaviour in Hospitality and Tourism Saurabh Kumar Dixit, 2017-04-07 Consumer behaviour is one of the most explored topics in tourism and hospitality marketing interchangeably denoted by the terms traveller behaviour tourist behaviour or guest behaviour Consumer behaviour acts as an origin for every tourism and hospitality marketing activity It offers an understanding of why people tend to choose certain products or services and what sort of factors influence them in making their decision The decision process of buying tourism products or services takes time because they are mostly intangible in nature due to which there are many risks involved in their buying process The Routledge Handbook of Consumer Behaviour in Hospitality and Tourism aims to explore and critically examine current debates critical reflections of contemporary ideas controversies and pertinent queries relating to the rapidly expanding discipline of consumer behaviour in hospitality and tourism The Handbook offers a platform for dialogue across disciplinary and national boundaries and areas of study through its diverse coverage It is divided into six parts Part I offers an overview of consumer behaviour Part II focuses on the service quality perspectives of consumer behaviour Part III deliberates on customer satisfaction and consumer behaviour linkages Part IV explores the re patronage behaviour of consumers Part V addresses the vital issues concerning online consumer behaviour and Part VI elaborates upon other emerging paradigms of consumer behaviour Although there is no dearth of empirical studies on different viewpoints of consumer behaviour there is a scarcity of literature providing conceptual information The present Handbook is organised to offer a comprehensive theoretical body of knowledge narrating consumer behaviour especially for hospitality and tourism businesses and operations It attempts to fill this research gap by offering a globalised volume comprising chapters organised using both practical and academic approaches This Handbook is essential reading for students researchers and academics of Hospitality as well as those of Tourism Marketing International Business and Consumer Behaviour

**Convention Sales and Services** Milton T. Astroff, James R. Abbey, 2006 Text for hotel personnel dealing with sales of meetings and conventions to be held at hotels and the servicing of the event

Department of Justice Manual Wolters Kluwer, 2012-03-23 The new Department of Justice Manual Third Edition takes you inside all the policies and directives outlined in the latest U S Attorneys Manual used universally by the DOJ in civil and criminal prosecutions Along with comprehensive coverage of all the information relied on by today s DOJ attorneys this guide offers you other valuable DOJ publications in the form of Annotations You ll find the Asset Forfeiture Manual the Freedom of Information Act Case List and Merger Guidelines And it s all incorporated in a comprehensive six volume reference You ll

discover how to Request immunity for clients using actual terminology from factors that DOJ attorneys must consider Phrase a FOIA request so as to avoid coming within an exempted category of information Draft discovery requests using terminology to avoid triggering an automatic denial by the DOJ Counsel clients on DOJ investigative tactics and their significance using actual DOJ memoranda Develop trial strategies that exploit common problems with certain methods of proof and kinds of evidence offered by the government Propose settlements or plea bargain agreements within the authority of the DOJ attorney handling the case This new Third Edition of Department of Justice Manual has been expanded to eight volumes and the materials have been completely revised to accommodate newly added materials including the text of the Code of Federal Regulations Title 28 and Judicial Administration as relevant to the enforcement of the Federal Sentencing Guidelines by the Department of Justice The Manual for Complex Litigation and The United States Sentencing Commission Guidelines Manual The new edition also includes The National Drug Threat Assessment for Fiscal Year 2011 and the updated version of the Prosecuting Computer Crimes Manual In an effort to provide you with the best resource possible as part of the Third Edition the Commentaries in each volume have been renumbered to refer to the relevant section in the United States Attorney and s Manual for more efficient cross referencing between the Manual and the Commentaries

**Practitioner's Guide to Business Impact Analysis** Priti Sikdar, 2017-09-19 This book illustrates the importance of business impact analysis which covers risk assessment and moves towards better understanding of the business environment industry specific compliance legal and regulatory landscape and the need for business continuity The book provides charts checklists and flow diagrams that give the roadmap to collect collate and analyze data and give enterprise management the entire mapping for controls that comprehensively covers all compliance that the enterprise is subject to have The book helps professionals build a control framework tailored for an enterprise that covers best practices and relevant standards applicable to the enterprise Presents a practical approach to assessing security performance and business continuity needs of the enterprise Helps readers understand common objectives for audit compliance internal external audit and assurance Demonstrates how to build a customized controls framework that fulfills common audit criteria business resilience needs and internal monitoring for effectiveness of controls Presents an Integrated Audit approach to fulfill all compliance requirements

[Yearbook of Varna University of Management](#), 2017-06-29 Yearbook of Varna University of Management <http://www.vum.bg> It includes articles and reports from the 13th International Scientific Conference on Modern Science Business and Education July 03rd 04th 2017 Varna University of Management Dobrich campus

**Convention Management and Service** Milton T. Astroff, 2002 This best selling textbook provides students with the most current and comprehensive coverage of the convention industry Students receive a comprehensive look at conventions and meetings marketing and learn how to successfully sell to groups and how to service their business after the sale Google Books viewed July 27 2021

[Hospitality Law](#) Stephen C. Barth, David K. Hayes, 2006 Hospitality Law Second Edition offers a practical interactive approach to teaching students basic

legal concepts and how they apply to the all facets of the hospitality industry It helps develop the critical understanding of the legal ramifications of management activities from hiring and firing employees to management of the facility and guests that is critical to the success of any operation

**Hospitality Sales and Advertising** James R. Abbey,1998 Supervision Charles R. Greer,Warren Richard Plunkett,2000 Introduces management functions and principles as they apply to the supervisory level of management Principles and theories are explained with terms examples and situations that are understandable to beginners Learning features include objectives key terms margin notes summaries exercises a

**Managing the Lodging Operation** Robert Christie Mill,2006 Using an understandable reader friendly writing style to provide comprehensive coverage this book focuses on an industry oriented description of the skills and knowledge necessary to successfully run a hotel The various elements of the book are applicable to all operating departments in a lodging operation though viewed from the perspective of a General Manager Emphasis on financial responsibility is evident throughout the book s theoretical model of how to manage a hotel research based presentation of what General Managers actually do and explanation of how to become profitable through the delivery of service and quality Chapter topics cover managing supply and demand improving employee performance increasing income revenue and cost management improving productivity managing customer service and managing quality For individuals interested in the field of hotel management and for hotel managers who aspire to become General Managers

**Management Eighth Edition Paperback, Custom Publication** Griffin, Terry,Miriam Griffin,2004-06 *Proceedings of R&D 92 National Research & Development Conference on the Control of Hazardous Materials* ,1992 **Proceedings from the Australian Tourism and Hospitality Research Conference** ,1994 The Rooms Chronicle ,2008 Which Degree Guide ,2003 **Service Excellence** Wendy Leebov,1988 About this book Designed for healthcare change agents organizational development specialists department directors trainers human resources personnel administrators and service improvement team leaders and facilitators and consultants this book is a practical guide to creating an organization wide strategy that results in heightened staff awareness of the importance of customers higher levels of patient customer satisfaction and continuous improvement in service behavior and systems After building a case in Part I for the potential of impressive service quality as an unparalleled competitive advantage Part II identifies concrete tactics that help change agents teams and healthcare leaders to align everyday practices with the organization s focus on service quality Tactics are provided that support ten pillars of service excellence including Leadership Philosophy and Commitment Accountability Input and Evaluation Problem Solving and Complaint Management Staff Development and Training Reward and Recognition Communication Physician Performance Employee as Customer and Refreshers and Reminders Part III provides operational strategies including planning and staffing for service excellence handling resistance and giving your strategy staying power

**Sre The Reengineering Alternative** William E. Schneider,1999-09-22 **Wrongful Termination Claims** Stuart H. Bompey,Max G. Brittain,Paul I. Weiner,1991

**Standards in the Services Industry** Brian Rothery, 1997 The revolution in standards which has swept through manufacturing is now transforming the services sector Already ISO is drawing up standards for a range of service sectors This important book is the first to provide detailed guidance on how to frame specifications for services of every kind to meet the requirements of customers and of environmental and health and safety regulations On this basis businesses can achieve both high quality customer service and protection against possible charges of negligence As well as a summary of the principles involved the text contains comprehensive codes of practice for the main types of service operation from hotels and restaurants to retailing banks and the professions Additional features include a specimen procedures manual and a checklist for identifying key issues

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