

RULES AND CODE OF CONDUCT

This document defines the rules and practices applied within the Timoulay Hotel, its workplace and social environment. This includes workers' rights, working conditions and management systems. The elements of this document are based on national legislation, international human rights standards, and ILO Conventions.

1- Labor and child rehabilitation:

- Minors may not be employed or admitted to Hotel Timoulay until they are fifteen years old;
- Any person working directly or indirectly at Hotel Timoulay shall not have minors under the age of 18 execute perilous tasks, or entrust them with work at night or involving risks to their life, health or morals, and/or that could harm their physical, mental, spiritual or social development;
- The occupational doctor may check whether the work of minors under 18 years of age and all employees with disabilities, for which they are responsible, does not exceed their capacities or is not suitable for their disability.
- For each juvenile employee (between 15 and 18 years old), Hotel Timoulay appoints a tutor who accompanies and train him or her until the age of 18 in order to provide the right job that fits best with the latter capabilities,
- A training record is maintained for each juvenile employee;

2- Forced labor :

- All work is done voluntarily by the worker, not under the threat of penalties or sanctions,
- The use of forced or compulsory labor in all its forms is prohibited.
- Hotel Timoulay does not require workers to provide security or financial guarantees and does not keep their original identity documents: passports, identity cards, etc.
- Contracted work for debt is prohibited. Workers have the right to leave their employment with legal notice. Workers must leave the workplace at the end of their statutory working hours.

3- Discrimination :

- Hotel Timoulay respects equal opportunities in terms of recruitment, remuneration, access to vocational training, promotion, dismissal and retirement.
- Hotel Timoulay may not exercise, support or tolerate any discrimination in respect of employment, including recruitment, engagement, training, working conditions, assignment to a task, remuneration, benefits, promotions , discipline, dismissal or retirement based on sex, age, religion, marital status, race, caste, social background, disease, disability, pregnancy, ethnic origin, being part of workers' organizations, including trade unions, political affiliation, and any other personal characteristics.
- Conditions of employment are based on an individual's ability to do the job, not on his or her personal characteristics or beliefs.

4- Disciplinary practices, harassment or bad treatment :

- All personnel must be treated with respect and dignity;
- Hotel Timoulay forbids persecution, harassment or verbal or physical violence.
- Disciplinary sanctions shall be imposed, in writing, in accordance with Moroccan labor legislation. Any disciplinary action shall be recorded.

5- Freedom of association :

- Workers have the right to join or form trade unions of their own choosing and to engage in collective bargaining without the prior approval of the management of the Hotel Timoulay.
- Discrimination against representatives of workers or trade unionists is prohibited. Hotel Timoulay may penalize them in any way by reason of their membership or affiliation with a trade union or their legitimate trade union activity;

6- Working Hours :

- The working hours of employees are set at 2288 hours per year, ie 44 hours per week
- In this system, overtime shall be considered as the hours worked annually from the included 2289th hour
- Overtime is optional and is not required on a regular basis.
- All staff have a weekly rest day and annual leaves.

7- Compensation and benefits :

- All work is based on a recognized employer/employee relationship established in accordance with current Moroccan legislation;
- For their work, employees receive wages, overtime, benefits and paid holidays at a level equal to or greater than the legal minimum wage in Morocco;
- Each employee receives a pay slip containing his / her personal information, terms and conditions of employment and salary details for the relevant period;
- Deductions from disciplinary pay are prohibited;
- Hotel Timoulay shall pay at an increased rate all workers for worked overtime , in accordance with the law, and where applicable, with the contractual agreement.

8- Health and security :

Employees will have to intervene in areas where they may be confronted with multiple risks. The prevention of accidents must therefore be a major concern for all employees. The Health and Safety at Work policy sets out the principles of safety and the prevention of risks to be respected by employees. The latter is not exhaustive, but provides essential guidance for integrating these obligations.

- The measures taken by Hotel Timoulay are used to prevent accidents or health hazards arising from work or associated with it, or intervening during work, reducing as far as is reasonably possible, the causes of danger inherent in the work environment. Appropriate and effective personal protective equipment is provided free of charge if necessary.
- Medical assistance is provided by the working doctor.
- Workers have access to clean toilets, drinking water and suitable facilities for food preparation.
- Hotel Timoulay regularly organizes safety and health training for workers and managers;
- Hotel Timoulay provides adequate protection against fire, and ensures the strength, stability and safety of the buildings and equipment of the company.

9- Prevention of corruption:

Hotel Timoulay is a company that can not tolerate or encourage any form of corruption perpetrated internally or by a third party acting for or on behalf of Hotel Timoulay. The key points of our anti-corruption policy are as follows:

- No employee shall propose, promise or give bribes; he must not solicit, accept or receive bribes in any form (money, financial advantages or other rewards).
- Anyone acting for or on behalf of Hotel Timoulay (including some of the third parties or business partners with whom we work) must also comply with the rules set out above.
- This policy does not prohibit reasonable and proportionate gifts, invitations and other rewards. On the other hand, if the latter were unreasonable or given in inappropriate circumstances then they may constitute an unacceptable offense.
- The prevention, detection and reporting of corruption is the responsibility of all those who work for the company or under the control of the company. All employees are required to avoid any activity that could lead to, or suggest, a violation of these rules.
- Employees are encouraged to report suspicions to a supervisor of the company on any issue or suspicion of misconduct at the earliest possible stage.
- No violation of this policy will be tolerated and any violation may lead to disciplinary sanctions or even dismissal for serious misconduct.

Hotel Timoulay takes these principles very seriously and will continue to monitor all the corruption risks to which the company may be confronted.