



The most urban and green hotel in the centre of
Ljubljana

SUSTAINABLE ORIENTATION OF THE
HOTEL
STANDARDS — EMPLOYEES, HUMAN RIGHTS
AND THE LOCAL COMMUNITY

WORKING CONDITIONS AND PROTECTION OF HUMAN RIGHTS

The hotel is committed to act in accordance with applicable regulations in the field of employment and working conditions, and we are especially careful not to discriminate against anyone and to treat all employees equally.

Recruitment

- Employees are selected based on education and fulfilment of requirements according to the job vacancy. We do not discriminate against anyone based on gender, race, age, religion, nationality or other personal circumstances.
- We do not employ persons under 18 years of age.
- Before taking up employment, we inform new employees about working conditions, all internal acts and standards, disciplinary procedures and whom they can turn to in case of problems.
- Upon signing the employment contract, the employee is acquainted with the working hours, salary and other rights and duties.
- All data and documents of the employee are stored in a personal folder, which is kept in the Human Resources Office and is available to the employee at any time.

Employee complaint and disciplinary proceedings

- In the event of a violation of work ethic, unequal treatment, or if the employee believes that his or her fundamental human rights have been violated, he or she may contact the head of his or her department or the hotel manager. Employees can make a complaint orally, in writing or anonymously.
- If an employee has a complaint or encounters a problem during the work process, he or she can contact the head of department, the head of the hotel or submit a written anonymous complaint.
- In cases of serious infringements, disciplinary proceedings shall be instituted against the person who committed the infringement. The Management Board conducts the procedure in writing. Disciplinary liability is exercised in accordance with the Employment Relationships Act (ZDR-1).
- We take special care to raise the awareness of the employees on workplace violence and mobbing. We educate employees on how to recognize abuse and violence and how to deal with such cases.

Education

- We regularly inform and educate employees about changes, innovations related to their workplace or work in the hotel in general.
- Qualified external staff annually conduct trainings on fire safety and safety at work.

- Once a year, a training for employees called the Green Meeting is carried out, where they are acquainted with a certain subject in the field of sustainable operation.
- Heads of departments ensure that employees are familiar with the standards during the work process and that the work is carried out in accordance with these standards.
- A college meeting is organized on a weekly basis, where the hotel manager and the heads of departments meet and make a complete overview of the developments in the hotel and determine the goals and persons responsible for implementing new ideas and business improvement.

Communication

- Through trainings, meetings, e-mails and personal conversations, employees are informed about current changes and sustainable policy.
- During the work process, employees are informed by managers, and important matters are published in writing on the departmental information board and/or on DRIVE.
- Heads of departments ensure the smooth running of the work process, the provision of quality hotel services and the comfort of guests.
- We encourage employees to actively participate in the implementation of changes and improvements in the workplace and take into account their suggestions and wishes to the extent possible.

Protection of children's rights

- At the hotel, we are committed to respecting children's rights. Particular attention is paid to raising awareness of employees about the recognition of psychological and physical violence against children, the prevention of sexual abuse and the protection of children's rights in general.
- We work with employees at least once a year on the topic of protection of children's rights, on how to identify abuse or violence against children and how to act in such cases.

Trade union

- Each employee can decide independently and voluntarily on his or her trade union membership.
- The hotel management does not restrict the activities of the trade union.

CONNECTING AND COOPERATING WITH THE LOCAL COMMUNITY

Due to its accessibility and location at the heart of the city, and due to its cooperation and support of various cultural activities, the hotel has been called the ambassador of culture several times in the media. We also considered this when creating our new slogan and manifested that our vision is to be the most urban hotel in Ljubljana. A hotel that supports art, culture and strives to preserve cultural heritage.

Connecting with local suppliers

- We strive to give preference to local suppliers; we check the origin and quality, available quantity and decide to buy on this basis.
- We also invite the local community to participate in the organization of "green" events, and give them the opportunity to present their work and sell products/services.

Connecting with local institutions and associations

- We connect with surrounding organizations and institutions, such as Tabor Sports Association, retirement home and the surrounding schools.
- We cooperate with Tourism Ljubljana - together we design strategies, we sell their services and promote each other.
- Ljubljana Castle - an important "green" point that we promote and recommend the guests to visit the castle.
- We established good cooperation with the local residents; at least once a year, we organize a social event GREEN DAY and invite them to other events that take place on the hotel platform.
- We connect and cooperate with surrounding companies, organizations that organize various cultural and artistic events; we help with the implementation as sponsors and thus contribute to the rich offer of the city. The B&B Hotel plays an important role as a sponsor of events.
- Every year, we carry out a clean-up operation in Tabor Park.
- Botanical Garden: another "green" point, which we are happy to recommend to our guests, we cooperate with the garden, we organize visits for our guests, we offer accommodation to their guests, we order their services.

Offer for our guests

- Through local connections, we strive to offer our guests a better experience of their stay and bring them closer to Slovenian culture.
- Guests can buy home-made honey in the hotel lobby.



B&B Hotel Ljubljana Park

- We help our guests at the reception with information about "green spots", restaurants or bars run by the "fair trade" principle, restaurants that offer local food, sustainable transport.
- Our offer includes "green events", where rental of conference rooms includes coffee breaks with locally sourced products.
- We invite guests to the "honey pouring" event, which is held 1-2 times a year with our beekeeper.

Stay Green!

Chief Operating Officer: ~~Valerio~~ Duchini
Hotel Manager: ~~Urška Malovrh~~

A large, stylized handwritten signature in blue ink, consisting of several loops and a long horizontal stroke.

