



Information for New Starters

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Welcome to Wivenhoe House Hotel

Dear Colleague,

I am delighted to welcome you to the team at Wivenhoe House Hotel.

Wivenhoe House is a beautiful 18th-century, four-star country house hotel, set within the picturesque grounds of the University of Essex. Located just moments from the charming quayside town of Wivenhoe and only a short distance from Britain's first city, Colchester, the hotel offers a unique blend of historic character and contemporary hospitality.

Our hotel features 40 individually designed bedrooms, a range of versatile meeting and event spaces, including the Garden Suite, which can accommodate up to 120 guests, and the AA Rosette-awarded Park Brasserie, serving up to 80 diners.

As the home of the Edge Hotel School, Wivenhoe House is unlike any other hotel. Alongside delivering exceptional guest experiences, we play a vital role in developing the next generation of hospitality professionals. Throughout your time with us, you will work alongside student practitioners, helping to support, mentor and inspire them as they gain valuable hands-on experience.

At Wivenhoe House, we are passionate about delivering warm, genuine hospitality. We believe every guest deserves an experience that is both memorable and personal, and it is our people who make that possible. We are proud to have a team that is dedicated, professional and committed to providing exceptional service every day.

I hope you enjoy being part of our team and wish you every success in your role. We look forward to working with you and seeing you develop as part of the Wivenhoe House family.

Kind regards,



Stephen Robson
General Manager

Section 1: Health and Safety

1.1 Health and Safety Induction Checklist

Name:	Job Role:
Location: Wivenhoe House	Achieved ☐ or NA
Day 1	
Emergency Procedures	
Emergency telephone number for campus and when it should be used. Security/line manager contacts for other emergencies.	
Location of fire exits, assembly point, and fire alarm call point closest to usual place of work.	
Emergency evacuation procedure, including fire alarm zones, evacuation stewards and who takes charge at a fire assembly point.	
Procedure of how to summon first aid for (a) urgent and (b) non-urgent assistance in the event of an accident. Identification of first aiders.	
Where relevant, emergency procedures relating to specific hazardous activities within the functional area.	
Personal Emergency Evacuation Plan (PEEPs) and responsibilities for Guests	
1st Week	
Roles and responsibilities (NB: General information is covered by <i>How we work at Essex</i>)	
Understands own responsibilities and those of his/her manager/supervisor.	
Read the Health and Safety Management Statement	
Shown the Health and Safety contact list.	
Shown "Health and Safety Law" poster or leaflet	
Introduced to Health and Safety Liaison Officer (HSLO) and understands their role.	
Other key health and safety roles relating to the employee's work location (if applicable) (E.g. DSE facilitator)	
Reporting Procedures	
Procedure for reporting accidents and other health and safety incidents, including where to find the Health and Safety Incident Report Form.	
How to report premises / safety hazards and health and safety concerns within the Department / on campus.	
Procedure for reporting sickness absences or other work-related health concerns.	
Communication of health and safety information	
Where to find health and safety information	
Where to find specific health and safety information for the unit/functional area	
How health and safety is communicated within the Department.	
Consultation arrangements, including identification of safety representatives	
The role of the Health and Safety Advisory Group	

Location: Wivenhoe House	Achieved √ x or NA
Risks and safety procedures associated with work	
Relevant health and safety standards.	
Local risk assessments and procedures and where these can be found (including responsibilities for each work area / activity, and any work or access restrictions).	
<i>Use of Computers / DSE:</i> DSE workstation assessment carried out (if applicable) and forwarded to Department's DSE Facilitator.	
<i>Security / lone working:</i> How to contact Security personnel. Procedures for lone working or working late.	
Where relevant, introduction to relevant permit to work system and responsible person.	
Where required, issue personal protective equipment and train in safe fitting and use, selection and storage.	
Individual health and safety needs	
Reasonable adjustments implemented for those employees with permanent or temporary disabilities or health conditions.	
Training and development needs identified. (Complete record appended to this checklist)	

Signed (Employee):	Date:
Signed (Line manager):	Date:

1.2 Your Health and Safety Responsibilities

The health, safety and wellbeing of staff, student practitioners and our customers are fundamental to our aim of providing a high-quality hotel which provides great customer service. The achievement of high standard of health, safety and wellbeing requires the involvement and commitment of all staff at all levels.

This section briefly outlines Health, Safety and Wellbeing Policy, which sets out the responsibilities we all have to look after ourselves and others affected by our work activities.

Everyone has health and safety responsibilities, but the extent of your responsibilities depends on your role. As a member of staff or student practitioner you are responsible for:

- Looking after your own work-related health and safety and the safety of others affected by your work activities.
- Following safe working practices and carrying out your health and safety responsibilities as detailed in WHH health and safety related standards and procedures.
- Reporting accidents, work-related ill-health, hazards and incidents and unsafe working practices that could lead to someone being harmed.
- Taking part in any health and safety training and development as required.
- Using work equipment safely and in accordance with instructions and training.
- Making sure that suitable precautions are put into place to protect people from harm when organising activities, events or projects.
- Seeking advice if you do not feel competent to carry out your responsibilities.

The law requires WHH to protect you from work-related harm. You also have a legal responsibility to look after your own health and safety and that of others affected by your work. Following the policy and procedures in place for health and safety will help you to meet your legal responsibilities and help WHH meet its responsibilities to you.

Line managers

High standards of health and safety management are essential to the achievement of the highest possible level of operational standards. If you are a line manager, you are responsible for the health and safety of your employees and student practitioners and the work areas and activities within your area of control. You must make sure that employees understand what they need to do to stay safe, are competent and

work safely and in accordance with WHH requirements. You must also ensure that suitable risk assessments are carried out for hazardous work activities and that they take account of the needs of individual members of staff.

The health and safety responsibilities of heads of department and other managers can be found in the WHH Health, Safety and Wellbeing policy, which can be found here: www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/wivenhoe-house-hotel-staff.

What happens if you don't meet your responsibilities?

You have a responsibility in law to cooperate with WHH to help it meet its responsibilities, so failure to do so could ultimately result in disciplinary action. More importantly, it could result in you, a colleague or a student being harmed. Your manager will need to discuss why you are having difficulty meeting your responsibilities with you and help you to overcome any problems.

Disciplinary action would only be considered in rare cases, for example where you knowingly did something that could cause serious harm to yourself or others.

Cleaning Materials

The Control of Substances Hazardous to Health (COSHH) regulations 1988 place a responsibility on employers to assess any hazardous substances used within the workplace and decide how best to protect the employees. In the catering environment, the most hazardous substances are cleaning chemicals.

When using these chemicals remember to;

- Always wear protective equipment provided, rubber gloves, eye protection, face masks and aprons;
- Always read the information on the container when using chemicals;
- Never put a chemical in an unmarked container;
- Never guess measures when diluting chemicals;
- Never mix chemicals.

If you are unsure about any cleaning, products always speak to a supervisor/manager. *Do not experiment.*

Manual Handling

Always follow these steps when lifting any objects

- Do not jerk or shove;
- Lift gradually from floor to knee, then knee to carrying position;

- Hold weights close to the body;
- Lift with the legs and keep your back straight;
- Grip with the palms of your hands not your fingertips;
- Do not change grip whilst carrying the object;
- Do not let the object obstruct your view;
- Make sure the route is clear before you start moving;
- If the object is large or heavy, get someone to assist or use a trolley.
- *Do not overdo it.* If in doubt, seek help.

Accidents can occur due to incorrect storage of items. Do not:

- Store food or other objects directly on to floor surfaces;
- Store heavy items at a high level;
- Stack up items in a hazardous manner or overhang on shelves;
- Overreach when storing items at a high level.

Manual handling training is provided to all employees and student practitioners.

Maintenance

Good maintenance of equipment is vital. Tell your supervisor without delay of any defects spotted. Maintenance workers must also be careful, do not let them put their tools on prep tables, or leave nuts and bolts, screws, wiring off-cuts and so on lying around.

Pest Control

If you see a rat, mouse or cockroach, you must tell your supervisor/manager at once. Also be aware if flies become a nuisance. Do not leave food lying around, keep refuse binned and if outside tightly lidded. Lids are not required on small internal bins, for hand hygiene they are better left off.

Where to go to for help on health and safety

Health and safety information is displayed on the noticeboard in staff common room or is available from your department's Health and Safety Liaison Officer (HSLO).

You should raise any health and safety concerns directly with your manager or supervisor. Alternatively, you should speak to the Hotel's Health and Safety Liaison Officer (HSLO) or General Manager. Their contact details are on the noticeboard in the staff common room. Student Practitioners can also raise concerns through the Edge Hotel School Operations Team.

Further information on health and safety at WHH can be found in the Health and Safety Management Statement, which displayed on the notice board in the staff common room or can be found at: www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/wivenhoe-house-hotel-staff.

1.3 Guidance when working in a Food Handling Area

Food Handling

You can pass on illnesses when you work with or around food. To prevent this:

- Tell the manager immediately if you are ill
- Wash and dry your hands with soap and warm water, especially after going to the toilet

You can affect the safety of food when working with or around food

- Your hands and clothes can spread harmful bacteria or viruses to food or surfaces that will come into contact with food
- These bacteria or viruses can come from you if you are ill

Tell the line manager or supervisor if you have any of the following conditions:

- Diarrhoea or vomiting
- Stomach pain, nausea, fever or jaundice
- Someone living with you with diarrhoea or vomiting
- Infected skin, nose or throat

If you fall ill at work:

- Seek to leave the food handling area and immediately inform your manager what has happened

When returning to work after an illness:

- Speak to your line manager or supervisor on your first day back to arrange a return-to-work interview. Take extra care when washing your hands.
- Tell the manager if they don't know you were ill, for example if you were ill on holiday.
- If you have suffered with diarrhoea and/or vomiting you must be clear of symptoms for 48 hours before returning to the kitchen. It may however be possible for you to undertake other duties with agreement from your line manager.

If you are ill whilst on holiday:

- Inform your manager, especially if you had any of the above conditions.

Wash and dry your hands thoroughly with soap and warm water before working with any food, especially after going to the toilet.

- Also wash your hands after handling anything that might be contaminated and throughout the day.
- Avoidance is better than removal – where practical try not to touch things that might require you to then wash your hands.

Food Safety

- Keep raw and prepared foods separate – this applies in storage areas (e.g. fridges) as well as on prep surfaces.
- Avoid any other cause of contamination, like knives, cloths and chopping boards.
- If you are preparing food for others, would you be prepared to eat it yourself? You should always be able to say yes!
- Observe temperature controls, keep food frozen at –18C or chilled at 4C, or a maximum of 2 hours at room temperature. Monitoring of these temperatures is essential to be absolutely sure.
- If you see these temperatures being significantly exceeded (for cold) or underachieved (for hot) inform your supervisor without delay.

Food Allergens Facts & Procedures

Growing awareness of food allergies and intolerances has given rise to strict Consumer Regulation legislation on how food is labelled on pre-packed and non pre-packed foods, including restaurant menus. In accordance with FSA guidelines, WHH Ltd recognises the 14 key allergens* as follows:

- Cereals containing gluten, namely: wheat (such as spelt and Khorasan wheat), rye, barley, oats
- Crustaceans for example prawns, crabs, lobster, crayfish
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Nuts; namely almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia (or Queensland) nuts
- Celery (including celeriac)
- Mustard

- Sesame
- Sulphur dioxide/sulphites where added, and at a level above 10mg/kg in the finished product. This can be used as a preservative in dried fruit
- Lupin which includes lupin seeds and flour and can be found in types of bread, pastries and pasta
- Molluscs like clams, mussels, whelks, oysters, snails and squid

It is the responsibility of all employees and students to ensure that guests are fully advised of all potential allergens and implications of cross contamination. Where appropriate, employees will be kept fully trained and up to date on food allergen policies and procedures. Employees and students should seek advice from their line manager regarding training and additional advice.

Where dishes contain potentially dangerous allergens, they are to be clearly labelled and this is to be carried through onto menus which are to be available at all times. A list of all potential allergens is also available via the Kitchen and Food & Beverage Departments.

Staff should also ensure that they escalate any concerns a guest may have regarding food intolerances to their line manager if they are unsure of product content.

*Please note that this list is not conclusive and there are many other types of allergens/intolerances that staff and students should be aware of (e.g., tomatoes, potatoes and other nightshades, citrus fruits).

Section 2: Information for Employees and Student Practitioners

2.1 General Guidance for Employees and Student Practitioners

Policies and Procedures

In addition to the information provided below, Wivenhoe House Hotel has a suite of employee policies and procedures which can be found at

www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/wivenhoe-house-hotel-staff.

These policies include information on sickness absence, maternity leave, paternity leave and other types of leave as well as a range of other information.

Uniform Policy / Dress Code

Standards of dress and personal appearance are laid out in the Uniform Policy and Dress Code. These standards must be adhered to at all times. If you report for work and do not meet the required standard of dress or personal appearance, you may be asked to leave work to correct this. Any time away from work for this purpose may be unpaid, subject to your contract of employment and applicable law.

Alcohol and Drugs

The consumption of alcohol (other than authorised tastings), attending work whilst under the influence of alcohol, or the possession, use or distribution of illegal drugs or other non-prescribed controlled substances on Company premises is prohibited.

Should an employee or student practitioner be found to be in possession of, or under the influence of, alcohol or drugs, this will be considered gross misconduct and could result in dismissal without notice.

Right to Search

The Company reserves the right to carry out searches of lockers, bags and other personal belongings where there is a legitimate business reason or as part of a random search programme. Searches will be conducted respectfully and, wherever practicable, in the presence of the employee concerned.

Respect of Hotel Property

It is the responsibility of each employee to ensure that hotel property is protected from damage, theft and misuse. Property belonging to the hotel must under no circumstances be removed from the hotel by any employee or student practitioner without written permission from their line manager.

Secondary Employment

All employees must obtain written permission to obtain secondary employment. The Company will not unreasonably refuse requests to undertake additional paid work. However, as a guideline it is recommended that the total hours worked (including study time for student practitioners) do not exceed 48 hours per week.

Secondary employment should only be undertaken if it will not impact on your employment at Wivenhoe House. Student practitioners should seek advice from Edge Hotel School. Employees must notify the Company of any changes to their secondary employment during their employment.

Working Hours

The working week is Monday to Sunday. Normally, full-time hours are worked over five days in any seven-day week with two days off (five over seven) for employees. All members of staff will be required to work some early morning shifts, evening shifts and weekends.

Your weekly working hours are set out in the contract of employment and your shift pattern is set locally by your line manager. All employees are encouraged to work flexibly to accommodate the needs of the business.

Overtime

Your terms and conditions of employment state whether you are entitled to overtime pay. Should your contract state that you will work a notional minimum number of hours you will not normally be entitled to paid overtime.

All overtime must be approved in advance by your line manager. Hours worked in excess of your contracted hours will normally be compensated by equivalent time off in lieu, however in some circumstances this can be paid at the same rate if agreed with the General Manager or Head of Operations. Unauthorised overtime will not be paid. Overtime is not guaranteed and will depend on the needs of the business.

Student practitioners are not expected to work more than 40 hours per week on their casual contract and therefore overtime payments do not apply.

No-Smoking Policy

Wivenhoe House Hotel operates a no-smoking policy. You may only smoke in designated areas outside the Hotel and you must be out of sight of customers. In addition, smoke breaks should not interfere with the normal working day and should only be taken during normal break times e.g. lunchtime.

It is illegal to smoke in a food preparation area, and you must always wash your hands after smoking.

Telephone Calls and Mobile Phone Use

Work-related use of personal mobile phones should be limited to authorised business purposes only such as recording fridge temperatures, accessing approved company systems or applications, or carrying out other authorised operational tasks.

In the event of a personal emergency, and with the agreement of your line manager, you may be permitted to use a Company telephone. Company telephones should not be used routinely for personal calls.

Social Media and Online Conduct

The Company recognises that social media is an important part of everyday life and supports employees using it responsibly. However, employees must ensure that their online activity does not negatively affect the reputation of Wivenhoe House Hotel, the University of Essex, our guests, colleagues or business partners.

Whether using personal or Company-owned devices, employees are expected to act professionally and responsibly when posting or interacting on social media platforms, online forums, review sites, messaging applications or any other digital platform.

Employees must not:

- Post or share confidential or commercially sensitive information relating to the Company, its guests, colleagues, suppliers or business operations.
- Publish photographs, videos or recordings taken within the hotel, its grounds or back-of-house areas without prior authorisation.
- Share images or information that identify guests without their explicit consent.
- Make comments that could be considered offensive, discriminatory, bullying, harassing, defamatory or damaging to the reputation of the Company or its employees.
- Present personal opinions as those of the Company or imply that they are authorised to speak on behalf of the Company unless specifically authorised to do so.
- Use Company logos, branding or copyrighted material without permission.

Employees should not respond to guest reviews, complaints or enquiries on behalf of the Company unless this forms part of their role and they have been authorised to do so.

Limited personal use of social media during working hours is permitted only during authorised breaks and must not interfere with your duties or the operation of the business. Any use of personal devices while working must comply with the Company's Mobile Phone Use Policy.

If you identify inaccurate, misleading or damaging information about the Company online, you should not engage in online arguments or attempt to respond unless authorised. Instead, report the matter to your line manager or the General Manager.

The Company reserves the right to investigate online activity where there is reasonable belief that it has breached Company policies, damaged the Company's reputation, disclosed confidential information or otherwise affected the employment relationship. Serious breaches of this policy may be treated as misconduct or gross misconduct and could result in disciplinary action, up to and including dismissal.

Meal Allowances

Employees working shifts of six hours or more are entitled to one complimentary staff meal where one is available. If you choose not to have a staff meal you will not be able to reclaim it another time, nor is there a cash alternative. Facilities are available should you choose to bring your own lunch.

Distribution of Tips

The Tronc Master will administer the system and is responsible for ensuring distribution according to the Scheme rules and payment of any tax due at source. All tips must be handed in to the line manager on duty. Deliberately failing to declare or hand over tips received on behalf of the Company or Tronc Scheme may be treated as gross misconduct.

Staff Facilities

Facilities available for staff and student practitioners include locker rooms, changing areas and a staff room. Breaks should normally be taken in the staff room. It is the responsibility of all employees to maintain these areas and ensure they are kept tidy and free from hazards.

Personal Relationships at Work

The Company recognises that employees may have relatives or close personal relationships with colleagues in the workplace. Such relationships are not prohibited; however, they must not compromise, or be perceived to compromise, professional standards, fairness, or the effective operation of the business.

Where an employee supervises, line-manages, or is involved in decisions affecting the employment of a relative or someone with whom they have a close personal relationship, the relationship must be declared to their line manager. Any actual or perceived conflict of interest will be considered, and where appropriate, alternative arrangements may be made for matters such as recruitment, performance management, disciplinary action, grievances, pay reviews, or other employment decisions.

Employees must not enter into any personal, business, commercial, financial, or other relationship with a student practitioner that could compromise, or be perceived to compromise, the professional relationship, learning environment, or the trust and confidence expected within the workplace.

If you have a personal relationship with a colleague or a student practitioner, you must ensure that it does not affect your work, your judgement, or the working environment. Professional standards of behaviour must be maintained at all times, and any relationship that could give rise to an actual or perceived conflict of interest must be declared to your line manager.

Relationships with guests must always remain professional. While guests should be made to feel welcome and their requests accommodated wherever possible, employees must not pursue or engage in a personal or intimate relationship with a guest where this could create a conflict of interest, compromise professional boundaries, or adversely affect the reputation of the Company.

Employees must not accept gifts, hospitality, or any other personal benefit from guests, suppliers, contractors, or other third parties where doing so could reasonably be perceived as influencing their judgement or professional conduct.

If you are offered a gift or hospitality that falls outside the normal course of providing excellent customer service, you should politely decline and explain that accepting such offers is against Company policy. Any offer of significant gifts or hospitality must be reported to your line manager.

All employees are expected to maintain professional standards at work and ensure that personal relationships do not influence, or appear to influence, their judgement, behaviour, or the working environment.

Confidentiality / Privacy

Employees must not disclose confidential information relating to guests, colleagues, suppliers or the Company except where authorised as part of their role or required by law.

Access

Employees and student practitioners should attend for duty via the nominated staff entrance/exit rather than the main hotel reception entrance.

Security

The security of our guests, employees, property and information is everyone's responsibility.

Access keys, master keys, electronic keycards and other security devices are issued only to authorised managers or employees who require them to perform their duties. Any keys or security devices issued must be kept secure at all times, must not be shared with unauthorised persons, and must be returned at the end of each shift or when requested.

Keys and security devices must never be taken off-site unless specifically authorised by the General Manager. Employees must not allow unauthorised persons to access staff-only or restricted areas

As Wivenhoe House Hotel operates as a cashless business, employees must not accept cash payments from guests unless specifically authorised as part of an approved business process.

Employees must take reasonable care to protect Company property and confidential information. Any lost or stolen keys, access cards, security devices, equipment or suspected security breaches must be reported immediately to your line manager or the Manager on Duty.

Any locker keys, access cards, fobs or other Company property issued to you remain the property of the Company and must be returned at the end of your employment or, where applicable, your degree programme. The Company reserves the right to recover the cost of replacing any items that are lost, damaged through negligence, or not returned, where permitted by law.

Clocking In and Out

It is every employee's responsibility to accurately record their working time using the Company's time and attendance system, Planday.

Employees should clock in at the start of each shift and clock out at the end of each shift. This can be done using the Planday app on your personal mobile device or via the tablet located at the staff entrance. You must also clock out and back in again if you take an unpaid break away from the hotel.

Your Planday records are used for payroll, working time records and to confirm who is on site in the event of an emergency. It is therefore essential that your clocking records are accurate and completed at the correct times.

Employees must only clock in and out for themselves. Clocking in or out on behalf of another employee, or asking another employee to do so on your behalf, is strictly prohibited and may be treated as gross misconduct.

Section 3: Benefits Package

3.1 About your Benefits Package

Hotel Benefits*

All WHH employees' are eligible for the following Hotel benefits:

- **50% off all individual room bookings** Sunday to Thursday and subject to availability
- **Enjoy a complimentary night's stay with dinner on your work anniversary** This benefit means you and your partner can enjoy a night away together after your first year of employment at WHH
- **50% off food in the Park Brasserie** Available Mondays to Thursdays, excluding 14th February, Christmas, Easter and Bank Holidays. Discount not available on set price menus and applicable to you and three guests Uniform cleaning – dry cleaning service is available for staff uniform that is dry clean only.

University Benefits

Information on the benefits below and other University benefits can be viewed at www.essex.ac.uk/staff/pay-and-rewards

- Eye tests are free for employees who are DSE users and in some circumstances the cost of lenses may be contributed to. More information can be found at www.essex.ac.uk/staff/occupational-health-services/eyesight-test-and-vouchers.
- The University of Essex currently runs a Bike to Work Scheme and WHH employees are entitled to its benefits. Employees must be on at least a year's contract and deductions are made before tax. Discounts are based on salary band and pay scale and start at 25%.
- Essex Offers discounts are available to all employees of Wivenhoe House – these include retail discounts, etc. There are also staff rates available at the Sports Centre and University of Essex Wivenhoe Park Day Nursery. Details are available on the staff page of University's website.

Contractual Benefits

- Staff food is supplied at lunchtime and dinner for all employees. Each employee is entitled to one free meal per day when they are working at the hotel.

- Company Pension Scheme – there is a company pension scheme in place via the university. This is a NEST scheme and is contributory. A member of staff can sign up at any time during their employment.

Terms & Conditions

1. Pre-approval and authorisation by the General Manager or their designate is required on all room and dining reservations.
2. All benefits contained in Section 1 are subject to availability.
3. All benefits are subject to review at any time and are given at management discretion.
4. Hotel and University benefits are not to be considered contractual benefits under any circumstances.

3.2 TRONC

TRONC is the HMRC system that we use to distribute all tips fairly across the hotel.

Sharing of TRONC:

- All staff share the gratuities/service charge from the calendar month
- These are shared evenly and are proportioned based on the number of hours worked
- Hourly rate is calculated by taking the total amount and dividing by the total hours worked

The Rules

1. The tips shall be divided amongst **ALL** employees of Wivenhoe House Hotel, both full time and part time.
2. The tips are allocated monthly, matching the payroll dates
3. Tips will have tax deducted and will be paid into staff bank accounts.
4. If **ANY** member of staff is found **NOT** handing in a gratuity, even if told it is for them personally, this will be treated as theft and will result in disciplinary action. A gratuity means anything, from a corporate tip to monies left in bedrooms and on restaurant tables, to cash given for carrying cases.