

	<b>RESOURCE LIBRARY – SECURITY</b> <b>Staff Entrance Control</b>	<b>CODE:</b> 03.19.019
		<b>EDITION:</b> 1
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### **POLICY STATEMENT/政策声明**

All hotel employees are required to comply, when entering or leaving hotel premises, shall have to use the Staff Entrance.

酒店所有的员工必须遵守员工在进和出时务必使用员工通道的规定。

### **PURPOSE/目的**

For Security Control

为了安全控制。

### **PROCECURES/程序**

1. The staff entrance where all rank and file staff reporting for/ off duty is located at the upper ground floor near the fire and security control room and it is under the strictest control of the Security Department.

所有的员工上下班都要使用位于保安值班室旁边的南门员工通道，此通道由保安部严格控制。

2. The Security Officer, Security Supervisor will be responsible for:

保安主管、保安员应负责：

- a) Checking on all hotel staff member's identity cards and their punch card on entering or leaving the hotel premises at daily basis.  
每天在员工进出酒店时，检查其工牌及打卡情况。
- b) Registering all visitors, including the contractors' workers to the hotel officers and issuing a hotel temporary identification card at the staff entrance.  
登记所有的来访者，包括酒店的签约供应商，在员工通道处向他们发放酒店临时的访客证。
- c) Inspecting the handbags being carried by the hotel staff members or visitors under suspicion on departure from the staff entrance.  
当员工或来访者从员工通道离开酒店时，检查其所带的可疑背包或包裹。
- d) Ensuring the freedom of movement from the service area within the entrance.  
保证从通道进入服务区域的活动自由。
- e) Questioning and stopping strangers/ trespassers at the entrance.  
质问并制止在员工通道处逗留的陌生人或侵犯者。
- f) Ascertaining the hotel items (e.g. cups, glasses etc.) being taken out of the hotel by staff members without a lawful permit issued by the hotel management.  
探知酒店物品（如杯子、玻璃器皿等）在没有酒店管理层许可的情况下被员工带出酒店。
- g) Ensuring the traffic flow at the staff entrance area.

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保证员工通道处交通畅通。