

Guidelines

- In your job, you work in guests rooms on a regular basis. As a result, it is possible for you to observe inappropriate conduct or items, or to have inappropriate or offensive interaction with a guest.
- If at any time you feel uncomfortable, unsafe, or offended, including, but not limited to, unwelcome sexual advances, requests for sexual favors, and/or you experience other verbal or physical conduct of a sexual nature, whether from an employee, a non-employee, or a Hotel guest, you must immediately notify the supervisor on duty. The Hotel will investigate your complaint and will take prompt remedial action as appropriate under the circumstances.
- Remember to follow these guidelines:
 - Always knock before entering a guest's room.
 - Make sure your arrival in the guest's room is always announced. That way the guest is aware of your presence.
 - If possible, work alongside another employee.
 - If you cannot work alongside another employee, but you are allowed cell phones on your person, make sure you have your supervisor's phone number on speed dial and feel free to call her/him to report inappropriate behavior.
 - If cell phones are not allowed while working in your Hotel, keep a copy of your supervisor's phone number with you at all times and call her/him immediately to report inappropriate behavior.
 - Report any behavior that makes you feel uncomfortable, unsafe, or offended. Follow the Hotel's policies for reporting such conduct.
 - Remember you can always call 911 if the situation requires it.