



## CHILDREN'S RIGHTS PROTECTION INSTRUCTIONS

Dök. No:	GM.TL.01
Yayın Tarihi:	01.04.2017
Rev. Tarihi:	01.04.2019
Rev. No:	01

### 1. PURPOSE

**Alaiye Resort Spa** hotel is reporting that to increase the conscious level of children exploitation and for avoiding children exploitation.

### 2. SCOPE

Alaiye Resort Spa Hotel is covering the guests who are accommodating in our hotel all children quests in all conditions.

### 3. DESCRIPTION

**Children exploitation** : is to come up against children all kind of action which is voluntary or involuntary by adult , who effect negativly of childrens 's health , physical development ,psycho-social development who are between the age of 16-18.

**Physical exploitation** : is purposely harmed child by an adult .

**Sexual exploitation** : the usage of children for sexual satisfaction and sexual warning ,forcing the child to have social evil or using the child as a sexual object such as pornography .

**Sensational exploitation:** is giving psychologic deformation by neglecting from interest , love and care which children require.

**Economic exploitation:** the desire of gain economic income by an adult who is the responsible with child's care.

### 4. RESPONSIBILITY

All Department

### 5. LEGAL LEGISLATION

T.C.K. Rule 278 : all the citiziens are responsible for informing the children exploitation against children .

Rule 278 (1) a person who is not informing the legal authorities such crimes is/are responsible against authority department and might be punished 1 year.

### 6. PRESCRIPTIONCURRENT

**6.1 Human Resource:** The education about "protecting children rights " is planned at least once a year by Human Resource and Quality & Assurance departments

#### 6.2 FRONT OFFICE

According to 1774 number of personation report rule's in second section ;preparing a copy of our hotel to all guests staying identity card copy or passport copy ,arrival and departure registers are , forwarded to law enforcement or investigation with the ready .

The records also covers the guests between 16-18 years old which is described on above.

During the checkin if there is a suspicious situation about children such as fake ID cards or passports , mismatching between children and their ID photos or surnames Front Office department is responsible to give information about the situation to the Front Office Manager and the suspicious circumstance will be followed. The General Manager will also be informed immediatly about the child/children and if needed the guest will be requested to give detailed about the child/children.



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### 6.3 ALL DEPARTMENT

If any of incidents listed below occurs against the children under 18 years old and around whole areas in the hotel ( guests rooms , general areas ) the department manager needs to informed about it immediately. If Manager cannot be reached, the information should be given to the Security Manager .

- Physical and verbal harassment , exploitation(it might be done by father –mother, family members and hotel employees , babysitter , other guests )
- Forcing children to fulfill tasks which are not suitable or safe for them and observing special conditions.
- Sexual exploitation, pornography
- Forcing children for prostitution

If someone is detected who is following or observing a child or children which are entering or leaving their room and if you see many entrance & exits toward a room ,please inform the Department Manager or Security Manager .

Please do not make fun with people who have physical or mental disabilities. Psychological pressure is prohibited.

- Disabled children requires more attention and they are encouraged for maximum adaptation.

If a guest who warned about such unacceptable behaviours by management continues insistently with their behaviours will be removed from the Hotel with the approval of General Manager. Depend on the level of crime committed, the management will file a criminal complaint against the guest.