



BARAHI JUNGLE LODGE

Health & Safety Policy

Applies To: All properties (Barahi Jungle Lodge)

Policy Owner: Human Resources / General Manager

Approved By: Senior Management (see Approval, Section 9)

Effective Date: [From opening year 2013]

Review Frequency: Every 2 years, or sooner if legislation or licensing requirements change

Next Review Due: [July 2028]

1. Purpose

This policy sets out how Barahi Jungle Lodge safeguards the health, safety, and fair treatment of its employees, from recruitment through to ongoing employment. It confirms that documented procedures are in place for fair recruitment, employee health monitoring, sick leave, equal treatment, and performance management, that these meet applicable legislation and licensing requirements (as covered under Requirement B1), and that the policy is approved by senior management and reviewed at least once every two years.

2. Scope

This policy applies to all properties operated under Barahi Jungle Lodge and to all employees, including permanent, seasonal, and contracted staff, at every stage of employment from recruitment to exit.

3. Legislative & Licensing Compliance

The procedures in this policy are developed and maintained to meet relevant national labour law, minimum working age requirements, occupational health regulations, and tourism licensing conditions applicable in Nepal, as covered under Requirement B1. HR is responsible for tracking changes in legislation and updating procedures accordingly.

4. Fair & Safe Recruitment

Barahi Jungle Lodge follows a fair and responsible recruitment process to ensure every new employee is legally and appropriately suited to their role.

- All candidates must be adults, with a minimum recruitment age of 18 years; proof of age (citizenship/ID) is verified before offer.



- Candidates are screened to confirm they have no criminal background relevant to the role, prior to confirmation of employment.
- Candidates are assessed against the qualifications, skills, and experience required for the specific position, ensuring the right match between role requirements and candidate capability.
- Recruitment decisions are documented and retained on the employee's personnel file as evidence of due diligence.

5. Employee Medical Checkups

Barahi Jungle Lodge is committed to monitoring and protecting employee health on an ongoing basis.

- All employees undergo a medical checkup at least once per year.
- Checkup records are kept confidentially on the employee's personnel file.
- Where a checkup identifies a health or fitness concern relevant to the employee's role, HR and the employee's supervisor work together to agree any necessary accommodation or follow-up care.

6. Sick Leave

Employees who are unwell are entitled to take sick leave rather than being required to work while unfit to do so.

- Employees experiencing illness or injury may take sick leave in line with the Lodge's leave entitlement and national labour law.
- Employees are encouraged to report sickness promptly to their supervisor so that duties can be covered without pressuring the employee to work while unwell.
- Sick leave records are maintained on employee files and reviewed periodically to identify any recurring health or workplace issues.

7. Equal Opportunity & Non-Discrimination

Barahi Jungle Lodge is committed to a workplace free from discrimination.

- Recruitment, training, pay, promotion, and day-to-day treatment of staff are carried out without discrimination on the basis of gender, ethnicity, religion, caste, disability, age (beyond the legal minimum), or other protected characteristics.
- Any employee who experiences or witnesses' discrimination is encouraged to report it to HR or senior management, and reports are investigated promptly and confidentially.
- Disciplinary action is applied consistently to any confirmed cases of discrimination or harassment.

8. Performance Appraisal

A structured appraisal system is in place to evaluate employee performance fairly and to support employee development.

- Employees are formally appraised on a regular basis against agreed job responsibilities and standards.
- Appraisals are used to identify training needs, recognize good performance, and address performance gaps constructively.
- Appraisal outcomes are documented and retained on employee files, and feed into decisions on development, incentives, or promotion.

9. Approval by Senior Management

This policy, and any subsequent revisions, must be formally reviewed and approved by senior management before issue. Approval is evidenced by signature and date below. A copy of each approved version is retained on file as evidence of approval.

Role	Name & Signature	Date
General Manager / Senior Management		
Owner / Managing Director		

10. Review & Update Process

This policy is reviewed at least once every two (2) years to ensure it remains accurate, up-to-date, and compliant with current legislation and licensing requirements. The review process is as follows:

- HR is responsible for scheduling the review at least once every 2 years, or sooner if triggered by a change in law, licensing conditions, or an audit finding.
- Proposed updates are drafted and circulated to senior management for review.
- Senior management formally approves the revised policy, with approval recorded (signature and date).
- The approved version is dated, version-numbered, and communicated to relevant staff.
- The previous version is archived, and the Review History table below is updated.

11. Related Documents

- Recruitment & Selection Procedure
- Employee Medical Checkup Records
- Leave Policy (including Sick Leave provisions)
- Equal Opportunity / Anti-Discrimination & Grievance Procedure
- Performance Appraisal Form & Procedure
- Policy A25 — Quality Assurance, Crisis Management & Preparedness, and Health & Safety Policy