

TO: Outside Vendors

FROM: Wailea Beach Resort

DATE: January 2023

SUBJECT: WAILEA BEACH RESORT VENDOR RULES

The Wailea Beach Resort (WBR) requires that all Vendors providing services or products must abide by the following rules during all time on the Wailea Beach Resort property.

1.1 SUPERVISION AND PROCEDURES

CONDUCT

- **All vendors will report to the Loss Prevention officer and check in as they enter the property.**
- All vendors, vendor's employees must have their name at the security checkpoint for property access. These individuals must sign in and out daily. A vendor badge will be issued and must always be worn on site. A Supervisor must be on property during working hours.
- No loitering - Workers are to be on property no earlier than 15 minutes before work and are to leave immediately after job completion.
- **Vendors and respective crews must remain in work/event sites areas or in approved areas by resort management while on property.**
- **Vendor will be responsible for providing PPE to their employees.**
- **All vendor employees must wash their hands often by washing them with soap and water for at least 20 seconds. When hand washing isn't available, use an alcohol-based hand sanitizer with greater than 60% ethanol or 70% isopropanol. Soap and water should be used if hands are visibly dirty.**
- No illegal substances are permitted on property.
- No eating, drinking, or smoking except within area designated by the Manager.

- Please utilize only restrooms designated by the Manager.
- Access to the floors is via the service stairs ***no guest elevators can be used*** unless approved by either the Director of Loss Prevention and/or the direct hotel contact to which the services are being provided.
- All vendors, vendor's employees must have their name at the security checkpoint for property access. These individuals must sign in and out daily. A vendor badge will be issued and must always be worn on site. A Supervisor must be on property during working hours.
- No music played on radios, smart phones, while working at WBR.
- Company vehicles are permitted to park on property or at the hotels parking as designated only by Owner/WBR Management. Parking for all other work vehicle must be approved by WBR Engineering, Events or Security management. All vehicles are subject to search at the security checkpoint.
- Once all Load in/out is completed, vendors must park in the designated location by the Events team.

ATTIRE

- Covered work shoes with Socks
 - Full-length pants or Work Shorts.
 - Work shirts, must have company name (T-shirts with company name are acceptable)
- No Tank Tops are allowed.***

The resort reserves the right to remove from property any vendor or their employees that fail to comply with the above guidelines.