

Title: Employee Discount Policy for Aileron Hotels

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1. Purpose

At Aileron Management, we value our team members and their dedication to exceptional hospitality. As a benefit, employees are eligible for discounted stays at properties within our portfolio, as outlined below:

Discount Structure:

- **Boutique/Independent Properties** (e.g., Elizabeth Pointe Lodge, Hamilton Turner Inn, The Horton, The Inn at Crestwood): **25% off** the standard room rate.
- **Branded Properties:** **50% off** the standard room rate.

2. Scope

This policy applies to all Aileron employees starting on their date of hire.

3. Procedures

3.1. Limitations

- 3.1.1. Independent hotel stays are limited to six (6) room nights per calendar year per employee. There is no limit for branded hotel stays.
- 3.1.2. The discount applies only to the employee's personal stay (employee must be present) and **cannot be transferred** to family or friends.
- 3.1.3. All stays are subject to **availability and blackout dates**, including peak seasons, holidays, and high-demand periods. General Managers (GMs) and Corporate staff may decline requests based on occupancy.
- 3.1.4. Reservations must be made in advance and approved by the General Manager of the property where the employee wishes to stay.
- 3.1.5. Discounts apply to room rates only. Taxes, resort fees, and additional services (e.g., dining, spa, parking) are not included.

3.2. Reservation Process

- 3.2.1. Employees must complete a reservation request form and submit it to their General Manager or, for corporate staff, to their Executive Coordinator. The form must include:
 - Employee's full legal name
 - Desired hotel
 - Dates of stay
 - Room type requested
 - Number of rooms (up to two (2) rooms at one time; independent hotel maximum of six (6) total room nights still applies)

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3.2.2. The receiving GM or Executive Coordinator will forward the form to the GM of the destination hotel for approval. If approved, a hotel staff member will contact the employee to:

- Confirm the reservation
- Collect credit card information
- Finalize the booking

3.2.3. A valid photo ID and credit card are required at check-in.

4. Compliance and Enforcement

4.1. The hotel reserves the right to modify or discontinue this benefit at any time.

4.2. Any misuse of this discount, including unauthorized bookings or attempts to exceed the limit, may result in disciplinary action.

5. Change Record

Revision Level	Date	Person Responsible	Description of Change(s)
00	08/01/2025	HR	New policy