E’TERIE STANDARD OPERATING PROCEDURES

Guest relations

All Team Members

With Emphasis on Management

2.3.0



E’TERIE STANDARD OPERATING PROCEDURE

guest relations

E’terie PROMISE/STANDARD

E’terie will make itself available to criticism and document all guest complaints. Management will acknowledge guest complaints within 48 hours of receipt—whether written or over the telephone—and must begin working toward a resolution satisfactory to the customer and Embassy Suites by Hilton.

TEAM MEMBER CONTRIBUTION

T.2.3.1

1. E’terie must maintain a clear and understandable written "Problem Free" policy to assure maximum guest satisfaction is maintained. This should include participation in the E’terie Social Media Monitoring and other guest comment channels including comment cards.

T.2.3.2

1. All guest complaints must be documented in the Guest Complaint log book or alternate appropriate electronic system, i.e. OPERA service recovery (or other restaurant service recovery tracking system).

T.2.3.3

1. E’terie management must acknowledge in writing within 48 hours of receipt all written complaints received at the restaurant from any source.

T.2.3.4

1. Complaints that require investigation must, within 48 hours of receipt, be acknowledged and the guest advised that the complaint will be researched.
2. Guests must be given a date that they can expect a response.

T.2.3.5

1. Guest complaint calls referred to E’terie by the hotel must be acknowledged within 48 hours of receipt.

T.2.3.6

1. E’terie must maintain procedures to ensure that E’terie guest complaints are received during operating hours, and whenever possible, responded to while the guest is still in-house at the hotel.

T.2.3.7

1. If, in the opinion of E’terie, the complaints or underlying issues are not fully and correctly resolved, Hilton Worldwide may require E’terie to produce and implement a plan and timetable for rectification satisfactory to Embassy Suites by Hilton.

T.2.3.9

1. E’terie must actively participate in the following Embassy Suites by Hilton quality management and customer loyalty measurement systems:
   1. Quality Assurance (QA) Program;
   2. Satisfactory And Loyalty Tracking (SALT) Program;
   3. Others as assigned based on business needs, and measurement tools developed for monitoring guest satisfaction.

T.2.3.10

1. Complaints about E’terie received at the Hilton Corporate Offices, a Regional Hotel Support Center or Corporate Guest Assistance may be resolved by the Corporate Guest Assistance Department.
2. The Corporate Guest Assistance Department has authority from the Licensee to refund or rebate up to the equivalent of two complimentary Lunch or Dinner Entrees in the form of cash, credit card refund, award Honors points or other products or services in order to satisfy the guest. E’terie will be billed and must pay for these refunds or rebates.

LEADERSHIP CONTRIBUTION

1. Managers will set the example for all team members by consistently demonstrating the behaviors outlined above.
2. Managers will conduct regular audits and provide positive feedback to their team, or feedback for improvement, to support successful future interactions with our guests.

COMMITMENT ACCEPTED – Team Member

Name:

Role:

Date:

Signature:

COMMITMENT ACCEPTED – Leader

Name:

Role:

Date:

Signature: