

Tips & Service Charge Policy

Hospitality & Travel

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Draft a fair, clear tips and service-charge policy — aligned to the guidance that service charge is voluntary — covering tip pooling and distribution, guest communication and staff fairness. Fill in the details below.

Purpose of this tool & output

A fair, clear policy for tips and service charge

How the output is used

Adopt a fair, clear policy for tips and service charge so distribution is transparent and lawful.

Who receives it

Approved by management; applies to all staff and is disclosed to guests where required.

Important cautions

AI-generated draft; follow current consumer protection guidance on service charge and have it reviewed.

Companion documents

- Hospitality Hiring Kit
- Staff Roster & Shift Planner
- Hospitality Staff Training Program
- Service Standards Manual
- Grooming & Conduct Policy
- Attendance & Leave Policy

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.