**Human Resource Policies**

**Private & Confidential**

{The HR should come up with Disciplinary Regulation in addition to this policy document to include Penalties for each breach and notify DR in the office premise}

The information in this document contains confidential and proprietary information of …………. Group including ………………….. LLC. As a result, this document should not be disclosed, used or duplicated – in whole or in part – for any purpose other than for the use of the company. No employee of ……….. Group shall duplicate this document in whole or in part thereof without the explicit authorization of the authorized management. In the unlikely event of any unclaimed copies being found, the same shall be immediately returned to any member of the management or destroyed.

**Document Information & Revision History**

This document (“HR Policy document”) sets out the standard terms and conditions of your employment with …………… Group (“Parent Group”) under the company name (……………. LLC ) - your direct employer. (“Employer or Company”). It sets out the principles and norms as per the applicable laws, rules and regulations of United Arab Emirates and governing the relationship between the Employee with Employer and has to be read in line with your respective job role.

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| Date of Revision | Version | Revision Notes | Date of Approval |
| 6 July 2021 |  |  | 6 July 2021 |
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**General Terms of Employment**

1. **Pre-employment Requirements**- ………….
2. **Designation & Reporting** – ………….
3. **Salary** - ………..
4. **Date of Joining and duration of contract** ………
5. **Extension or renewal of Contract** - …………….
6. **Performance review system and incentives**– …………….
7. **Best Employee** – …………..
8. **Driving License-no objection** – …………..
9. **Open Door policy, Complaints, suggestions and feedbacks** – ……
10. **Workplace environment and personal growth** – ………………
11. **Probation and Employment** –
	1. ………………
12. **Residence Visa**
	1. ………..
13. **Medical Insurance card** – ……………..
14. **Wage Protection System (WPS)** …………….
15. **Accommodation** - …………..
16. **Working Hours** - ……………
17. **Weekly Off** ……………
18. **Public Holidays-** ………..
19. **Annual Leave…………..**
20. **Sick Leave**:

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1. **Emergency Leave** — …………..
2. **Leave Application Procedures** —
	1. ………………..
3. **Leave Salary Payment** —…………………
4. **Air Fare** — ………………
5. **International Travel Policy** ……………..
6. **Local Travel and Car policy** - ……………….
7. **Personal Loan**: ……………….
8. **End of Service** –………
9. Repatriation
10. Gratuity
11. Resignation
12. Notice-
13. Termination:
14. **Amendments** - ……………..
15. **Personal conduct** –
	1. ……………
16. **Confidentiality** - ……………...
17. **Cancellation of sponsorship** - ……………..
18. **Original Passport**: ……………….
19. **Resident officer** – ……………..
20. **Transfer**
	1. ………………
21. **Sweat Equity** ……………
22. **Personal items** – ………….
23. **Governing Law** – ………….)
24. **Non-Disclosure Agreement** – ……………..
25. **Office SIM card and Phone Usage**
	1. …………..
26. **Use of social media** —
	1. ……….
27. **Work Area Cleanliness** —
	1. ………………...

For ………… LLC Accepted & Agreed to:

(Authorized Signatory) Name& Signature