

Ref: MENA/HR/XXXXX/AS/2023/01
Date: 12 February 2023

EMPLOYMENT CONTRACT

Dear Mr. XXXXXXXXXXXX,

Further to our discussions, we append below the terms and conditions of your employment with our Company. You shall be assigned to work with our client, XXXXXXXXXXXX hereafter referred as 'Client'.

Duration of your employment is subject to the validity of the Agreement signed between our Company and our Client specific for your services.

Furthermore, amendment to any of the terms and conditions of this Contract shall be subject to Client's approval and in line with valid terms and conditions of the Agreement signed between our Company and Client.

CLAUSE SN.	ITEM	DETAILS
A	Job Title:	
B	Reporting to:	
C	Employment Status	Single
D	Description of Duties:	
E	Place of Work:	
F	Work Schedule / Working hours	Working hours are forty (40) hours per week, eight (8) hours per day including one hour lunch break from Sunday to Thursday.
G	Commencement date:	20 February 2023
H	Contract Duration / End Date:	This employment contract shall be valid until 19th February 2024 and thereafter it shall automatically terminate. Duration of this Contract may be amended as per Client's requirement based on business needs for your services (either shortened or extended). Any such change shall formally be communicated to you in writing. Any change in the duration is wholly based on the Client's business needs and requirements, hence the Company shall not be held liable on the Client's decision under any circumstances.
I	Contract Type:	Limited
J	Probation Period:	You shall be under probation for a period of 3 months from your date of joining. During which period, either party may terminate this Contract by giving the other party a written notice of not less than seven (7) days in line with the Omani Labour Law. At any time during the Probation Period, the Company or Client may terminate your services on the grounds of disciplinary or

		lack of performance, by providing a termination notice period of not less than seven (7) days.
K	Time Sheet Required:	Yes
L	Contract Rate:	You will be paid a monthly salary OMR XXXXXX (Omani Rials Only) The break-up of which is as follows; Basic - OMR All Allowance - OMR If you are required to work on an official public holiday, you will be compensated as per Article (73) of the Omani Labour Law.
M	Mobilization and Demobilization:	Not Applicable
N	Leave Entitlement:	Leave eligibility will be as per Omani Labour Law. However, you are required to obtain prior approval from your reporting manager. Salary will be deducted on pro-rata basis for unauthorized or uncertified leave days taken.
O	Documents to be submitted:	The following documents are required; 1. Copy of a valid Omani Civil ID Card 2. Completed Personal Information Sheet (PIS) and signed (as per the format provided to you). 3. Public Authority for Social Insurance (PASI) cancellation forms from previous employer (where applicable) 4. Valid ROP Clearance Certificate 5. Copy of valid Driving license (where applicable) 6. Medical Report from Government Hospital 7. Local personal Bank account details 8. Passport size photo with blue background
P	Currency of Contract:	OMR
Q	Bank Details:	All payments will be made to your personal bank account in Oman as per the bank account details provided by you in the Personal Information Sheet (PIS). Only Oman bank funds transfer charges will be borne by the Company.
R	General Conditions:	You will be required to submit a time sheet approved by the reporting manager.
S	Termination:	After successful completion of probation period, this Employment Contract may be terminated at any time by either Party giving to the other a written notice of not less than thirty (30) days in line with Omani Labour Law This Employment Contract can also be terminated based on Client's intimation to end your services for reasons that include

		but not limited to business continuity, your lack of performance on agreed deliverables and / or disciplinary reasons.
T	Confidentiality:	You agree to keep all information about this Employment Contract and about the Company's and Client's business confidential at all times during your employment with the Company and thereafter, without any limit on time.
U	Legal Jurisdiction:	All disputes arising from this Employment Contract shall initially be settled amicably through negotiations, failing which the same shall be settled by arbitration in accordance with the Sultanate of Oman's Rules & Laws of Arbitration. The language of the arbitration proceedings shall be English or Arabic.
V	Supplementary terms:	Other terms and conditions of your employment not covered herein shall be governed by the pertinent laws of the Sultanate of Oman.
W	Insurance:	Company shall provide you with Medical Insurance cover as per the Staff Group Medical Insurance Policy in place (excluding optical). A copy of the policy will be shared with you. You will be covered under Workmen compensation and life insurance coverage shall be as per the Company policy in place.
X	Taxes	You shall be responsible to cover all your personal applicable Taxes as announced from time to time by and as per the directives of the Authorities in the Sultanate of Oman.
Y	Special Conditions:	This agreement is subject to you being medically fit. Any amendments to this Contract are solely and wholly based on the Client's requirements and needs for your services. Hence by signing below, you hereby agree to indemnify the Company, its Client, its management, affiliates and Owners against any claims financially or otherwise that may arise as a result of the termination of your services; you shall neither hold our Company liable under any circumstances.
Z	Other Conditions:	<u>Transport & Meals:</u> Local transport, accommodation & meals are included in the monthly rate.

In addition;

- i. This Agreement supersedes and is in substitute for all previous letters of engagement, agreements whether oral or in writing relating to the subject matter hereof between yourself and the Company, all of which shall be deemed to have been terminated by mutual consent.
- ii. This agreement constitutes the entire agreement between yourself and the Company of the terms and conditions upon which you are employed.
- iii. You shall not in any way, whether directly or indirectly, bind or commit the Company, its subsidiaries or its Clients, its Owners or its Management financially, contractually, commercially or otherwise.

- iv. You shall strictly observe confidentiality in connection with the Company's activities, operation and business and shall not utilize any information you have or had access to in respect of the aforesaid for any benefits and shall refrain from disclosing the same to any third party whatsoever. Provisions of this clause shall survive during the validity of this Agreement and after its termination without limit of time regardless the reason of termination of this Agreement.
- v. You shall indemnify the Company, its subsidiaries, its management and its owners towards any claims arising during your employment with the Company or upon termination of the Contract in relation to this agreement.
- vi. You are required to provide accurate personal information with regards to your permanent personal contacts such as private Email address, Postal address as well as telephone numbers.
- vii. It is your responsibility to ensure that the contact details you have provided to the Company are up to date and accurate at all times.
- viii. The Company reserves the right to use such information solely in case of emergency or if required by law.
- ix. You are required to be registered under PASI. Your PASI contribution will be deducted directly from your salary on a monthly basis.
- x. The Company reserves the right to serve you with End of Service Notification or End of Employment Notice via your E-mail, Letter or Registered Mail based on the contacts information provided by you in the Personal Information Sheet.
- xi. Any breach by you of any of the obligations herein or of the provisions of the Sultanate of Oman Labour Law shall entitle the Company to terminate this Employment Contract immediately without any compensation, notice or benefits to you and without prejudice of the Company's right for damages.
- xii. All new Ministerial decrees & any amendments to the Omani Labour Law issued by the government of Sultanate of Oman from time to time will be applicable and binding on your employment contract.

Acceptance of this Contract

By signing below, the Company and you are confirming acceptance and agreeing on the contents of this contract as detailed herein.

Authorized signatory

Date:

By signing below, I hereby agree to indemnify the Company, its Client, its management, affiliates and Owners against any claims financially or otherwise, that may arise as a result of terminate or end of my employment and I shall neither hold the Company, its Client, Owners and affiliates liable under any circumstances.

- i. Confirm that I shall not in any way, whether directly or indirectly, bind the Company or Client, commit it financially, contractually, commercially or otherwise.
- ii. Agree to respect Islamic religion, the laws, customs and social traditions of the Sultanate of Oman and not to engage in any activity which is detrimental to the country's security.
- iii. Agree to observe all customs and regulations of the Sultanate of Oman and abstain from usage of any illegal drugs, unprofessional conduct, misbehaviour or indulgence in political or religious controversies.
- iv. Confirm to exercise due diligence when carrying out business transactions or when conducting business dealings.
- v. Confirm I shall not participate in any corruption and / or bribery in order to secure a business deal and that I shall comply and follow good and sound business ethics.
- vi. Fully understand and hereby confirm adherence with the Company's and Client's policies, rules and regulations.
- vii. Confirm that no further benefits, rights, or entitlement shall be due to me other than what is expressly stated herein and formally agreed, and that my rights and entitlement shall be to the extent of this Contract.
- viii. Confirm that all information provided by me to the Company about my qualifications, documents and other information which form part of my Employment Documentation is true and correct
- ix. Undertake to keep the Company informed and up to date of any changes in my personal status with regards to any of the information provided; either documents or any other personal details form part of the requirement of my Employment with the Company.

Signature: _____

Date:

Contractor's / Employee's Name: Mr. XXXXXXXXXXXX