



EMPLOYMENT LETTER

Effective Date: 12 Dec 2012

Document Code:
QMS-RM-F02

Rev. #.00

Ref #:

Date: December 12,2012

To

MR. / MS. PANKAJ KANTI

Dear MR. / Ms. PANKAJ KANTI

Further to our interview and to the discussions we had with you regarding your employment with us we are pleased to offer you the position of labour supervisor with us. We trust that your knowledge, skills and experiences shall contribute to our most valuable assets.

As discussed during your interviews, you will report directly to the main office where your primary task shall be your designation related scopes such labour supervisor, technician and others that may deem to be necessary to achieve the organizational objectives.

However you will also be required to focus on other areas of our operation, which may be necessary for the control of our operations. A detailed job description of your position shall be available at the time of joining.

1. DATE OF JOINING

Your date of work commencement shall be subject to the approval of your employment visa by the UAE labor ministry and passing the pre-employment medical examination as stipulated by the law. As part of the Company Policy, you are required to sign the Employee Confidential Agreement letter, which must be returned to us upon signing.

2. COMPENSATION

Your monthly salary shall be 5,000 all-inclusive for the initial six months, there after a revision of your total package is available based on your performance.

3. OFFICE HOURS

Office hours are weekdays between Sunday- Thursday 8AM to 5PM & Friday- Saturday 9AM to 3PM with an unpaid lunch hour to be taken at a mutually agreed time. It should be understood that you might need to work outside these hours on occasions in order to need the objective of the organization.

4. PROBATION PERIOD

(a) A performance review will be undertaken during the initial three-month period prior to confirmation of your ongoing full time employment.

(b) This offer will be based on your work performance against the agreed criteria as per your job description (Attached). During this probationary period, "Our Team" will assist you, as necessary, to prove yourself suitable for the position.



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(c) If you are unsuitable you will not be offered a full time position and your services will be terminated with a written notice.

5. TERMINATION

During the probationary period, termination of employment can be effected by either party giving one month notice in writing.

Upon confirmation of your employment after the successful completion of probationary period, either party may terminate the contract of service by giving a 1-month notice or payment in lieu equivalent to 1 month's gross salary.

During the course of your employment, should your performance fail to meet the expectation of the company, you shall be provided with a written warning letter which will be monitored for a period in order to enhance the performance.

Should you fail to improve, your services shall be terminated with immediate effect by charging all costs of your employment with us towards your account.

6. LEAVES & PUBLIC HOLIDAYS

ANNUAL LEAVE:

You are entitled to four weeks paid annual leave, with a two way ticket to your home country at the completion of twelve months employment. Annual Leave will be taken at a mutually convenient time each year. It is company policy to ensure that annual leave does not accumulate beyond one year's entitlement.

SPECIAL LEAVE:

In special circumstances you may be granted leave on application to your manager. This leave is at the discretion of your manager and may be paid or unpaid depending on the circumstances. All leave types should be applied for on the appropriate leave applications and approved by your manager.

PUBLIC HOLIDAYS:

- (a) You will be able to take all gazette public holidays without loss of pay.
- (b) If required to work on a public holiday, you will be granted the equivalent time off or payment as agreed.

7. MEDICAL BENEFITS

You are entitled for medical benefits which are in accordance to the company's policy.

8. CONFIDENTIALITY



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In the course of your employment with company, you will have access to and will acquire knowledge of confidential and proprietary company information. This information includes, without limitation: marketing and strategies; customer names, needs, and other information; client potential; and other types of information which would place company at a competitive disadvantage if known by or revealed to competitors or customers.

You shall not, without the consent of the company, reveal, disclose or share information, which is deemed confidential, and trade secrets by the company to any third party. All assignments and tasks given to you by the company shall be deemed as strictly confidential. You shall not make use of the company's information, tools, materials and property to accomplish other than work-related tasks.

Please feel free to revert back to us on any questions about the offer. If you agree with all the terms and conditions, please sign and return this letter to us no later than dd/mm/year.

Sincerely,

For & On Behalf of AL JEEL VALLEY GENERAL MAINTENANCE.

Engr. Fathy Shaheen Basyouny

Managing Director



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CONFIDENTIALITY:

I **MR./MS. PANKAJ KANTI** acknowledge that during the course of employment with **AL JEEL VALLEY GENERAL MAINTENANCE**, that I may become acquainted with or have access to the confidential information, and agree to maintain the confidence of the confidential information and to prevent its unauthorized disclosure to or use by any other person, firm or company.

I also agree to keep my employment arrangement, including salary details, confidential at all times.

Upon the termination of my employment for any cause or by any means whatsoever I shall not thereafter:

1. Make public or divulge to any person the confidential information, any trade secrets including but not limited to any manuals, advertising, promotional data, and advisory memoranda or any information concerning the business, finances, dealings, transactions or affairs of **AL JEEL VALLEY GENERAL MAINTENANCE**.
2. Advertise, publicize or permit the advertising or publicizing of the former connection of **AL JEEL VALLEY GENERAL MAINTENANCE**.
3. Approach directly or indirectly any customers / clients of **AL JEEL VALLEY GENERAL MAINTENANCE** to influence it to cease carrying on business with **AL JEEL VALLEY GENERAL MAINTENANCE**, or otherwise to entice it away from **AL JEEL VALLEY GENERAL MAINTENANCE**.
4. Do any act or thing which may impair or reduce **AL JEEL VALLEY GENERAL MAINTENANCE**'s reputation standing in the eyes of the public or any of its customers.
5. Disclose the contents of any correspondence received by **AL JEEL VALLEY GENERAL MAINTENANCE** and
6. In the course of and upon and following termination of employment, I, **PANKAJ KANTI**, will not copy or retain any material belonging to or in the possession of **AL JEEL VALLEY GENERAL MAINTENANCE** or make use of any confidential information, without the written consent of **AL JEEL VALLEY GENERAL MAINTENANCE** including:
 - a. Client names and addresses;
 - b. Processes, methods, techniques or its contractors or agents, including the employees.

By accepting this offer, I also acknowledge and agree that I shall abide by the following terms and conditions, and that such terms and conditions are reasonable.

SIGNATURE