[TO BE PRINTED ON QFC COMPANY LETTERHEAD]

**EMPLOYMENT AGREEMENT**

This Agreement is made on [DD/MM/20YY] by and between:

(1) [NAME OF QFC ENTITY], a legal entity established in the Qatar Financial Centre with QFC licence number [-], having its registered address for service at [ADDRESS] (the "Employer"); and

(2) [NAME OF EMPLOYEE], a [NATIONALITY] national with passport number [-] and Qatari ID no. [NUMBER] (the "Employee");

hereinafter referred to individually as “Party” and collectively as "Parties".

WHEREAS

A. The Employee will be employed by the Employer in accordance with the terms and conditions set out below.

B. References to "Regulations" mean the Qatar Financial Centre (“QFC”) Employment Regulations No. 10 of 2006.

C. References to any legislation must be construed as references to legislation as from time to time amended, re-enacted or consolidated.

D. References to any clause is a reference to a clause of this Agreement, unless the context states otherwise.

THE PARTIES HAVE AGREED AS FOLLOWS:

1. COMMENCEMENT OF EMPLOYMENT
	1. This Agreement is for an [undefined/fixed] term, commencing on the [-]
	2. Either Party may terminate this Agreement at any time giving the other Party a written notice, in accordance with clause 2.2 and 10 of this Agreement.
2. PROBATION [OPTIONAL CLAUSE]
	1. The Employee is subject to a probationary period of [maximum 6 months] with effect from the Commencement Date.
	2. During the probationary period either Party may terminate this Agreement at any time by giving the other Party at least two (2) weeks written notice.
3. JOB TITLE AND DUTIES
	1. The Employee’s position is [INSERT POSITION] and the report line is [INSERT POSITION OF DIRECT REPORT LINE]. [OPTIONAL: details of the Employee’s duties are set out in the attached job description - Annex A]
	2. The Employee may be required to undertake other duties from time to time as the Employer may reasonably require according to its organizational or business needs.
	3. During the validity of this Agreement the Employee undertakes not to work for any third party, whether with or without payment, except with the prior written consent of the latter and the approval from relevant authorities.
4. PLACE OF WORK

The Employee’s principal place of work is the Employer’s location but he may be required to work outside such premises from time to time for business or organizational reasons determined by the Employer.

1. WORKING HOURS

* 1. The weekly working hours are [INSERT DAILY or WEEKLY WORKING HOURS not exceeding 48 hours] from [INSERT FIRST DAY AND LAST DAY of the working week) between [BEGINNING TIME – END TIME].
	2. The Employee working 6 hours or more per day is entitled to daily intervals for prayers, meals and rest of at least one hour in the aggregate which are not included in the calculation of the working hours.
	3. The Employee may be required to work additional hours as may be necessary for the proper performance of your duties, subject to Articles (30) and (31) of the Regulations.
1. SALARY
	1. The Employee is entitled to a monthly basic salary of QAR [AMOUNT] and [INSERT ANY APPLICABLE ALLOWANCES/BENEFITS] to be paid every month [Please specify the pay period] into the Employee’s nominated bank account.
	2. The Employee is also entitled to the following benefits and allowances:
2. …
3. ….
	1. Deductions from the Employee’s salary can be done only in accordance with the Regulations and the provisions of this Agreement.
4. ANNUAL LEAVE AND HOLIDAYS
	1. The Employee is entitled to a paid annual leave of [MINIMUM 20] working days to be accrued pro rata from the first day of employment.
	2. In addition to the Annual Leave the Employee is entitled to the following public holidays:

(a) Three (3) working days for Eid El-Fitr;

(b) Three (3) working days for Eid El-Adha;

(c) One (1) working day for National Day;

(d) Three (3) working days to be specified by the Employer;

(e) One (1) working day for National Sport Day; and

(f) Any other day declared by the State as a public holiday and announced by the QFC Authority as applicable to the QFC.

* 1. If the Employee is requested to work during any such holidays he must be compensated with another rest day.
	2. The Employee must not waive his entitlement to annual leave and any agreement to the contrary shall be void.
	3. Compensation in lieu of accrued annual leave is allowed in case of termination of employment or upon agreement between the Parties and it is

 calculated on the Employee’s monthly usual salary inclusive of basic salary, allowances and benefits.

1. SICK LEAVE

In case of absence for sickness, Article (38) of the Regulations will apply.

1. EMPLOYER’S POLICIES AND PROCEDURES

The Employee has the responsibility to familiarise and comply with the internal policies and procedures as reviewed, varied or updated by the Employer from time to time for business or organizational reasons.

The Employer’s policies and procedures are available [STAFF INTRANET OR OTHERWISE].

1. TERMINATION OF EMPLOYMENT
	1. Except during the probation period, where clause 2.2. will apply, in case of termination of employment, each party must provide the other with the following prior written notice:

(a) two (2) weeks if the continuous period of employment is less than three (3) months;

(b) one (1) month if the continuous period of employment is between three (3) months and less than five (5) years, or

(c) three (3) months if the continuous period of employment is five (5) years or more.

* 1. The Employer may terminate the employment at any time without notice or payment in lieu of notice in one of the circumstances described in Article 24 of the Regulations.
1. GOVERNING LAW/JURISDICTION
	1. This Agreement is governed by and will be construed in accordance with the QFC Employment Regulations.
	2. The Laws, Regulations and Rules of the QFC, including the QFC Employment Regulations, will apply to any disagreement, grievance, dispute, legal action or proceedings arising out of or in connection with this Agreement.
2. COPIES OF AGREEMENT

 This Agreement is executed in duplicate and each Party has received a copy of the Agreement.

 Doha, [date]

Signed by the Parties

Signed for and on behalf of the Employer

…………………………………………………

Name:

Title:

(Authorised Signatory)

Signed by the Employee

………………………………………………………………