



Dear

We are pleased to offer you a position as Sales Person in accordance to the following terms and conditions, with effect from the date of joining:

i.	Salary	:	Basic	Dhs		2,625.00	
			Cost of Living Allowance		:	1,125.00	
			Accommodation Allowance	e	1	1,500.00	
			Transport Allowance			750.00	9
			Total per month	Dhs	1	6,000.00	
						/	
ii.	Leave	÷	30 days annual leave per an Policy.	num to be ava	iled in accor	dance to Company	
iii.	Air Ticket	:	Annual Air ticket for self aff UAE / Kiev / UAE, - Econo and direct flights between the	my/ Excursion	n. (Subject to		
iv.	Medical	:	Staff Medical Insurance Co	er for self as	per the Com	pany Policy.	
v.	Other Benefits	:	Cover under Company's C Gratuity as per UAE Labor Incentives in line with Com	Law & Com	ipany Policy		
vi.	Remarks	į	Salary Revision of AED 50 period of six months.				

The total remuneration inclusive of basic and allowances as detailed above will be paid in arrears at the end of each month. Your employment with this Company will be governed by the General Terms and Conditions of Employment as detailed in the following pages of this contract. Your employment is also conditional upon obtaining satisfactory references in due course and availability of an Employment Visa.

You are requested to acknowledge acceptance of the Employment Contract, by signing and returning one copy of the contract along with your passport copy, copies of certificates both educational and professional. You are kindly requested to direct all your queries to Human Resources Manager, P.O. Box 2623, Dubai. UAE, (Telephone No. 009714 201 1537/1536 or Fax No. 009714 2825120).

Yours sincerely

Halyna Kilor Huntan Resources Manager

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Encl General Terms and Conditions of Employment Sales Incentive Scheme



We are pleased to advise you that you will be entitled to Sales Incentive as per the following scheme, with effect from 1^n of July 2010:-

1. Monthly Commission Scheme

Payment of incentive under the scheme would be based on achievement of budgeted sales targets for Store/Department of your Posting, which will be conveyed to you by your Manager.

Sales Targets are based on net sales to be achieved each month commencing start of this scheme, and each month during this period will be treated separately.

The entitlement to Sales Incentive will start on achievement of 100% of the Store budgeted Sales Fargets and the actual incentive will be paid as per the following Schedule.

Achievement (%)	Amount (AED)
100% - 114%	2,250
115% - 129%	3,500
130% & above	5,000

II. Top Achiever Scheme

The top sales achiever in the store/floor will be eligible to receive 1,000 Dhs regardless if the store target has been achieved. This also applies if the store/floor achieved budgeted sales target and will be paid on top of monthly commission payout.

This additional incentive is subject to employee achieving 100% of their individual sales target

III. General Terms

- 1. The Scheme is valid from 1st July 2010 till 30th June 2011, and shall be renewed/ reviewed/ amended/ altered thereafter and replaces any earlier scheme for incentive, bonus or any other form of variable pay. The scheme will be considered automatically renewed for another financial year if no changes are communicated within the first quarter of the new financial year.
- 2. The incentive will be computed on a monthly basis and paid along with the following month's salary. [You must have achieved 100% of your individual sales target which will be communicated to you by the manager in order to qualify for this incentive]
- 3. The scheme will be applicable during municipal sales and special offer/ sales.
- 4. Each month will be treated separately independent of previous or succeeding months.
- 5. Stock discrepancy, it any, will be adjusted/ recovered at cost price from the incentive earned for the month in which discrepancy is finalized, and/ or, from the incentive earnings of succeeding months if there are no incentive payable for that month, or, if incentive earning falls short to tie over the stock discrepancy value
- 6. Any form of disciplinary (saue) warning can have an adverse impact on your incentive, especially in cases of second or final warning. Details of the same will be advised by your manager.

On behalf of the Management, we take this opportunity to wish you all the best for the successful acquescement of sales targets.

Halyna Kitor Human Resources Manager - Insignia

- 11. The Employee will retire from the services of the Company on attaining the age of 55 years. For this purpose the age records with the company at the time of appointment shall be considered as final and conclusive.
- 12. The Company will deem to take the permanent address as mentioned in the application form as the Employee's postal address for all communication. All the correspondence and communication from the Company will be to this address, including any notice to the employee. In case of any change of address the employee is requested to furnish to the management the same within a week of such a change.
- 13. In the matter of service conditions the Employee shall be governed as per the rules and the Human Resources policy of the Company and Federal Labour Law as in force from time to time

The above terms and conditions shall, from the commencement date hereof, operate in substitution for and to the exclusion of any terms of service previously in force between the Company and the Employee without prejudicing in any manner the rights of the Employee under any terms of service previously in force between the Company and the Employee. They shall be governed by and construed in accordance with the laws of the Emirates in the United Arab Emirates where the Employee is employed, and any applicable Federal Legislation of the United Arab Emirates.

GROUNDS FOR DISMISSAL UNDER UAE LABOUR LAW:

The Article 120 read in conjunction with Article 139 of the UAB Labour Law No. 8 of 1980 states in detail the various grounds for dismissal without notice and end of service benefits.

In brief these are as follows:

- Producing false documents or certificates or giving false personal information regarding nationality, etc.
- 2. Appointed under probation and the termination happened during that period or at its end.
- Committing an error causing a large financial loss provided that the Employer informs the Labour Department of the incident within 48 hours.
- 4. Violation of safety precautions and instructions.
- Continued failure to carry our basic duties provided in the contract after documented investigation and written warning that repetition will result in termination of the contract.
- 6. Disclosing confidential information.
- Conviction of any crime relating to breach of honesty and public morals.
- 8. Being found drunk or intoxicated at work.
- Committing a physical assault on employer, manager or any colleague.
- 10 Absence without permission for more than 20 interrupted days within one year or more than 7 continuous days.