

Dubai Policies and Benefits A-Z Quick Reference Guide

A-Z	Summary
Annual Flight	Employees are entitled to one return economy flight home per year up to a maximum of AED4000 (after 1 year of service, Please speak to HR for further details.
Bonus – Company wide	Please note that all employees are eligible to receive a bonus however, bonuses are dependent on Company performance and financial position. Bonuses are paid at the sole discretion of the company.
Car Parking	The Company will provide free parking for all staff. Please contact the Office Manager to find out more.
Disciplinary & Capability	The Company has established standard of conduct and performance, which must be observed in the interests of business efficiency and the working environment. Infringements of these standards will result in action being taken in accordance with the Company's disciplinary and capability procedures. If you are dissatisfied with any disciplinary decision taken, you may appeal in accordance with that procedure
Employee Assistance Programme (EAP)	This is a benefit available to all staff, it offers confidential information, guidance and support on a wide variety of issues relating to health, Family, Work, Money, debt management and consumer rights. The services are offered in English by phone, face to face counselling and life management support. EAP is provided and managed through HR. This service is completely confidential and free to employees.
End of Service Gratuity (EoSG)	Upon termination of contract, you will be entitled to an EoSG if you have had continuous service within the UAE with Lloyds Energy of at least one year.If you require further information on EoSG please contact HR.
Eye Test	When you regularly use a PC/Laptop it is important to have your eyes tested on a regular basis. The Company will contribute up to AED 100 towards an eye test on a bi-yearly basis for all employees (Subject to passing probation). If you require glasses for VDU use, we will also contribute AED 250 towards this.
Grievance Policy	Complaints about unfair treatment should be raised informally in the first instance through your reporting Manager or to HR. If the issue cannot be resolved in this way, you should raise it more formally under the Company's grievance procedure.
Gym Membership	AiPharma takes their staff wellbeing seriously and therefore offer all employees a complimentary 6 months Gym membership to TK MMA. For further details please contact HR.

Holidays	The holiday year runs from 1 Jan – 31 December. Full time Employees are entitled to 25days annual leave per year. You must take all holiday by the end of the year.
Maternity Leave	All pregnant employees may take reasonable paid time off to attend antenatal appointments. For female employees with at least 12 months service you will be entitled to enhanced leave and permitted to take 12 months maternity leave. The Maternity offering is as follows; <ul style="list-style-type: none"> • The first 2 months at full (100%) pay, • The third and fourth months at half (50%) pay • The fifth and sixth months at a quarter (25%) pay. • The remainder of the year is to be taken without pay
Notice Period	The notice period for all employees at AiPharma is stipulated in your employment contract
Paternity Leave	Employees who have 12 months service before the expected date of childbirth are entitled to 2 weeks paternity at full (100%) pay. Those with less the 12months service will be entitled to 1week at full (100%) pay.
Private medical insurance	Private medical insurance will be provided to all employees through the Company's chosen provider.
Probation Period	The term of your probation is detailed in the Employment Agreement.
Sickness absence & pay	For any sick leave, please inform your Line Manager as soon as possible. For any leave that exceeds three working days, you should provide the Company with a Doctor's note. On your return to work, your manager will discuss your fitness to return. Sick Leave pay will be treated in line with UAE Labour law.
Travel Insurance	You are covered by the Company's travel insurance policy whilst travelling on the Company's business
Working Hours (core)	9am-6pm are the office working hours. You will be expected to continue to be flexible in your working arrangements and to fit in with company demands. In some circumstance you may be required to work outside of the office hours detailed above, as this may be essential in order to perform your duties. Flexible working requests will be reviewed upon request.