

Chapter 1

Employer Policy

In Using Dawamee Platform

Definitions

In the implementation of this policy, the following phrases and words shall have the meanings :assigned to each other

State :	The United Arab Emirates
Dawamee Program	one of the Emirates Foundation's program.
Job Seeker:	A person registered on the Platform from the UAE nationals who fulfill the conditions set out in the program.
Employer:	Every entity, establishment, company or project managed by a natural or legal person which employs one or more worker in consideration of a suitable fee within the private or public sector and which have been invited them to provide jobs for job seekers through online Platform (Dawamee Platform)
Dawamee Platform /Portal:	The online website through which the job opportunities are offered/ posted for registered job seekers.
Job:	Each job opportunity provided and offered by Employers on the Portal.
Salary or Remuneration or Reward :	Financial amount agreed upon between the job seeker and Employer in consideration of the job which the job seeker performs when he is appointed in accordance with the terms and conditions of the Employer.
Flexible Job (PartTime):	The job carried out by the candidate with the employer or at the place of work agreed upon by both parties for a limited period or hours.
Flexible Job (Remote or Hybrid Job):	The job carried out by the candidate from house or outside of the workplace to perform the task and responsibilities required by the employer for a agreed period or hours.
Month:	A period of 30 days.
Year:	The calendar year.365 days
Working/ Business Day:	The working/ business day agreed upon between the employer and candidate.
Candidate:	The person registered on the Platform who shall be a UAE national and fulfill the terms set out in the program and he/she was nominated to a job on the Platform.
Appointment/ Hire	The final approval and commencement of the work with the employer.
Account:	The account related to one employer or job seeker to access to all services available on the Platform.
Low Income:	Job seeker registered with Dawamee Platform, has less income of AED 5000 per month.
Seriousness:	Compliance of the job seeker with all undertakings and conditions required in all policies.

Article 1: Policy Objective

This policy aims to highlight on the responsibilities and rights of employers registered on the Dawamee Platform who have flexible job opportunities on the basis of part time job Hybrid, and remote job, and to illustrate the practices, mechanism, conditions of registration, priority of groups, types of job opportunities and how to use the Platform.

Article 2: Scope of Policy

This policy applies to all employers registered on the Dawamee Platform for part time and remote job, and who wish to take advantage of the services of the online Platform. This policy is reviewed once every two years if required.

Article 3: Terms and Conditions for Employers

The employers must meet the following terms to obtain Dawamee platform services:

- The employer should be licensed to work by the concerned authorities in the UAE.
- If the employer is a government entity, it is not required to attach the license document.
- The employer must have flexible job opportunities based on part time job or remote or Hybrid job.
- The employer must provide job opportunities that enable the national job seekers to obtain the practical work experience, and improve their professional abilities and skills.

Article 4: Standards and Kinds of Job Opportunities

The flexible vacancies for part time job or remote or Hybrid job posted by the employer on the Platform should fulfil the following standards:

- Part-time job for a limited period of hours, period or paid practical training which is extendable according to the employee's performance and the demands of the employer.
- The job seeker should receive the salary (Remuneration) on his/her work or training as agreed upon by both parties.
- The flexible jobs should be provided in different fields including but not limited to (administration, design, creativity, arts, customer service, education, training, human resources, law, operations, marketing, public relations, safety, secretarial, or information technology, consultancy, food, retail agent, accounting, auditing, engineering, hospitalization or any other field required by the employer)
- The flexible jobs provided by the employers can be in line with the job seekers academic schedule.
- The offered job opportunities must have a clear job description for job seekers.

Article 5: Phases and Steps of Employer on the Platform

Dawamee Team shall follow up on the status of the employer's registrations, jobs posted on the Platform and approve the request to activate the employer account and new jobs according to the following attached forms:

- A diagram chart of employer on the Platform.
- User Manual of the employer (**Chapter 5**)

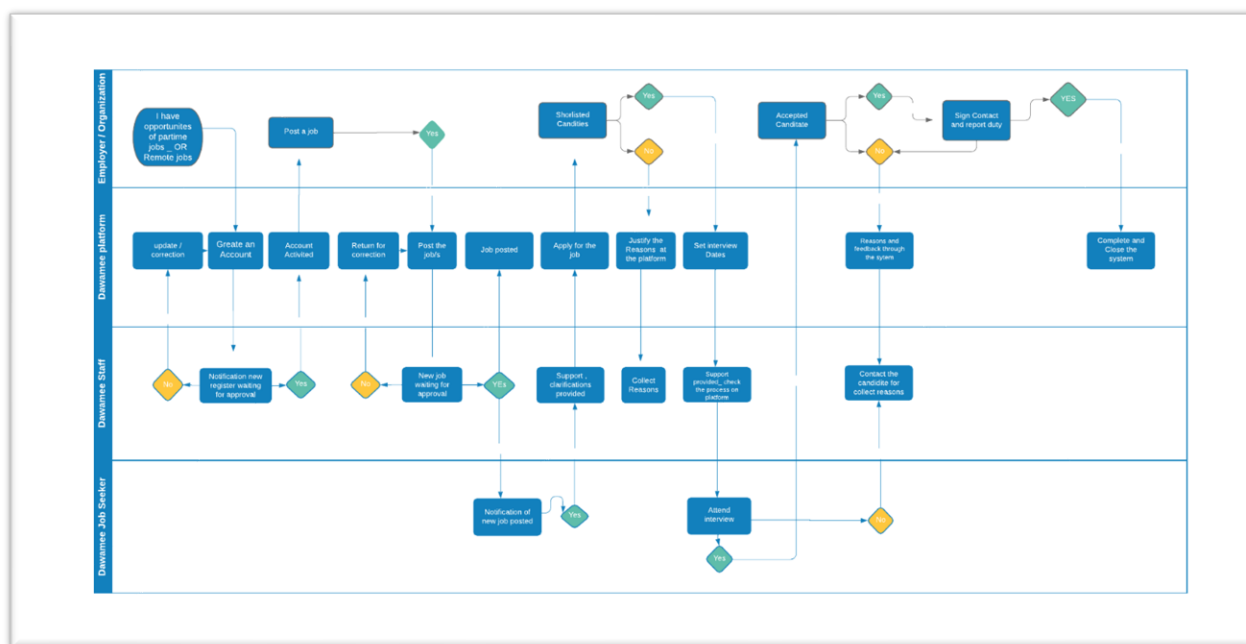


Chart diagram of employer on the Platform

Article 6: Responsibilities of Employer

To achieve the desired goals, the employers must comply with the following terms and conditions when registering on the Platform in order to achieve the employer's requirements through the effectiveness of recruitment operations on the Platform:

- To complete the employer profile on the Platform completely, and to update the contacts information if it is changed.
- To track the recruitment steps on the Platform continuously.
- To update and follow up the status of vacancies posted on the Platform by the employer.
- The employer shall complete the appointment procedures and if procedures are closed, the reasons must be submitted through the Platform.
- To inform Dawamee Team if one of the job seekers is recruited and she/he was nominated through the Platform and in case of appointment for any other job which was not posted on the Platform.

- A maximum of two times If the company offers jobs, and they have not been appointed to shortlisted candidates without reasons. The Dawamee program has the right not to approve/ allow to post job opportunities on the Platform.
- The Employers must ensure that they have a open vacancy before posting it on the Platform.
- The Employers shall comply with the general conditions of the job and shall not change it after posting it on the Platform.

Article 7: General Terms and Conditions

- The employer shall update their information on the Platform to keep the latest update information provided by the contact coordinator and user of the Platform. Where, the employer has the responsibility of any addition or amendment of the information issued by the contact coordinator listed on the Platform.
- The employer shall be liable for any undertakings or guarantees of any kind, express or implied, in any agreement between the employer and job seeker who was appointed through the Platform. The Emirates Foundation (Dawamee Program) shall not bear any responsibility for any obligations towards the parties.
- Dawamee program shall not shar CVs or job seekers details of to the employer for any other jobs not posted on the Platform.

Article 8: Confidentiality of Information and Intellectual Property Rights

Dawamee program must reserve the rights of employers in the following items:

- Confidentiality of employer's information and details and not disclose the information to any third party. The information provided by the employer in the account of the entity registered on the Platform shall remain safe including contact information or number of employees of the entity or details of the trade license.
- The general information of the employer on the online Platform (for example, the entity's logo, headquarter of the entity and details of the vacancies) shall not be treated as private or personal.
- The Platform/Dawamee Program shall not sell or rent the information of the entity to third parties for their own marketing purposes without the express or written consent of the employer.
- If the employer finds or believes that the information provided or displayed on the Platform is incorrect or inaccurate, they can notify Dawamee Team in writing who shall take all necessary measures to correct any error as soon as possible or provide them with an option either to update or delete the error.

- The Emirates Foundation (Dawamee Program) reserves the intellectual property rights of employers including commercial licenses and registered trademarks and any rights to keep the confidential information related to employer.