

Chapter 2

Job Seekers 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 Job Seekers registered on the Dawamee Platform for part time and remote jobs (Dawamee Platform) in terms of the conditions of admission, priority of categories, types of job opportunities available, mechanism of registration and services by providing flexible job opportunities on the Platform in cooperation with partners from various public and private sectors.

Article 2: Scope of Policy

This policy applies to all Job Seekers registered on the Dawamee Platform for part time and remote job, and who wish to take advantage of the employment opportunities offered on the Platform by the program.

Article 3: Terms and Conditions necessary for Job Seekers

The Job Seeker must have the following terms to obtain the employment opportunities on the Platform:

- Should be a UAE national
- Registered on the online Platform
- Age of 18 years and above.
- -Unemployed job seeker.

Article 4: Priorities of Targeted Groups

The Program targets the Job Seekers when the job opportunities are available on the Platform, to the following groups, shall be given priority during the initial screening and filtration by Dawamee Platform:

- People of Determination
- Low income individuals (unemployed)
- People living at remote areas

Article 5: Responsibilities of the Job Seeker

The Job Seeker must comply with the following responsibilities and conditions when registering on the Platform and comply with all the obligations that aim to assist in obtaining the job opportunities available on the Platform:

- To agree the policy and terms of registration on the Platform.
- To review and understand the type of job opportunity offered by the Platform.
- To complete the profile on the Platform completely and correctly
- To ensure that the completed profile application is successfully submitted by clicking on the application submit button.

- To follow up the activation process of your account on the Platform by receiving a notice of file activation successfully.
- To periodically visit the Platform and continuously interact by applying for jobs offered on the Platform which are consistent with the conditions of opportunities.
- The Job Seeker must update his/her details on the Platform i.e. personal information, the current address or been employed by another job opportunity.
- The number of non-response times with the program on his/her communication channels registered on the online Platform should not exceed more than two times during the period of his/her registration on the Platform.
- To review and approve the methodology for evaluating and seriousness of job candidates.

Article 6: Rights of Job Seeker

The Dawamee program shall reserve the rights of job seekers and provide job opportunities by the employers on the Platform. Job opportunities and the rights of job seekers include the following conditions:

- Dawamee program shall maintain the privacy and confidentiality of the job seeker's information from any third party except after notifying the job seeker either by phone or email.
- Providing job opportunities on the Platform as available from different employers.
- Providing the technical support and replying to inquiries mentioned in the email of the program.

Article 7: Registration Process and Activation of Account on the Platform

The Platform provides the use and registration manual on the Platform. When the Job Seeker completes his/her profile, he/she shall submit the registration application on the Platform. Then Dawamee Program shall activate the completed accounts provided by the Job Seekers through the Platform. The cases of application submitted contain the following examples:

- **Active:** The profile of the Job Seeker is completed ,activated and the job seeker did not make any change in the file after activating the file and she/he can apply for job opportunities displayed on the Platform.
- **Returned for completion:** the profile of the Job Seeker is incomplete and was returned with reasons to be completed and in this case the profile shall be considered inactive and the Job Seeker cannot apply for job opportunities.
- **Inactive:** The file is new and under completion by the job seeker, and it shall be considered inactive and the Job Seeker cannot apply for job opportunities.
- **Employed:** the file was returned if not activated (inactive) because the registrant is currently working. The registrant can update the employment status data later and submit an activation request.

- **Deleted:** The profile of the job seeker is deleted (closed) in any of the following events:
 1. The account is not completed and the job seeker did not respond to complete the account.
 2. There is duplication in the email for two different files.

Article 8: General Terms

A Job Seeker who does not comply with the program terms and conditions stipulated in this policy shall receive a "Notice". If the Job Seeker receives three consecutive or separate "Notice", he/she shall be prevented to access the services and job opportunities provided by the program.

- **Period of suspension of a Job Seeker's account:** When the Job Seeker receives a maximum number of notices (three), his/her account shall be suspended/ deactivated for a period of six months and suspend his/her access to any of the employment services offered by the program and Platform.
- **End of suspension of a Job Seeker's account:** Notices obtained by a Job Seeker shall be automatically cancelled if the job seeker complies with the conditions and terms required from him within three months of the date of the last notice he/she received, if that he/she has not reached the maximum number of notice.
- **The Job Seeker registered on the Platform has the right to object if he/she receives notice:** Therefore, the notice shall be cancelled, and his account shall be activated if he provides justifications acceptable to the program at his absolute discretion, within 14 days from the date of received notice in accordance with the following steps:
 - The Job Seeker shall submit an application to cancel the notice via email to: info@dawamee.ae and attach justifications supporting his application.
 - The program shall consider the application and notify the Job Seeker of the result via email within a maximum of 20 working days.
 - The program shall activate the Job Seeker's account if the application is accepted.