

دوامي
DAWAMEE

مؤسسة الإمارات
BY EMIRATES FOUNDATION

Employers Policy

In using Dawamee Platform

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EMIRATES FOUNDATION

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First Article: 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.
Program:	Dawamee, one of the Emirates Foundation’s programs
Job Seeker:	A person registered on the portal 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 government and semi-government sector and which have been invited them to provide jobs for job seekers through online portal (Dawamee Portal).
Portal:	The online website/ platform through which the job opportunities are offered for registered job seekers .
Job:	Each job opportunity provided and offered by Employers on the portal.
Salary or award:	Financial amount agreed upon between the Job Seeker and Employer in consideration of the job which the Job Seeker do when he is appointed in accordance with the terms and conditions of the Employer.
Flexible Job (Part Time):	The job carried out by the Job Seeker at the place of work agreed upon by both parties for a limited period or hours.
Flexible Job (Remote Job):	The job carried out by the Job Seeker from house or outside of the workplace to perform the tasks and responsibilities required by the Employer for a limited period or hours.
Month:	A period of 30 days.
Year:	The calendar year.365 days
Business Day:	The business day agreed upon between the Employer and Job Seeker.
Candidate:	The Job Seekers registered on the Dawamee portal who shall be a UAE national and fulfil the terms set out in the program and he/she was nominated to a job on the portal.
Appointment/ Hire	The final approval and commencement of the work with the employer.
Account:	The account related to one employer to obtain and access to all services available on the portal.
Low income	Job Seeker resighted with Dawamee portal , has less income of 500 AED / Months

Second Article: Policy Objective

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

Third Article: Scope of Policy

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

Fourth Article: Terms and Conditions necessary for Employers

The employers must has the following terms to post the jobs opportunities at the portal:

- The employer should be licensed /Authorized to work by the concerned authorities in the UAE.
- The employer must have flexible job opportunities based on part time job or remote job.
- The employer must provide job opportunities that enable the national job seekers to obtain the practical work experience, and improve the job seeker abilities and skills

Fifth Article: Standards and Kinds of Job Opportunities

The flexible job (the part time job or the remote job posted by the employer on the portal should fulfil the following standards:

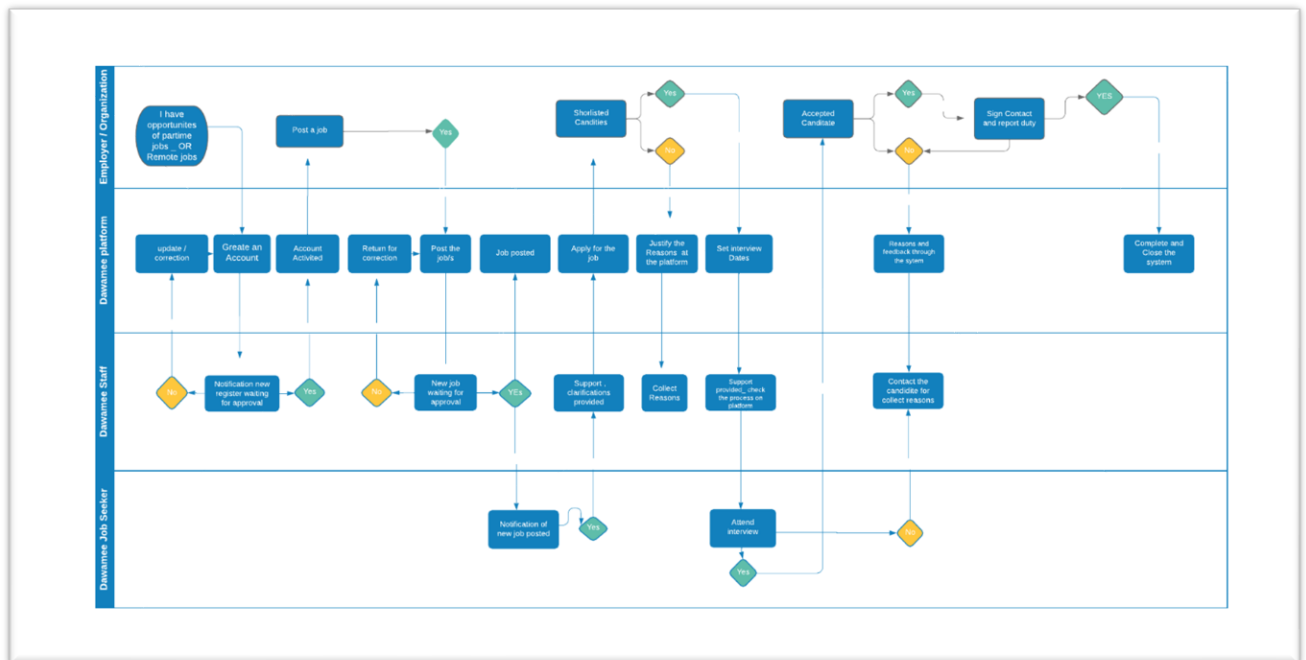
- Part-time job for a limited period of hours or for a period which is extendable according to the employee's performance and the needs of the employer.
- The job seeker should receive the salary (reward)on his/her work as agreed upon by both parties.
- The flexible jobs should be provided in different 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.

Sixth Article: Phases and Steps of Employer on the Portal

Dawamee Team shall follow up on the status of the employer's registrations and jobs posted on the portal according to the following attached forms:

- A chart diagram of employer on the portal (Appendix 1).

- User Manual of the employer (Appendix 2).



Schematic diagram of the trip of employer on the portal

Seventh Article: Duties of Employer

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

- To complete the employer profile/ account on the portal completely, and to update the contact information if it is changed.
- To track the recruitment steps on the portal continuously.
- Inform and update Dawamee programme when suspending of any vacancies was posted on the portal.
- To inform Dawamee Team if one of the job seekers recruited/ hired and he/she was nominated through the portal.

Eighth Article: General Terms and Conditions

- The employer shall update their account information on the portal to keep the latest update information by the communication coordinator/ account user/s of. Where, the employer has the responsibility of any addition or amendment of the information issued by employer account user/s listed on the portal.
- 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 portal. The Emirates Foundation (Dawamee Program) shall not has any responsibility for any obligations towards the parties.

Ninth Article: 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 portal shall remain safe including contact information or number of employees of the entity.
- The general information of the employer on the online portal (for example, the entity's logo, headquarters of the entity and details of the vacancies) shall not be treated as private or personal.
- The portal/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 notice that the information provided or displayed on the portal is incorrect or inaccurate, they can notify Dawamee Team directly 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.

Tenth Article: Appendixs

- A chart diagram of employer journey on the portal (Appendix 1).
- User Manual for the employer (Appendix 2).at our portal link
https://www.emiratesfoundation.ae/dawamee/Documents/Employer's_Manual_temp_logo.pdf

End of Policy

we hereby acknowledge that we have read all terms and conditions above and we accept it

