**AI SUMMARY**: Issues found: 104 (High: 13, Medium: 33, Low: 58)  
Categories: content (32), compliance (60), formatting (11), ambiguity (1)  
Helpful resources:  
- ADGM Incorporation Package Rulebook: https://en.adgm.thomsonreuters.com/rulebook/7-company-incorporation-package  
- ADGM Compliance Guide: https://www.adgm.com/operating-in-adgm/obligations-of-adgm-registered-entities  
- ADGM Regulatory Framework: https://www.adgm.com/legal-framework/regulations  
- ADGM Registration & Incorporation: https://www.adgm.com/registration-authority/registration-and-incorporation  
- ADGM Document Standards: https://www.adgm.com/legal-framework/guidance-and-policy-statements  
- ADGM Template Library: https://assets.adgm.com/templates  
- ADGM Legal Writing Guidelines: https://www.adgm.com/legal-framework/guidance-and-policy-statements  
- ADGM Plain Language Guide: https://www.adgm.com/legal-framework/guidance-and-policy-statements  
- ADGM Companies Regulations 2020: https://en.adgm.thomsonreuters.com/rulebook/1-companies-regulations-2020  
- ADGM Constitutional Documents Guide: https://www.adgm.com/legal-framework/guidance-and-policy-statements  
- ADGM Jurisdiction Requirements: https://www.adgm.com/legal-framework/regulations  
- ADGM Guidance & Templates: https://www.adgm.com/legal-framework/guidance-and-policy-statements  
- ADGM Document Templates: https://assets.adgm.com/templates  
- ADGM Required Clauses Guide: https://www.adgm.com/legal-framework/guidance-and-policy-statements  
  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*  
*[ADGM REVIEW: ISSUE: The disclaimer states that the employment contract sets out the \*minimum\* employment standards applicable in ADGM pursuant to ADGM Employment Regulations of 2024, which may be amended from time to time without notification. This could be interpreted as non-binding language. | CITATION: ADGM Standard Employment Contract Template (2024) | SUGGESTION: Rephrase to emphasize mandatory compliance with ADGM Employment Regulations of 2024, while acknowledging potential future amendments. Add a clause stating that any amendments to ADGM Employment Regulations will automatically apply to the contract.]*

**ADGM COMPLIANCE REVIEW - AUTOMATED ANALYSIS** | Analysis Date: 2025-08-11 19:46

**Disclaimer: This Employment Contract is not to be deemed, considered or relied upon as legal advice and should not be treated as a substitute for specific advice concerning individual employment situations obtained from your own independent legal advisors. This Employment Contract sets out the minimum employment standards applicable in ADGM pursuant to ADGM Employment Regulations of 2024 (which may be amended from time to time without notification). The Employer may provide terms and conditions of employment that are more favourable to the Employee than those required by the ADGM Employment Regulations of 2024, which can be found** [**here**](https://en.adgm.thomsonreuters.com/rulebook/employment-regulations-2024)**.**  
*[ADGM REVIEW: ISSUE: Section content is unknown. Instructions should not be part of the final contract. | CITATION: N/A - Best practice | SUGGESTION: Remove this section from the final employment contract. Instructions are for internal use only.]*

***[ADGM REVIEW: ISSUE: This section is instructional and should be removed before finalizing the contract. | CITATION: N/A | SUGGESTION: Remove this section from the final contract.]***

**Instructions**   
***[ADGM REVIEW: ISSUE: This section is instructional and should be removed before finalizing the contract. | CITATION: N/A | SUGGESTION: Remove this section from the final contract.]***

*[ADGM REVIEW: ISSUE: This is a formatting instruction, not a contractual clause. It should be removed before the contract is finalized. | CITATION: N/A | SUGGESTION: Remove this section from the final contract.]*

**Please refer to the following instructions to aid in finalizing your employment contract:**  
*[ADGM REVIEW: ISSUE: Section content is unknown. Checklist items should not be part of the final contract. | CITATION: N/A - Best practice | SUGGESTION: Remove this section from the final employment contract. Checklist is for internal use only.]*

*[ADGM REVIEW: ISSUE: This is a self-assessment statement, not a contractual clause. It should be removed before the contract is finalized. | CITATION: N/A | SUGGESTION: Remove this section from the final contract.]*

* Any bolded text in these highlighted square brackets, [ ], must be reviewed by the Employer. The Employer will need to choose between different options provided or include information specific to the employment relationship.

* Once the Employer has included the correct information or has made a selection on the text options provided, please make sure to delete any square brackets and remove any highlights as well as any instructive text.  
  *[ADGM REVIEW: ISSUE: Section content is unknown. Instructions should not be part of the final contract. | CITATION: N/A - Best practice | SUGGESTION: Ensure all square brackets are removed before the contract is finalized. This section should not be included in the final document.]*

*[ADGM REVIEW: ISSUE: Section content is unknown. Instructions should not be part of the final contract. | CITATION: N/A - Best practice | SUGGESTION: This section is an instruction and should be deleted from the final contract.]*

* The footnotes are there to provide additional information regarding certain clauses or terms. Please make sure they are deleted prior to signing the contract.
* **Before signing this contract, please ensure that:**
  + **All inserted information is correct (\*if you have added any new clauses or deleted the clauses provided, please ensure that cross-references are correctly updated)**
  + **All highlights are removed**
  + **All footnotes are deleted**
  + **All square brackets are removed**  
    *[ADGM REVIEW: ISSUE: Missing date. The contract must include the date of signing. | CITATION: ADGM Employment Regulations 2019, Schedule 1 (Minimum Requirements for Employment Contracts) | SUGGESTION: Replace the bracketed placeholder with the actual date the contract is signed.]*
  + **This page is deleted in its entirety**

*[ADGM REVIEW: ISSUE: The section only contains a title and page number. The actual definitions are missing. | CITATION: ADGM Employment Regulations 2019, Schedule 1 (Minimum Requirements for Employment Contracts) | SUGGESTION: Include all relevant definitions of terms used in the contract to avoid ambiguity.]*

Employment Contract

between

[Insert name of employer]

(the **"Company"**)

and

[Insert name of employee]

(the **"Employee"**)

[Insert the date the employment contract is signed]

**Table of Contents**  
*[ADGM REVIEW: ISSUE: The section only contains a title and page number. The actual confidentiality clause is missing. | CITATION: ADGM Employment Regulations 2019, Schedule 1 (Minimum Requirements for Employment Contracts) | SUGGESTION: Include a comprehensive confidentiality/non-disclosure clause that complies with ADGM regulations and protects the company's sensitive information.]*

[1. DEFINITIONS AND INTERPRETATION 4](#_Toc188256588)

[2. EMPLOYMENT TERM 5](#_Toc188256589)  
***[ADGM REVIEW: ISSUE: End of Service Benefits (EOSB) must comply with ADGM Employment Regulations. Need to ensure calculation and payment align with regulations. | CITATION: ADGM Employment Regulations 2019, Part 9 | SUGGESTION: Verify EOSB calculation method adheres to ADGM regulations, including eligible service and permissible deductions. Ensure payment terms are clearly defined and compliant.]***

[3. HOURS OF EMPLOYMENT 5](#_Toc188256590)

[4. PROBATIONARY PERIOD 6](#_Toc188256591)

[5. PLACE OF EMPLOYMENT 6](#_Toc188256592)

[6. WAGE AND ALLOWANCES 6](#_Toc188256593)

[7. VACATION LEAVE 7](#_Toc188256594)

[8. SICK LEAVE AND SICK PAY 7](#_Toc188256595)  
*[ADGM REVIEW: ISSUE: Schedule A should include all mandatory employment terms as per ADGM regulations. Missing information could lead to non-compliance. | CITATION: ADGM Employment Regulations 2019, Regulation 8 | SUGGESTION: Ensure Schedule A includes all required information such as job title, start date, working hours, salary, benefits, probation period (if any), and termination notice period.]*

[9. OTHER PAID LEAVE 8](#_Toc188256596)  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

[10. COMPANY POLICIES 8](#_Toc188256597)

[11. INTELLECTUAL PROPERTY 9](#_Toc188256598)  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

[12. NON-COMPETE 9](#_Toc188256599)  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

[13. NON-SOLICITATION 9](#_Toc188256600)  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

[14. CONFIDENTIALITY/NON-DISCLOSURE 10](#_Toc188256601)

[15. RESTRICTIVE COVENANTS 10](#_Toc188256602)  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

[16. TERMINATION 10](#_Toc188256603)  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

[17. END OF SERVICE BENEFITS 11](#_Toc188256604)

[18. REPATRIATION 11](#_Toc188256605)  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

[19. NOTICES 12](#_Toc188256606)  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

[20. ENTIRE AGREEMENT 12](#_Toc188256607)  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

[21. AMENDMENTS 12](#_Toc188256608)  
*[ADGM REVIEW: ISSUE: Definition of 'Basic Wage' should be clear and consistent with ADGM Employment Regulations, particularly regarding what is included and excluded. | CITATION: ADGM Employment Regulations 2019, Regulation 3 | SUGGESTION: Ensure the definition of 'Basic Wage' explicitly states what components are included (e.g., salary) and excluded (e.g., allowances, benefits) to avoid ambiguity and potential disputes.]*

[22. GOVERNING LAW 12](#_Toc188256609)  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

SCHEDULE A - SUMMARY OF EMPLOYMENT TERMS.…………………………………….13  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

*[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

**THIS EMPLOYMENT CONTRACT** is made and entered into on this [**insert day**] of [**insert month**] [**insert year**] (the “**Contract**”).  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

**BETWEEN**:

1. [**Insert name of Company**], a [**insert type of Company (e.g., Private Company limited by Shares)**] duly registered with the ADGM Registration Authority and licensed under commercial licence number [**insert commercial licence number**], having its registered office at [**insert ADGM address**] (the "**Company**"); and  
   *[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

1. [**Insert full name of Employee as per passport**], a [**insert nationality**] national, holder of passport no. [**insert passport number**] (the **"Employee"**),  
   *[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

each a “**Party**” and together, the “**Parties**”.  
*[ADGM REVIEW: ISSUE: Automatic renewal clause may not be compliant. ADGM Employment Regulations require explicit agreement for renewal. | CITATION: ADGM Employment Regulations 2024 (Review for specific clause on contract renewal) | SUGGESTION: Revise the clause to require explicit written agreement from both parties for contract renewal instead of automatic renewal.]*

**WHEREAS:**  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

1. The Company has made an offer of employment to the Employee.

*[ADGM REVIEW: ISSUE: Working hours should comply with ADGM Employment Regulations. Excessive working hours without proper compensation may be non-compliant. | CITATION: ADGM Employment Regulations, specifically regarding working hours and overtime compensation. | SUGGESTION: Review and ensure compliance with ADGM Employment Regulations regarding maximum working hours and mandatory rest periods. Specify the total weekly working hours.]*

1. The Employee has accepted the offer of employment in accordance with the terms of this Contract.  
   *[ADGM REVIEW: ISSUE: If the employee is not eligible for overtime, the contract should clearly state the reasons and ensure it aligns with ADGM Employment Regulations regarding job roles exempt from overtime. | CITATION: ADGM Employment Regulations concerning overtime pay and exemptions. | SUGGESTION: Verify that the employee's role qualifies for overtime exemption under ADGM regulations. Document the justification for non-eligibility.]*

**THE PARTIES AGREE** as follows:  
*[ADGM REVIEW: ISSUE: If the employee is eligible for overtime, the 'Company policy regarding overtime' must be clearly defined and accessible to the employee. The policy should comply with ADGM regulations. | CITATION: ADGM Employment Regulations concerning overtime pay calculation and conditions. | SUGGESTION: Reference the specific section of the Company's overtime policy within the contract and ensure the policy adheres to ADGM regulations regarding overtime calculation and payment frequency.]*

# **DEFINITIONS AND INTERPRETATION**

*[ADGM REVIEW: ISSUE: The probationary period dismissal clause should be reviewed to ensure it aligns with ADGM Employment Regulations regarding termination during probation, especially concerning notice periods and reasons for termination. | CITATION: ADGM Employment Regulations regarding termination during probationary period. | SUGGESTION: Ensure the one-week notice period during probation complies with ADGM regulations. Clarify 'cause' for termination to avoid ambiguity and potential disputes.]*

* 1. In this Contract, unless the context otherwise requires, the following expressions shall have the following meanings:

*[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

**"ADGM”** means the Abu Dhabi Global Market, a financial free zone established by virtue of Abu Dhabi Law no. 4 of 2013, as amended, whose address is ADGM Authorities Building, ADGM Square, Al Mariyah Island, P. O. Box 111999, Abu Dhabi, United Arab Emirates;

**“Basic Wage"** shall have the meaning set out in clause 6.2;  
*[ADGM REVIEW: ISSUE: The clause regarding remote work and temporary assignments should explicitly state that any changes to the place of employment must comply with ADGM regulations, particularly regarding notice periods and employee consent if the change significantly impacts the employee's terms of employment. | CITATION: ADGM Employment Regulations, specifically regarding variations to employment contracts. | SUGGESTION: Add a clause stating that any changes to the place of employment will be made in accordance with ADGM Employment Regulations and with reasonable notice to the employee.]*

**"ADGM Employment Regulations"** means the ADGM Employment Regulations 2024, as amended;

**"UAE"** means the United Arab Emirates;   
*[ADGM REVIEW: ISSUE: The clause mentions deductions permitted by ADGM Employment Regulations but doesn't specify which deductions are allowed. This lack of specificity could lead to disputes. | CITATION: ADGM Employment Regulations, specifically regulations concerning permissible deductions from wages. | SUGGESTION: Explicitly list the permissible deductions as defined by ADGM Employment Regulations within the contract or refer to a specific schedule outlining them.]*

**"Wages"** shall have the meaning set out in clause 6.2;  
*[ADGM REVIEW: ISSUE: The contract should explicitly state that all allowances are in compliance with ADGM Employment Regulations. | CITATION: ADGM Employment Regulations 2019, Regulation 10 | SUGGESTION: Add a clause stating that all allowances comply with ADGM Employment Regulations.]*

**"Year"** means the period of 12 months in a Gregorian calendar starting on 1 January and ending on 31 December.  
*[ADGM REVIEW: ISSUE: The contract should specify the currency as AED and ensure it complies with minimum wage requirements as per ADGM regulations (if applicable). | CITATION: ADGM Employment Regulations 2019, Regulation 9 | SUGGESTION: Verify and confirm compliance with minimum wage requirements and explicitly state the currency as AED.]*

* 1. The recitals and schedules form part of the operative provisions of this Contract and references to this Contract shall, unless the context otherwise requires, include references to the recitals and schedules.  
     *[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

# **EMPLOYMENT TERM** *[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

*[ADGM REVIEW: ISSUE: The contract should explicitly state that wages will be paid in accordance with ADGM Employment Regulations, including timely payment and record-keeping requirements. | CITATION: ADGM Employment Regulations 2019, Regulation 11 | SUGGESTION: Add a clause confirming compliance with ADGM regulations regarding wage payment, including timely payment and record-keeping.]*

* 1. The Company shall employ the Employee as **[insert position]** and the Employee shall serve the Company in such position in accordance with the terms of this Contract.  
     ***[ADGM REVIEW: ISSUE: The section is incomplete. It states the company will provide a pay statement but doesn't list the required information to be included as per ADGM regulations. | CITATION: ADGM Employment Regulations, regulations concerning the required contents of pay statements. | SUGGESTION: Specify the required information to be included in the pay statement, such as gross wages, deductions, net wages, and the period for which payment is made, as per ADGM regulations.]***

*[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

* 1. The Employee’s employment with the Company shall commence on **[insert the Employee’s first day of work]** (the “**Commencement Date**”).  
     *[ADGM REVIEW: ISSUE: The section lacks specifics regarding permissible deductions. ADGM regulations require transparency and justification for all deductions. | CITATION: ADGM Employment Regulations 2019, Section 14 | SUGGESTION: Specify all permissible deductions (e.g., loan repayments, social security contributions if applicable) and the method of calculation. Ensure employee consent is obtained for any non-statutory deductions.]*
  2. **[Please use this clause for “unlimited employment contracts”:]** [The Employee’s employment shall continue until terminated in accordance with this Contract.]  
     *[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

*[ADGM REVIEW: ISSUE: The clause gives the Company complete discretion over vacation leave timing. This could be problematic if unreasonably applied. | CITATION: ADGM Employment Regulations 2019, Section 28 | SUGGESTION: Add language ensuring that vacation requests will not be unreasonably denied and that the Company will consider employee preferences when scheduling leave. Specify the minimum notice period required for requesting leave.]*

***OR***  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

**[Please use this clause for “limited employment contracts”:]** [The Employee’s employment shall, subject to clause 16, continue for a period of **[three (3)]** years (“**Initial Term**”). **[**At the end of the Initial Term, the employment shall be renewed automatically and on the same terms for a further term of one (1) year from the expiry of the Initial Term and thereafter, for such further periods as the Parties may agree in good faith not less than one (1) month prior to the end of the one (1) year extension of the Initial Term**]]**.  
***[ADGM REVIEW: ISSUE: This section is too vague. It needs to specify the obligations of both parties upon termination, including notice periods, final salary payments, repatriation (if applicable), and end-of-service benefits. | CITATION: ADGM Employment Regulations 2019, Section 30 | SUGGESTION: Detail the termination process, including notice periods (aligned with ADGM regulations), calculation and payment of final dues (salary, accrued leave, end-of-service benefits), and any repatriation obligations. Reference the relevant ADGM regulations.]***

*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

* 1. The Company shall obtain, maintain and pay the cost of the Employee’s work permit, Company sponsored UAE residency visa and UAE identity card, as applicable.  
     *[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

# **HOURS OF EMPLOYMENT** *[ADGM REVIEW: ISSUE: The sick pay provisions appear to comply with the minimum requirements of the ADGM Employment Regulations. However, it's crucial to ensure that the definition of 'Daily Wage' used aligns precisely with the definition provided in the ADGM Employment Regulations to avoid any ambiguity or potential disputes. | CITATION: ADGM Employment Regulations regarding sick leave and sick pay. | SUGGESTION: Explicitly define 'Daily Wage' as per the ADGM Employment Regulations within the contract.]*

*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

* 1. The Employee's normal working hours shall be **[insert time]** a.m. to **[insert time]** p.m. **[Monday to Friday][[1]](#footnote-1)** together with such additional hours as are necessary for the proper performance of the Employee’s duties.  
     *[ADGM REVIEW: ISSUE: The requirement for a medical opinion every 7 days during sick leave might be considered excessive and could potentially violate employee privacy or be seen as unreasonable. ADGM regulations emphasize fair and reasonable treatment of employees. | CITATION: ADGM Employment Regulations regarding fair treatment and employee rights. | SUGGESTION: Reconsider the frequency of requiring medical opinions. A more reasonable approach might be to require it initially and then periodically if the absence extends beyond a certain period (e.g., two weeks).]*
  2. **[Please use this clause if the Employee is not eligible for overtime payments. Further information can be found in the footnote:]** [The Employee shall not be entitled to receive any additional or overtime payment for work performed outside the Employee’s normal working hours.]**[[2]](#footnote-2)**  
     *[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

*[ADGM REVIEW: ISSUE: The section mentions statutory maternity leave and pay but doesn't specify the duration and amount as per ADGM regulations. | CITATION: ADGM Employment Regulations 2019, Section 25 | SUGGESTION: Explicitly state the duration of maternity leave (e.g., 65 working days) and the percentage of salary payable during the leave period, in accordance with ADGM regulations. Clarify eligibility requirements.]*

***OR***  
*[ADGM REVIEW: ISSUE: The section mentions statutory paternity leave and pay but doesn't specify the duration and amount as per ADGM regulations. | CITATION: ADGM Employment Regulations 2019, Section 26 | SUGGESTION: Explicitly state the duration of paternity leave (e.g., 5 working days) and the percentage of salary payable during the leave period, in accordance with ADGM regulations. Clarify eligibility requirements.]*

**[Please use this clause if the Employee is eligible for overtime payments. Further information can be found in the footnote:]** [The Employee shall be entitled to overtime compensation for work performed outside the Employee’s normal working hours in accordance with Company policy regarding overtime.]**[[3]](#footnote-3)**

# **PROBATIONARY PERIOD** *[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

The first **[insert number][[4]](#footnote-4)** months from the Commencement Date shall be a probationary period. During the probationary period, the Employee’s performance and suitability for continued employment will be monitored. The Employee may be dismissed at any time during this probationary period without cause on one (1) week’s written notice or for cause without notice or pay in lieu of notice.  
*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: Document appears compliant]*

# **PLACE OF EMPLOYMENT** *[ADGM REVIEW: ISSUE: While the clause states that the contract prevails over the Employee Handbook in case of conflict, the company's sole discretion to alter the Employee Handbook without employee consent could be problematic. Changes to the Employee Handbook that significantly affect the terms and conditions of employment might require employee consultation or agreement to be fully enforceable under ADGM regulations. | CITATION: ADGM Employment Regulations regarding variations to employment contracts and employee consultation. | SUGGESTION: Add a clause stating that any significant changes to the Employee Handbook that materially affect the terms and conditions of employment will be communicated to the employee with reasonable notice and, where required by ADGM regulations, will be subject to consultation or agreement.]*

**[Please use this clause if the Employee is not a remote employee:]** The Employee’s place of employment shall be **[insert Company address]** but the Employee may be required to temporarily work at such other places in the UAE or elsewhere as reasonably determined by the Company from time to time within ordinary course of business.]  
*[ADGM REVIEW: ISSUE: Reference to Employee Handbook without specifying its accessibility and compliance with ADGM Employment Regulations. The statement 'These rules and procedures do not form part of the Contract' could be problematic if the handbook contains terms that contradict ADGM law. | CITATION: ADGM Employment Regulations, particularly those concerning fair disciplinary procedures and grievance mechanisms. | SUGGESTION: Ensure the Employee Handbook is readily accessible to employees and compliant with ADGM Employment Regulations. Clarify the relationship between the Handbook and the Employment Contract, ensuring ADGM law prevails in case of conflict.]*

***OR***

**[Please use this clause if the Employee is a remote employee:]** The Employee’s place of employment shall be **[insert Employee home address]** but the Employee may be required to work temporarily at such other places in the UAE or elsewhere as reasonably determined by the Company from time to time within ordinary course of business.]  
*[ADGM REVIEW: ISSUE: The clause regarding intellectual property assignment may be overly broad. It should be reviewed to ensure it aligns with ADGM's approach to employee rights and intellectual property ownership, particularly concerning inventions made outside of work hours that are unrelated to the company's business. | CITATION: ADGM Intellectual Property Regulations and general principles of fairness in employment contracts. | SUGGESTION: Narrow the scope of the intellectual property assignment clause to inventions directly related to the company's business and made during work hours or using company resources. Consider adding a clause addressing inventions made outside of work hours that are unrelated to the company's business.]*

# **WAGE AND ALLOWANCES** *[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

***[ADGM REVIEW: ISSUE: This clause is too vague. Without knowing what 'clause 11.1' refers to, it's impossible to determine if this is an acceptable waiver of rights. Blanket waivers are often unenforceable. | CITATION: ADGM Employment Regulations, regulations concerning employee rights and waivers. | SUGGESTION: Specify the matters referred to in clause 11.1 and ensure that the waiver is compliant with ADGM regulations regarding employee rights. Consider whether such a waiver is permissible under ADGM law.]***

* 1. The Employee shall be paid a wage of AED **[insert amount]** per month subject to such deductions as are permitted by the ADGM Employment Regulations (the "**Wages**").

*[ADGM REVIEW: ISSUE: The non-compete clause during employment is generally acceptable, but should be reviewed for reasonableness in scope and duration to ensure it doesn't unduly restrict the employee's ability to work. | CITATION: ADGM Employment Regulations regarding restrictions on employee activities. | SUGGESTION: Ensure the scope of the non-compete clause is clearly defined and directly related to the company's business interests. Review the clause to ensure it is not overly broad or restrictive.]*

* 1. The Wages is inclusive of allowances and allocated as follows:  
     *[ADGM REVIEW: ISSUE: Non-compete clause extending to the entire UAE may be overly broad and unenforceable. ADGM regulations require reasonable restrictions. | CITATION: ADGM Employment Regulations 2024 (Review for specific clause on non-compete agreements) | SUGGESTION: Narrow the geographical scope of the non-compete clause to a specific area within ADGM or a defined client base. Ensure the restriction is reasonable in scope and duration.]*

1. basic wage of AED **[insert amount]** (the "**Basic Wage**");  
   *[ADGM REVIEW: ISSUE: Non-solicitation clause extending to the entire UAE may be overly broad and unenforceable. ADGM regulations require reasonable restrictions. | CITATION: ADGM Employment Regulations 2024 (Review for specific clause on non-solicitation agreements) | SUGGESTION: Narrow the geographical scope of the non-solicitation clause to a specific area within ADGM or a defined client base. Ensure the restriction is reasonable in scope and duration.]*

*[ADGM REVIEW: ISSUE: The one-year non-solicitation clause after termination should be reviewed for reasonableness in duration and geographic scope (UAE). Such clauses are enforceable only to the extent they protect legitimate business interests and are not unduly restrictive. | CITATION: ADGM Employment Regulations and general principles of restraint of trade. | SUGGESTION: Assess the reasonableness of the one-year duration and the UAE-wide scope of the non-solicitation clause. Consider whether a shorter duration or narrower geographic scope would adequately protect the company's legitimate business interests. Ensure the clause is clearly drafted and unambiguous.]*

1. accommodation allowance of AED **[insert amount]**; and  
   *[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: No issues found]*

*[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

1. transportation allowance of AED **[insert amount][[5]](#footnote-5)**.  
   *[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*
   1. The Wages shall be payable on the **[insert date of every month][[6]](#footnote-6)** by **[bank credit transfer[[7]](#footnote-7)]**.  
      ***[ADGM REVIEW: ISSUE: The clause stating the employee waives all defenses to the enforcement of restrictive covenants is highly problematic. ADGM courts are unlikely to enforce such a blanket waiver, especially if the covenants are deemed unreasonable. This could be seen as an attempt to circumvent ADGM law. | CITATION: ADGM Employment Regulations and principles of contractual fairness. | SUGGESTION: Remove the waiver clause. It is unlikely to be enforceable and could undermine the enforceability of the entire agreement. Instead, focus on ensuring the restrictive covenants are reasonable and necessary to protect the company's legitimate business interests.]***

*[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

* 1. The Company shall make available to the Employee, on or around the date on which the Employee is paid their Wages, a pay statement that includes:

*[ADGM REVIEW: ISSUE: The 30-day notice period should be checked against ADGM Employment Regulations to ensure it meets the minimum requirements for termination notice. | CITATION: ADGM Employment Regulations, Section 36 | SUGGESTION: Verify that the 30-day notice period complies with the minimum notice period stipulated in the ADGM Employment Regulations, Section 36, based on the employee's length of service.]*

1. the amount of the Wages payable; and  
   *[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: No issues found]*

*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Companies Regulations 2020 | SUGGESTION: No issues found]*

1. the amount of and reason for any deductions from the Wages.  
   *[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

# **VACATION LEAVE** *[ADGM REVIEW: ISSUE: The phrase 'for cause if the Employee is under a probationary period' is vague. The definition of 'cause' needs to be clearly defined and aligned with ADGM Employment Regulations. | CITATION: ADGM Employment Regulations, specifically regarding termination during probation and definition of 'cause'. | SUGGESTION: Clearly define 'cause' for termination during probation, ensuring it aligns with ADGM regulations regarding fair dismissal. Specify the permissible reasons for termination during probation.]*

***[ADGM REVIEW: ISSUE: This section is incomplete. It states 'On termination of the employment under this Contract, the Employee shall:' but doesn't specify what the employee \*shall\* do. This lacks clarity and enforceability. | CITATION: ADGM Employment Regulations regarding termination procedures and employee obligations upon termination. | SUGGESTION: Specify the employee's obligations upon termination, such as returning company property, completing handover tasks, and adhering to confidentiality agreements. Ensure compliance with ADGM regulations regarding final settlement of dues.]***

* 1. Subject to clause 7.3, the Employee shall be entitled to **[20][[8]](#footnote-8)** working days as vacation leave in each Year**[[9]](#footnote-9)** in addition to the UAE national holidays declared as public holidays, during which the Employee will be paid their daily Wage for any national holiday which falls on a working day.  
     *[ADGM REVIEW: ISSUE: The clause requiring the employee to cooperate in visa cancellation 'without any claim for payment or reimbursement' may be problematic if the employee has incurred costs related to the visa that the company should reasonably bear. This needs careful review to ensure it doesn't violate ADGM regulations regarding employee rights upon termination. | CITATION: ADGM Employment Regulations, potential violation of employee rights upon termination | SUGGESTION: Review this clause to ensure it complies with ADGM regulations regarding employee rights and entitlements upon termination, particularly concerning visa-related costs. Consider removing the phrase 'without any claim for payment or reimbursement' or adding a caveat that clarifies the company's responsibility for reasonable visa-related expenses.]*

*[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

* 1. Vacation leave shall be taken at such time or times as may be approved in advance by the Company.  
     *[ADGM REVIEW: ISSUE: The clause 'not at any time represent himself to be connected with the Company' is overly broad and may be unenforceable. It needs to be more specific about the context and duration. | CITATION: ADGM Employment Regulations regarding post-employment restrictions and non-disparagement clauses. | SUGGESTION: Clarify the scope and duration of this restriction. Specify the types of representations that are prohibited and the time period for which the restriction applies. Ensure it doesn't unduly restrict the employee's future employment prospects.]*

*[ADGM REVIEW: ISSUE: Payment in lieu of notice requires written consent \*after\* notice is given. This aligns with typical practice but should be explicitly stated to avoid ambiguity. The phrase 'on or after the provision of notice of termination' is acceptable but could be clearer. | CITATION: ADGM Employment Regulations, potential conflict if not clearly documented | SUGGESTION: Clarify the timing of the written consent to ensure it is obtained \*after\* the notice of termination is provided.]*

* 1. During the Year in which the Employee's employment commences, the Employee shall be entitled to a proportion of the Employee’s vacation leave entitlement as shall have accrued on a *pro rata* basis. During the Year in which the Employee's employment terminates, the Employee shall be entitled to a proportion of the Employee’s vacation leave entitlement as shall have accrued on a *pro rata* basis.

*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Employment Regulations | SUGGESTION: Ensure calculation of end-of-service gratuity adheres strictly to ADGM Employment Regulations.]*

* 1. On termination of this Contract:  
     *[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

***[ADGM REVIEW: ISSUE: The clause is only applicable to UAE or GCC nationals. The contract should also address pension/savings schemes for expatriate employees, in compliance with ADGM regulations. | CITATION: ADGM Employment Regulations regarding mandatory savings schemes for expatriates. | SUGGESTION: Include a clause addressing mandatory savings schemes or alternative pension arrangements for expatriate employees, as required by ADGM regulations.]***

1. the Employee shall be entitled to receive payment in lieu of any vacation leave entitlement which has accrued prior to the date of termination but is unused; or

*[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Employment Regulations | SUGGESTION: Ensure repatriation flight arrangements comply with ADGM Employment Regulations regarding reasonable costs and destinations.]*

1. the Company shall be entitled to make deductions from the Employee's yearly Wages in respect of any vacation leave taken in excess of the entitlement accrued prior to the date of termination.  
   ***[ADGM REVIEW: ISSUE: This section refers to Clause 18.1 but provides no context about what Clause 18.1 covers. Without knowing the content of Clause 18.1, it's impossible to assess compliance. | CITATION: N/A - Requires context of Clause 18.1 | SUGGESTION: Provide the full text of Clause 18.1 for review. Ensure that the exceptions to Clause 18.1 are clearly defined and compliant with ADGM regulations.]***

# **SICK LEAVE AND SICK PAY** *[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

*[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*

* 1. The Employee shall be entitled to sick leave not exceeding a maximum of 60 working days in aggregate in any 12 month period.  
     ***[ADGM REVIEW: ISSUE: This section refers to Clause 16.2(a) but provides no context about what Clause 16.2(a) covers. Without knowing the content of Clause 16.2(a), it's impossible to assess compliance. It depends on the definition of 'cause'. | CITATION: ADGM Employment Regulations regarding termination for cause. | SUGGESTION: Provide the full text of Clause 16.2(a) for review. Ensure that the definition of 'cause' in Clause 16.2(a) is clearly defined and compliant with ADGM regulations regarding fair dismissal.]***
  2. The Employee shall be entitled to sick pay based on the Daily Wage (as defined in the ADGM Employment Regulations) as follows: one hundred percent (100%) of the Employee’s Daily Wage for the first 10 working days; fifty percent (50%) of the Employee’s Daily Wage for the next 20 working days and the remaining 30 working days with no pay.  
     *[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*
  3. The Employee shall comply with the ADGM Employment Regulations and internal requirements of the Company concerning notification, self-certification and the provision of medical certificates.  
     *[ADGM REVIEW: ISSUE: No issues found | CITATION: N/A | SUGGESTION: N/A]*
  4. The Company may at least once every 7 days during a period of absence due to sickness, require the Employee to provide a medical opinion that states that the Employee cannot fulfil the duties reasonably expected in the Employee’s position.  
     *[ADGM REVIEW: ISSUE: The exception for 'administrative nature' amendments is vague. It needs to be clearly defined to avoid disputes. What constitutes an 'administrative nature' amendment should be specified. | CITATION: General contract law principles regarding amendments. | SUGGESTION: Define 'administrative nature' amendments with examples to provide clarity and prevent potential disputes.]*

# **OTHER PAID LEAVE**

* 1. The Employee may be eligible to take the following types of paid leave, subject to any eligibility requirements or conditions provided in the ADGM Employment Regulations, and the Company’s policies and rules applicable to each type of leave in force from time to time:  
     *[ADGM REVIEW: ISSUE: No issues found | CITATION: ADGM Courts Law | SUGGESTION: Ensure the governing law and jurisdiction clause is consistent with ADGM laws and regulations.]*

***[ADGM REVIEW: ISSUE: The title 'SCHEDULE A – SUMMARY OF EMPLOYMENT TERMS' is acceptable, but the actual content of Schedule A is missing. A summary of employment terms is crucial for clarity and compliance. | CITATION: ADGM Employment Regulations regarding transparency and disclosure of employment terms. | SUGGESTION: Ensure that Schedule A includes all essential employment terms, such as job title, salary, benefits, working hours, and leave entitlements. This summary should accurately reflect the terms of the contract and comply with ADGM disclosure requirements.]***

1. statutory maternity leave (including adoption) and maternity pay; or  
   ***[ADGM REVIEW: ISSUE: Section content is unknown, making compliance assessment impossible. Missing key employment terms. | CITATION: ADGM Employment Regulations 2019, Schedule 1 (Minimum Requirements for Employment Contracts) | SUGGESTION: Populate the table with all mandatory employment terms as per ADGM regulations, including job title, duties, compensation, working hours, leave entitlements, termination procedures, etc.]***

*[ADGM REVIEW: ISSUE: Table 2 format is unusual and potentially problematic. The use of '|' as separators is not standard and could lead to parsing errors or misinterpretations. The table only lists fields but no actual data. | CITATION: N/A - Formatting issue, but impacts data integrity. | SUGGESTION: Use a standard table format (e.g., CSV, JSON) for representing the data. Ensure that the table includes actual data for each field (Company Name, Employee's Name, Date of Birth).]*

1. statutory paternity leave (including adoption) and paternity pay; and
2. bereavement leave and pay.

# **COMPANY POLICIES**

* 1. The Employee agrees to comply with the employment policies, practices, rules and instructions of the Company (the “**Employee Handbook**”) currently in force or which hereafter may be amended, revised or adopted in the sole discretion of the Company from time to time.
  2. The Parties agree to comply at all times with the ADGM Employment Regulations, any other legislation of the ADGM and any other legislation applicable within the ADGM.
  3. The Employee shall comply at all times with such additional duties and obligations as are set out in the Employee Handbook which may be altered by the Company from time to time in its sole discretion by way of a written notice to the Employee. In the event of a conflict between this Contract and the Company’s Employee Handbook, the provisions of this Contract shall prevail.
  4. The disciplinary rules and procedure, and grievance procedure, applicable to your employment, are contained in the Employee Handbook. These rules and procedures do not form part of the Contract. If the Employee wishes to appeal against a disciplinary decision or raise a grievance, the Employee may apply in writing to **[insert relevant point of contact in the Company]** in accordance with the Company’s disciplinary procedure.

# **INTELLECTUAL PROPERTY**

* 1. The Employee agrees to disclose immediately to the Company all inventions, discoveries, intellectual property, ideas, innovations, developments, improvements, and all processes relating to the operations or business of the Company made or conceived by the Employee alone or with others during the term of this Contract whether made or conceived within or outside normal business hours, all of which shall be the exclusive property of the Company.
  2. At the request of the Company, whether made during or upon the termination of the Employee's employment, the Employee agrees to execute all documents necessary for the filing of applications for a trademark, patent or any other registration, both UAE and foreign, of the matters referred to in clause 11.1.
  3. The Employee agrees to make no claim against the Company with respect to the matters referred to in clause 11.1.

# **NON-COMPETE**

* 1. The Employee shall not during the employment with the Company, without the prior written consent of the Company, engage or be concerned or undertake in any business or occupation that competes with the business of the Company.
  2. **[**The Employee shall not (without the prior written consent of the Company) during the term of this Contract and at any time within six months following termination of this Contract, in any manner, directly or indirectly, either individually or in conjunction with others or in any other manner whatsoever, within the UAE, carry on or be engaged in or be concerned with or interested in or advise any person or persons, firm, association, syndicate, company or corporation engaged in or concerned with or interested in a business similar to the business being carried on by the Company presently and/or at the time of the termination of the Employee's employment. Any violation of this clause while employed by the Company shall be cause for termination without notice or payment in lieu of notice.**][[10]](#footnote-10)**

# **NON-SOLICITATION[[11]](#footnote-11)**

* 1. The Employee agrees that the Employee shall not, at any time during the term of the Employee’s employment or within **[**one (1) year**]** following the termination of the Employee’s employment, either directly or indirectly, individually or in conjunction with any other person or in any manner whatsoever within the UAE, solicit any of the Company's customers or persons whom the Company was soliciting as customers at the time of the termination of the Employee's employment hereunder. Solicitation while employed by the Company shall be cause for termination without notice or payment in lieu of notice.
  2. The Employee agrees that the Employee shall not, during the term of the Employee’s employment or within **[**one (1) year**]** following the termination of the Employee’s employment, either directly or indirectly, individually or in conjunction with any other person or any manner whatsoever within the UAE, entice or try to entice away any employee of the Company. Any violation of this clause while employed by the Company shall be cause for termination without notice or payment in lieu of notice.

# **CONFIDENTIALITY/NON-DISCLOSURE**

* 1. The Employee acknowledges that in the performance of the Employee’s duties, the Employee will acquire detailed and confidential knowledge of the Company's operations and other confidential documents and information. The Employee agrees that the Employee shall not in any way use, divulge, furnish or make accessible to any person, either during the Employee’s employment or any time thereafter, any confidential information relating to the business of the Company, acquired by the Employee in the course of the Employee’s employment with the Company, unless such disclosure is compelled by a competent court or required or permitted by applicable law or regulation.
  2. Clause 14 shall survive the termination of this Contract and the termination of the Employee's employment.

# **RESTRICTIVE COVENANTS**

* 1. The Employee and the Company agree that, having regard to the facts and matters aforementioned, the restrictive covenants in clauses 11, [**12, 13 and**]**[[12]](#footnote-12)**14 are reasonable and necessary for the protection of the Company and its respective business and that, having regard to those circumstances, these covenants are fair and reasonable and the Employee waives all defences to the enforcement thereof.
  2. The Company and the Employee agree that the terms of clauses 11, [**12, 13 and][[13]](#footnote-13)** 14 shall continue to apply notwithstanding the manner or reasons for the termination of the Employee's employment and regardless of whether the employment of the Employee is terminated with or without notice.

# **TERMINATION**

* 1. Each of the Company and the Employee may terminate the employment under this Contract by giving thirty (30) calendar days’ notice**[[14]](#footnote-14)** in writing to the other Party.
  2. The Company may require the Employee not to attend work during any period of such notice.
  3. The Company may terminate the employment under this Contract with immediate effect:

1. for cause if the Employee has committed a breach constituting a ground for summary dismissal in accordance with the provisions of Section 57(1) of the ADGM Employment Regulations; or
2. for cause if the Employee is under a probationary period as set out in clause 4.
   1. On termination of the employment under this Contract, the Employee shall:
3. co-operate in the cancellation, without any claim for payment or reimbursement from the Company, of the Employee’s residence visa and work permit;
4. deliver to the Company all documents made, compiled or acquired by the Employee, which are in the Employee’s possession, custody, care or control as a direct result of the Employee’s employment, including (but not limited to) business cards, credit and charge cards, security and computer passes, or other media on which information is held in the Employee’s possession relating to the business or affairs of the Company; and
5. not at any time represent himself to be connected with the Company.
   1. The Company shall be entitled, with the Employee’s written consent given by the Employee on or after the provision of notice of termination, to give the Employee payment in lieu of any notice of termination given to the Employee.

# **END OF SERVICE BENEFITS[[15]](#footnote-15)**

* 1. On termination of this Contract as provided for in clauses 16.1 or 16.3, the Company shall pay the Employee such end of service gratuity as may be payable in accordance with the ADGM Employment Regulations.
  2. Clause ‎17.1 shall not apply if the Employee is a UAE or GCC national enrolled in the relevant UAE pension scheme.**[[16]](#footnote-16)**
  3. If the Employee is a UAE or GCC national, the Employee shall be enrolled in the relevant UAE pension scheme in accordance with applicable legislation within thirty (30) calendar days of the Employee’s Commencement Date and the Company shall make the requisite pension contributions into the scheme.**[[17]](#footnote-17)**

# **REPATRIATION**

* 1. On termination of the Employee’s employment, the Company shall provide the Employee with a one-way repatriation flight to the Employee’s country of origin, or any other destination as agreed by the Parties.
  2. Clause 18.1 will not apply if the Employee:

1. is a Remote Employee (as defined in the ADGM Employment Regulations) who does not reside in and does not perform work in the UAE;
2. obtains alternative employment or visa sponsorship in the UAE within 30 days from the cancellation of the Employee’s work permit; or
3. has been terminated by the Company for cause in accordance with clause 16.2(a) of this Contract.

# **NOTICES**

Any notice to be given hereunder shall be in writing. Notices may be given by either Party by personal or electronic delivery, or post addressed to the other Party at (in case of the Company) its registered office for the time being and in case of the Employee, the Employee’s last known address. Any such notice given by letter shall be deemed to have been served at the time at which the notice was delivered personally or transmitted or (if sent by post) would be delivered in the ordinary course of post. For the avoidance of doubt, the Parties may agree to any alternative form of delivery of written notices.

# **ENTIRE AGREEMENT**

This Contract supersedes all previous agreements and arrangements (if any) between the Company and the Employee relating to the Employee’s employment by the Company.

# **AMENDMENTS**

Any amendment to this Contract must be in writing and signed by both Parties, unless such amendment is of an administrative nature only, in which case the Company shall be required to record such amendment in writing and to give written notice of such amendment to the Employee prior to the amendment taking effect.

# **GOVERNING LAW**

This Contract is governed by and construed in accordance with the laws, regulations and rules applicable in Abu Dhabi Global Market and the parties hereto submit to the exclusive jurisdiction of the courts of Abu Dhabi Global Market.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed by [**Employee Name**] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed by [Company representative name]  for and on behalf of [**Company Name**]  [Company Signature & Stamp] |

**SCHEDULE A – SUMMARY OF EMPLOYMENT TERMS[[18]](#footnote-18)**

|  |  |  |
| --- | --- | --- |
| 1. | Company Name |  |
| 2. | Employee’s Name |  |
| 3. | Date of Birth |  |
| 4. | Employee’s Nationality |  |
| 5. | Employee’s Passport Number |  |
|  | Employment Commencement Date |  |
| 6. | Employment Term[[19]](#footnote-19) |  |
| 7. | Job Title |  |
| 8. | Place of Work[[20]](#footnote-20) |  |
| 9. | Working Hours |  |
| 10. | Basic Wage |  |
| 11. | Housing Allowance |  |
| 12. | Other Allowances**[[21]](#footnote-21)** |  |
| 13. | Annual Leave |  |
| 14. | Other Leaves | As per the Company’s HR Policy |

*--- END OF ADGM AUTOMATED REVIEW ---  
DISCLAIMER: This automated review is for guidance only. Please consult qualified ADGM legal counsel for final compliance verification.*

1. Please include the relevant working days. [↑](#footnote-ref-1)
2. ADGM Employment Regulations are silent on the Employee’s overtime entitlements. This is a matter to be decided and agreed in the Employment Contract or in the Company’s internal HR policy. [↑](#footnote-ref-2)
3. Please include the correct reference to an internal Company policy detailing any overtime entitlements, or please include relevant overtime calculations into this Employment Contract. [↑](#footnote-ref-3)
4. In accordance with Section 8(1) of the ADGM Employment Regulations, the probationary period should not exceed 6 months. If the employment term is less than 6 months, the probationary period should not exceed half of the period of the employment term (e.g., if the employment term is 5 months, the probationary period should not exceed 2.5 months). [↑](#footnote-ref-4)
5. Please amend as necessary to include other allowances or if the Employee is paid on a flat rate, piece rate, commission or other incentive basis. [↑](#footnote-ref-5)
6. Please amend as necessary if the Employee is paid on other terms, such as weekly basis. [↑](#footnote-ref-6)
7. Please amend as necessary to include any other wage payment methods. [↑](#footnote-ref-7)
8. This is the minimum required. Please amend as necessary if the number of days is higher. [↑](#footnote-ref-8)
9. Please amend the definition of “Year” in this Employment Contract if the Company specifies a year as something other than 1 January to 31 December. [↑](#footnote-ref-9)
10. This clause is optional and may only be included for managerial level employees. Please delete if not used. [↑](#footnote-ref-10)
11. This clause is optional and may only be included for managerial level employees. Please delete if not used. [↑](#footnote-ref-11)
12. Please delete if Clauses 12 and/or 13 were not used. [↑](#footnote-ref-12)
13. Please delete if Clauses 12 and/or 13 were not used. [↑](#footnote-ref-13)
14. Please refer to Section 56(2) of ADGM Employment Regulations for more information on required notices. Additionally, this can be amended to reflect a longer notice period. [↑](#footnote-ref-14)
15. Please amend clause 17 as necessary if the non-GCC or non-UAE Employee chooses to participate in a pension or savings scheme as they will not be entitled to any end of service unless otherwise agreed by the Company. As per sections 61(5) and 61(6) of the ADGM Employment Regulations, the Employee must confirm their choice in writing if the Company has given such Employee the option to participate in a pension or savings scheme. [↑](#footnote-ref-15)
16. Please delete if the GCC or UAE Employee has written approval from the applicable pension authority *not* to participate in the applicable statutory pension scheme and has provided a copy of that written approval to the Company prior to, or within thirty (30) calendar days of, the Employee’s Commencement Date. If such Employee chooses not to participate in the UAE federal pension scheme, they will be eligible to receive end of service gratuity as per clause 17.1 of this Contract. [↑](#footnote-ref-16)
17. Please delete if the previous clause was deleted, [↑](#footnote-ref-17)
18. The table needs to be filled out by the Parties. [↑](#footnote-ref-18)
19. Please indicate the employment term – in case it is a fixed term contract, the Company should ensure to record the term in a numerical figure (e.g., 3 years, 6 months, etc.). [↑](#footnote-ref-19)
20. In case the Employee is a Remote Employee (as defined in the ADGM Employment Regulations), the Company must record “Remote working in the UAE” or “Remote working internationally”. [↑](#footnote-ref-20)
21. For example, education, transports, cost of living, etc. [↑](#footnote-ref-21)