

HRP 101

Emiratization Policy



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This policy aims to outline the National Ambulance Emiratization strategy and the processes of attracting, empowering, and retaining Emiratis.

2. SCOPE

This policy applies to all National Ambulance, Emirati candidates, and existing Emirati staff.

3. ROLES AND RESPONSIBILITIES

1. **Chief Executives Officer** is responsible for approving training budget, MOU with relevant Universities and Colleges, related development or succession planning, and approving Emirati employees' termination in line with laws and regulations.
2. **Chief Financial Officer** is responsible for reviewing and approving the Emiratization-related budgets and Emiratization initiatives, if any.
3. **Chief Administrative Medical Officer** is responsible for reviewing and approving the sources of Emiratization recruiting platforms, the yearly Emiratization staffing plans, and recommend the related development, succession planning, Emiratization-related budgets and review and verify the termination requests and ensure that requests are in line with laws and regulations
4. **Line Managers and Departments Heads** are responsible to:
 - Consider the Emirati candidates for any relevant job opening within the department.
 - Ensure the Emirati staff is aware of the NA policies and procedures, and they adhere to the rules and regulations.
 - Monitor the Emirati staff performance by reviewing, coaching to identify the skill gaps and required training needs.
 - Develop potential development plans and succession plans for the potential Emirati staff.
 - Assign mentors for existing high potential Emirati.
5. **HR & Corporate Services Manager/Head of Emiratization Program** is responsible to
 - Design new programs to target fresh graduates for NA admin support functions.
 1. Rotation Program
 2. Part-time Program
 3. Summer training program
 - Work closely with the education department to ensure the effective use of the collaboration with Universities/colleges targeting the Emirati EMT program.
 - Support and assist the head of departments to ensure that the Emirati staff is adhering to NA policies and procedures and provide the necessary advise when needed.
 - Work closely with CAO to set plans/programs for empowering the potential Emirati staff.
 - Ensure the implementation of the proper process of the disciplinary action when needed.
 - Ensure to budget the proper costing for Emiratization programs, including the following but not limited to:
 1. EEMT Sponsorship
 2. Development and training of the existing staff
 3. Rotation, part-time, and summer training.

- All Emirati staff should be aware that all NA policies and procedures apply to them.
- All Emirati staff should differentiate between the laws and regulations and what applies to National Ambulance.

5. RECRUITMENT AND SELECTION:

National Ambulance focuses on using several methods to attract talented Emirati cadres, and that includes the following but not limited to:

1. Emirati EMT – Sponsorship program
2. Rotation Program
3. Part-time Program
4. Summer training program

6. PROBATION:

If the Emirati new joiners are not performing during the assigned probation period, which is 6 months, their probation period can be extended up to 3 months.

7. POTENTIAL DEVELOPMENT PLAN – EXISTING EMIRATI STAFF:

Based on a realistic time frame, annual performance, and the National Ambulance needs and objectives, the Human Resources Department coordinates with department heads to prepare the Potential Development Plans for Emirati Staff.

The PDPs outline the required competency for development along with necessary experience and the minimum training during the period of the development plan.

7.1. THE BENEFITS OF PDPs:

- Developing both parties' performance (National Ambulance and Emirati Staff).
- Reflect the organization's culture and attract new talents.
- Accelerate employee engagement and motivation in achieving the National Ambulance goals.
- Improve employees' loyalty.
- Financial saving by retaining the talented Emirati staff.

7.2. EFFECTIVE DEVELOPMENT METHODS:

- Training
- On-the-job training
- Task/job rotations
- Coaching/Mentoring
- Workshops/Working-Groups
- Simulations
- Conferences
- Self-study

The dismissal of an Emirati staff is unlawful in the following circumstances: if the dismissal is not based on one of the grounds listed in Article 120 of the Labour Law (i.e., gross misconduct);

1. The National Ambulance has a non – Emirati performing the same duties as Emirati whose employment was terminated.
2. Dismissing the Emirati intending to replace them with a non-Emirati to perform the same job.
3. The Emirati is dismissed for reasons unrelated to their job, especially if the employment is terminated due to the Emirati who submitted a valid complaint against the National Ambulance.
4. The National Ambulance fails to conduct an appropriate exit interview with the Emirati or does not adhere to the requirements of the relevant termination laws and regulations.

9. RELEVANT LEGISLATION

International, federal, or local legislation and circulars relevant to this Policy. Full detail on this legislation can be found in QHP109 Legal Register.

Code, Name of Legislation	Jurisdiction
UAE Labour Law No.8 1980 Ministerial Decree No 212 2018 on the regulation of employing Nationals in the private sector	

10. RELATED POLICIES AND FORMS

List related policies and procedures to the created/updated policy.

Policy & Procedure /Form
All NA policies

11. FEEDBACK

Any feedback or suggestions for improvement to this Policy, Processes, or Procedures can be submitted to qhse@nationalambulance.ae

12. DOCUMENT CONTROL AND OWNERSHIP

A review and update of this document will take place as necessary when changes occur that identify the need to revise this Policy, such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

- HR & Corporate Services Manager

This controlled document is managed/overseen by [Procurement and Tendering Committee and/or Audit and Risk Management Committee and/or HR and Compensation Committee].



Change Brief

Date	Changes
24-March-13	Update to document formatting and inclusion of ISO standards.
23-March-15	Due to review
29-August-19	Update the Degree and changed the duration of the jobs advertisement. (Non-Health Professionals) updates the reporting clause.
September 2021	The title has been changed, and a general policy Rewrite

CEO Approval

Board Member Verification

