

2801  
The Prime Tower  
Business Bay  
Dubai  
P O Box 79998

Email: Info@luxrealty.ae

Lux Realty LLC

Name: Mohammed Shayan Saeed

Dubai, UAE.

Contact: + 971 585976232

Email: shayansaeed39@gmail.com

Dated: 22 March 2024

## Employment Contract

Dear Mr.,

### 1. INTRODUCTION

1.1 This employment agreement is made between **Mohammed Shayan Saeed**

and **LUX REALTY LLC, Dubai, UAE.**

1.2 The basic terms and conditions of the Contract are as set out in this agreement (the "Contract"), your offer letter, the Company's policies, procedures and rules as may be introduced and/or amended from time to time

### 2. APPOINTMENT

In reference to your recent conversations with Lux Realty LLC, we are delighted to inform you that you have been awarded the position of **Real Estate Agent** on a probationary 3 months basis and your joining date will be **Monday, 25 2024**.

### 3. Training & PROBATION:

Your Training will last up to 4 weeks ad probation period will start 4 weeks from the date of your joining, after a successful completion of 3 months of probation period you will be confirmed as a permanent employee of the company based on the performance and review and formal issues of the permanent contract. Total Period is 4 months

This is not a contract-based job. The Employment will continue until it is ended by the Employee or the Company.

### 4. JOB TITLE, RESPONSIBILITIES & DUTIES:

As a **Real Estate Agent**, your responsibilities include but aren't limited to:

- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
- Determine clients' needs and financials abilities to propose solutions that suit them
- Perform comparative market analysis to estimate properties' value
- Display and market real property to possible buyers
- Prepare necessary paperwork (contracts, leases, deeds, closing statements etc)
- Maintain and update listings of available properties.
- The role would involve you devising an implementing a marketing strategy and building the

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marketing dept.

- The main responsibility we are looking at is off plan lead generation and brand awareness(secondary).
- Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements and related matters, ensuring a fair and honest dealing.
- You will report to the CEO of a Company or such other person as the Company shall direct.

## 5. TARGET

To close maximum number of deals

## 6. KEY PERFORMANCE INDICATORS (KPIs) As a Real Estate Agent:

- % Conversion Rate
- \$ Revenue Generated
- \$ Value of Deals Closed
- Number of Calls
- % Call answer Rate
- How much Revenue Generated
- Number of Deals closed (Primary, Secondary, Rentals)
- Value of Deals Closed
- Number of Leads Generated
- Appearance & Formal Dress Code
- Listings
- Leads per listing CTR & CALLS
- # CRM leads
- Social Media Activities
- # Affiliates
- # Developers on contact
- # Networking

## 7. SALARY POLICY

7.1 During your employment, you will be entitled to only for 50/50 commission and no basic salary at any point

## 8. COMMISSIONS

8.1 50.50 sharing with company on all profit banked.

**Benefits after 3 months or closure of first deal in sales or banking of 25k month equivalent for 3 months**

Company Visa

Healthcare

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## **9. DAY/HOURS OF WORK/ WORKPLACE**

- 9.1 The normal working week is from Monday to Saturday (both days are inclusive).
- 9.2 The working hours will be from 10:00pm – 7:00pm (9hrs) with 1 Hour Break.
- 9.3 The workplace is your office address. Work from home is not allowed at all.

## **10. MOBILE POLICY.**

- 10.1 All LUX Work must be done by using business official sims/mobiles provided by the company unless approved otherwise
- 10.2 In case mobile phones are provided by the company, nobody is allowed to add any codes/passwords on phone without sharing with the management.
- 10.3 Everyone in LUX Team must use only work/business sim for all leads.
- 10.4 You will be subject to legal proceedings if you delete anything any communication etc.

## **11. LEAVE POLICY:**

- You will be entitled to 24 leaves per year including sick, emergency, public and annual holidays etc.
- No holidays paid in first 3 months of Training and probation period.

### **Half Day Leave of Absence**

Absence for part of a working day that has not been approved will incur the automatic deduction of 1 full day's pay. Same 2 half days leave are equal to 1 full day leave.

### **Notification of Absence Due to Sickness**

Absence due to sickness should be notified to the company well before working hours to the concerned manager or to the HR department. A medical certificate must be produced for any absence of two days or more. Paid sick leave may be denied if this procedure is not followed. Likewise, the intention to return to work should be notified to the appropriate authority at the earliest opportunity, but no later than before the close of company office on the day prior to returning.

### **Prefix or Suffix of leave**

Any Leave/Half Day/Late Arrival/ Early Departure, before or after any Holidays or Weekends will result in 2 days salary deduction.

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**NOTE: All long leave applications must be submitted to the HR manager before time, preferably 1 month to 15 days prior to the date of leave commencement but never less than 1 week, so that the application for any leave must be approved before the commencement of requested leave. No leave will be availed without prior permission. Any leave without timely permission will be taken as absence from duty. In case of noncompliance of leave rules, you will be marked absent and salary would be deducted if applicable**

#### **12. TERMINATION /RESIGNATION:**

- In case of **TERMINATION** by the company because of any reason (unsatisfactory performance, Breaching the contract or rules and policies of company, the Company will NOT compensate you that month salary if applicable.
- In case of **RESIGNATION**, you need to complete 1 month notice period to get that months' salary if applicable.
- Upon cessation of your Employment, you will immediately return to the Company all company devices with the correspondence, resource materials, documents, memorandum, notes, records (which may be contained in electronic media or other forms of computer storage), videos, tapes and any project reports, photographs, or other Company information which may be under your possession or control.

#### **13. CONTACT DETAILS**

Please keep the Company informed about your latest contact telephone, mobile number and e-mail address (if any), N.I.C number, residential and postal addresses. With the complete details of at least 2 References.

#### **14. PERSONAL CONDUCT/HYGIENE**

All employees are expected to pay attention to their personal hygiene, dressing, grooming and conduct. You should must be neat and clean and need to be well-dressed and well-behaved with decency.

#### **15. MODE OF COMMUNICATION**

As we are the International Company and all the dealings are with the international clients so Mode of communication within the office should be **English**.

#### **16. PERKS/ BENEFITS/ INCENTIVES**

The company will provide refreshment and tea/coffee during the working hours.

#### **17. BONUS/INCREMENT**

The company will offer yearly increment on performance basis and before the completion of 1 year nobody is supposed to claim for any Increment.

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Whereas bonuses to any employee is subject to company's approval.

## **18. COMPANY POLICIES**

You agree to comply with the employment policies, practices, rules, regulations and instructions of the Company now in force or which may be amended, revised or adopted at the sole discretion of the Company from time to time (the "**Company Policies**").

You agree to comply at all times with the laws of the Company.

## **19. NO SMOKING POLICY**

The Company Premises is a NO SMOKING ZONE. Employees are not prohibited to smoke in office building.

## **20. CONTACT DETAILS**

Please keep the Company informed about your latest contact telephone, mobile number and e-mail address (if any), N.I.C number, residential and postal addresses. With the complete details of at least 2 References.

## **21. DISCIPLINARY MATTERS**

### General

Disciplinary matters shall be handled in accordance with the Company Policies and strict actions will be taken against employees in case of breaching the laws and rules of company.

- 21.1 Political and religious matters and issues should not be discussed in company premises during and after working hours.
- 21.2 Involvement in any political party is not allowed.
- 21.3 There will be no compromise on breaching code of conduct.
- 21.4 No compromise on breaching social and moral, laws and regulations of the company.
- 21.5 Smoking and other drugs are strictly prohibited in work place.
- 21.6 Sexual, Moral or emotional harassment is prohibited.
- 21.7 Abusive talk or any kind of misbehavior is prohibited in office area.
- 21.8 Spoken language within the office should be ENGLISH /URDU. Other native languages are strictly not allowed.

### Misconduct

As per the Labor Law, an employee can be dismissed without notice in the following cases of gross misconduct:

- (a) Submission of fake documents/certificates;
- (b) where an employee's mistake causes a significant financial loss to the employer, provided that the employer informs the law enforcing agencies of the incident within 48 hours;

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- (c) where safety instructions are violated;
- (d) where basic duties as stated in this Agreement are not carried out despite warnings;
- (e) he/she discloses secrets of his/her employer;
- (f) he/she is convicted in a court of law of dishonesty or immoral behavior;
- (g) he/she is drunk or intoxicated at work;
- (h) he/she commits physical assault on employer/colleagues; or
- (i) He/she is absent for more than 7 continuous days or more than 20 days intermittently in a year without legitimate reason.

## **22. IT POLICY**

- You are not allowed to load your own software on to Company computers. You must not copy software or data from computers at work or use e-mail or internet access except for legitimate business purposes or make any other use of computers or software for any purpose other than your company's legitimate business interests.
- You must not open files downloaded from the internet or e-mail on your company's computers without virus checking the files.
- All computers, networks and the e-mail system are the property of the Company. All copies of messages created, sent, receive or stored on the company's systems shall remain the property of the Company. These messages are not the private property of the company and as such there should be no expectation of privacy in any circumstances.
- The Company reserves the right to access and monitor all messages created, sent, received or stored on the Company's systems. The contents of e-mail messages may be disclosed to other employees and to third parties without further permission of the employee and at the discretion of the Company.
- E-mails and the internet should not be used to create, send receive or store any material which is offensive, disruptive or infringes copyright.
- You are not allowed to change passwords or add locks without authorization.
- Employees are not supposed to remains busy in their personal and domestic issues during the working hours. Or they are not allowed to use official equipment or device for their personal use like Laptop, mobile etc.
- Taking phones or laptops without consent is criminal offence.

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**23. DATA PROTECTION:**

- The Company may, for the purposes of the Employment, hold, use or otherwise process personal data and sensitive personal data.
- You the Employee required to inform the Company immediately of any changes to any personal data relating to you which the Company may hold, use or otherwise process including your name, address and emergency contact telephone numbers.

**24. GENERAL OFFICIAL RULES:**

- You are to respect the civil, and religious laws and customs of the country.
- You shall not take part in any political activity prejudicial to the interests of the company
- You should keep and exhibit ethical and social norms and values during your agreement with the company and in the UAE.
- Pay attention to your personal hygiene, dressing, grooming and conduct. You must be neat and clean, need to be well-dressed and well-behaved with decency.
- There will be no compromise on breaching code of conduct.
- Smoking and other drugs are strictly prohibited in office area.
- Sexual, Moral or emotional harassment is prohibited
- Abusive language or any kind of misbehavior is prohibited in office area.
- You will be terminated and the work permit/visa will be cancelled in future, if you are convicted in a court of law of dishonesty with the company.
- No wastage of electricity- do not leave AC on if you are not in the room and don't let anyone else either.
- Shutting down PC properly.
- Making sure lights are off in rooms not used.
- Making sure that no wastage is taking place / no abuse of equipment / resources.
- No rubbish in hallways.
- keeping office up to date.
- Watching other staff activities and timely inform to the management in case of any breaching of rules by other staff.
- No eating drinking on tables.
- Incomplete or incorrectly completed task in time/ deadline not met, shows lack of responsibility to job.
- Failure to submit end of day production report will result in Penalty.
- IT policy - headsets policy need to follow. (Mentioned in your contract) If you are going to damage any IT equipment, table, laptop, system or headsets etc. That loss will be covered from your salary if applicable or commissions
- Tucking chairs in end of day under desk.
- keeping own cutlery clean.

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- No rubbish bags left on desk or under desk – keep desk neat and tidy.
- Damage of IT equipment due to fault of employee example harsh use- like failure to shutdown machine/ aggressive usage like yanking a cable.
- Damage to any office equipment - payable by employee.
- Unethical behaviour is not acceptable like abusing language, misbehave etc
- Dress code need to follow. Neat clean dressing, home sleepers and softies are not allowed.

**25. LEGAL RESTRICTIONS:**

During your employment with LUX REALTY LLC, you are strictly and legally not allowed to work with any other company. You will be fined by our company AED 200,000 and we will pursue legal action against you. You will lose any pending commissions due with the company and the visa will be cancelled.

The employment will automatically be terminated if an employee remains absent from his/her duties without any information. The employee will be treated as absconding and the company will inform the legal authorities and will cancel the visa as per labour Law.

Kindly sign this offer letter as an acceptance and send us back with your consent within 3 days with the scanned copies of all the documents in pdf.

If you have any questions, please don't hesitate to contact us.

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**ANNEX**

**NON-DISCLOSURE AND  
CONFIDENTIALITY**

As a result of your employment with the “**Company**”, you are subject to the following restrictions:

**NON-DISCLOSURE/CONFIDENTIALITY:**

You are strictly prohibited from using, disclosing, divulging, furnishing or making accessible to any person, either during your employment or any time thereafter (except where necessary for the performance of your duties, or where expressly authorized), any confidential information relation to the business of the Company (“**Confidential Information**”).

Confidential Information includes any information relating to the business and/or the financial affairs of the Company or the Company’s customers, prospective customers, agents, employees, affiliates, suppliers, vendor, shall include:

1. the business methods and information of the Company (prices, offers, promotions, product development, marketing and advertising, budgets, or any financial information, information about employees or colleagues);
2. details of the Company’s agreements;
3. details of any future projects, promotions, or publicity exercises planned by the Company;
4. details of any business plans of the Company (including current or future activities; and
5. Any information which may adversely affect the business or the interests of the Company.

Unauthorized disclosure of Confidential Information is a serious disciplinary offence, justifying termination without notice or compensation, and may also result in further legal action (including claims for loss and damages).

If you receive any requests for Confidential Information, you should make no comment and immediately refer the matter to management.

With this you will have to take responsibility that **all adverts are compliant and in line with UAE laws**.

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**GENERAL OBLIGATIONS:**

By signing this document, you acknowledge and agree that:

1. the restrictions and obligations above are reasonable and necessary for the protection of the legitimate business interests of the Company;
2. Each of the above clauses is an entirely separate and independent restriction on you; and
3. This document constitutes an agreed variation to your employment terms and conditions.

***To signify your agreement of Employment between you and the Company on the terms contained in it please sign both copies of this contract keeping one copy for yourself and returning the other to your employer.***

If you have any questions, please don't hesitate to contact us.

Thank you and best regards,

Quzeama  
(HR -Dubai)

**ACKNOWLEDGEMENT**

I, (Name of Employee .....)  
have read and understood this contract and hereby agree to Employment with Complete Jobs on the terms and conditions set out above along with Annex(A).

Signed..... 

Mohammed Shayan Saeed (Mar 29, 2024 18:08 GMT+4)

Dated: 03/29/2024

Name of Employee .....  
Mohammed Shayan Saeed

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**DOCUMENTS REQUIRED**

1. Attested photocopies of your educational documents.
2. Attested photocopy of professional and experiences certificates.
3. A clear coloured photocopy of your valid identity card.
4. Passport size photographs with White background.
5. A coloured and readable copy of passport (1<sup>st</sup> and 2<sup>nd</sup> page), Should be valid for minimum 6 months.
6. Coloured copy of visa page.
7. Copy of Emirates ID (if applicable), Front and back
8. NOC by a previous employer or Sponsor.
9. Details of 2 references with their name, residence, contact numbers, email, CNIC/ Emirates ID numbers for verification.

**Should you require any clarifications, please contact our HR Office.**

We look forward to welcoming you.

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