

People Code



Document Controller

Version	Date	Revision Author	Change Summary
1.0	1 August 2022	Shubhanshi Gupta	Initial document
2.0	1 November 2022	Shubhanshi Gupta	Military leave, Business-on-the-go, Maternity leave
3.0	28 November 2022	Shubhanshi Gupta	Hybrid Workplace, Repatriation
4.0	19 January 2023	Shubhanshi Gupta	Marriage leave, Compassionate leave
5.0	1 January 2024	Shubhanshi Gupta	Hybrid workplace, Maternity leave, Schooling Support, Relocation support, Sick leave

Name	Designation	Role
Adele O Herlihy	Legal Counsel	Review
Maymee Kurian	Group CHRO	Approve

Introduction

These policies provide you with clear guidelines on general practices for a range of employment areas, allowing us all to contribute to maintaining a sound working environment.

Our policies apply to all employees, without distinction of position or title, including those under probation, tenured employees and interns. This ensures consistency and transparency and helps to create an enabling culture aligned with organizational beliefs and purpose.

We encourage you to seek any clarification on the contents with your manager or with the Human Capital team representatives. You may also share your concerns at myvoice@g42.ai, a dedicated mailbox for employee feedback and suggestions, directly monitored by our Group Chief Human Capital & Culture Officer.

Employees are encouraged to regularly check the relevant company portal, [Marvin](#), to access the updated version of the policies as the People Code is liable to change at the sole discretion of the Company.



People Code



YOUR BENEFITS

- Salary
- Remote joiners
- Business-on-the-go
- Airfare
- Visa
- Schooling support
- Relocation
- Insurance

YOUR PERFORMANCE

- Probation period
- Performance management
- Bonus

YOUR WORKPLACE

- Working hours
- Hybrid workplace
- Ramadan hours
- Health, safety and well-being
- Dress code
- Overtime
- Business travel

YOUR TIME-OUTS

- Annual leave
- Compensatory leave
- Hajj leave
- Sick leave
- Maternity leave
- Parental leave
- Paternity leave
- Military Leave
- Marriage leave
- Study Leave
- Compassionate leave
- Public holidays
- Unpaid leave

YOUR CAREER PATH

- Promotion policy
- Internal mobility
- Learning and development

YOUR END-OF-SERVICE

- Resignation
- Termination
- Settlement terms
- Mutually agreed separation
- Retirement
- Gratuity
- Repatriation

APPENDIX

- Visas
- Letters

Your benefits

Your benefits



Salary

The Salary breakdown we follow is: Basic Salary – 60% , Housing Allowance – 30% , Transportation Allowance – 10%. These three elements form the basis for Bonus calculations. You can access your pay slip through OMNI. Salary is paid monthly before the last day of the month.

The salary will be credited directly to the bank account for all employees. Employees who have joined in the last 60 days prior to payroll, may request for cheque payment.



Remote joiners

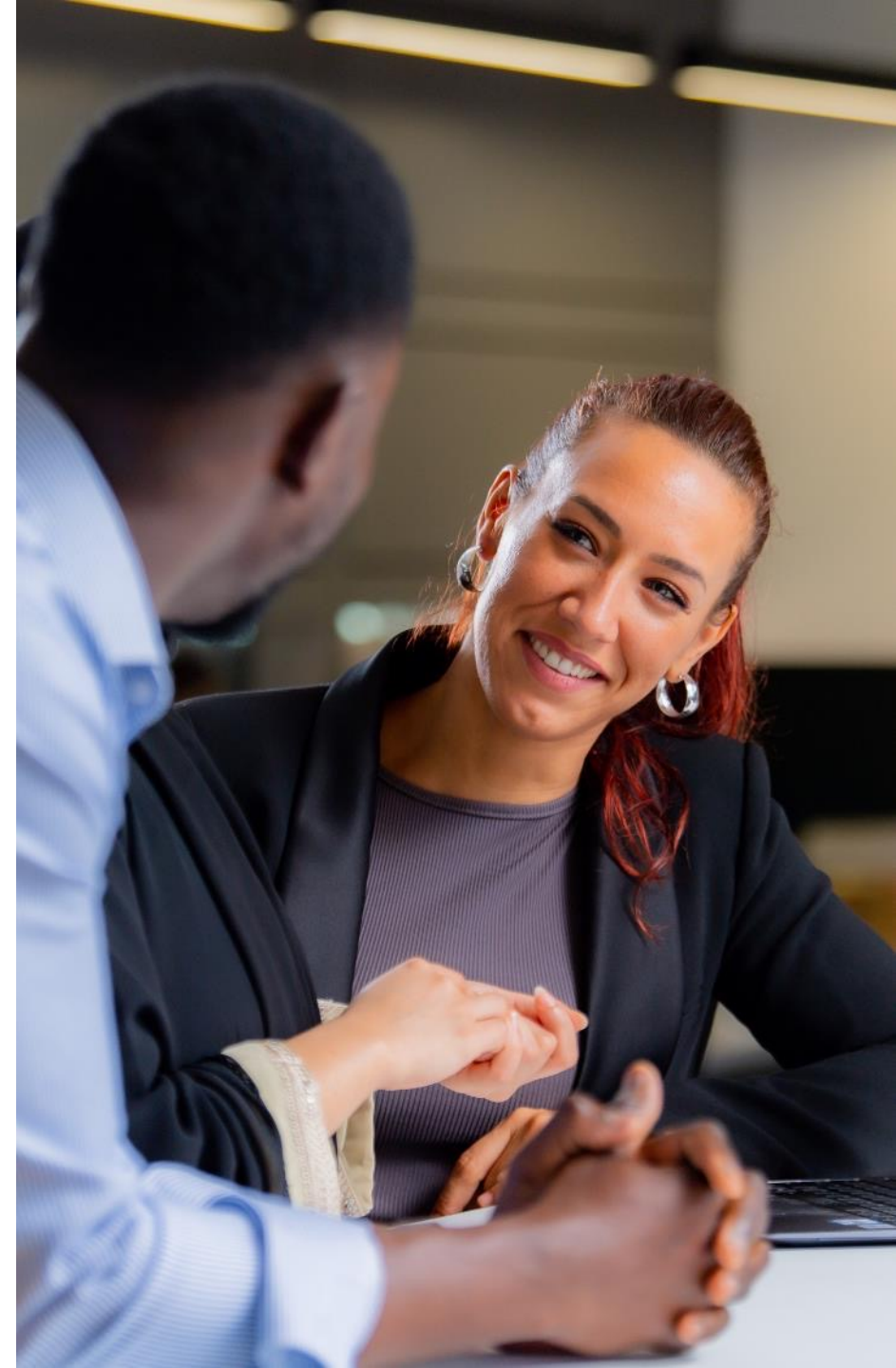
In the event a candidate is unable to join us at the designated country of employment, we offer an interim, short-term arrangement for them to begin work with us from their base location in another country. During such arrangement, you will be paid your basic salary. Other allowances will be added to your compensation upon reporting to work from the the country of employment.



Business on-the-go

At G42 we work from different locations and flexible hours (refer G42 Flexible workplace policy). To accommodate such dynamics, it is important that we stay connected.

You will be asked to share a UAE mobile number (and keep it up-to-date in employee records) where you can be reached for business requirements. A fixed allowance, as mentioned in the offer letter (or most recent formal communication on your compensation and benefits, thereafter) will be credited along with your monthly salary towards the business telephone expense. The allowance shall be an all-inclusive sum with no additional amount/reimbursement for roaming expenses during business travel or calls/data bills. Additionally, to attend to work on-the-go, you may reach out to our IT helpdesk to configure business e-mail and applications on your mobile devices. Please refer to bring-your-own-device (BYOD) policy from the Group IT.



Your benefits



Airfare

You will be entitled to an annual airfare allowance as mentioned in your offer letter at the time of joining (or most recent formal communication on your compensation and benefits, thereafter). The allowance will be credited in 12 equal installments, along with your monthly salary.

UAE Nationals are entitled to one month's salary as annual airfare allowance.



Visa

The Company will provide all employees with a residence visa and work permit, in compliance with UAE Labour Law. Employees will be responsible for organizing and for the cost of visas for their family.



Schooling support

If you are eligible for education allowance, the same will be credited in 12 equal installments, along with your monthly salary. The amount would be indicated in your offer letter (or most recent official communication on your compensation and benefits, thereafter) and is applicable to up to three children, between 3 and 18 years of age, enrolled in a formal academic institute in the UAE and residing in the UAE. This cannot be replaced by/extended to enrollment in play areas and skill development centers.

If both parents are working in the Group, the higher of the allowance will be paid. Employee must submit a valid school enrollment document for each child upon joining and subsequently for each year (by October) to continue the entitlement.

Upload the enrollment documents [here](#).



Your benefits



Relocation

All international hires (residing outside of the UAE at the time of recruitment and required to move to the UAE for the role) will be provided with a flight ticket (economy) to UAE.

Additionally, one month's basic salary (upto AED36,725) would be provided as a relocation allowance within 3 months of your joining. This amount will be amortized over a period of 18 months from your date of joining. Should you choose to resign or your services are terminated before completion of 18 months, a prorated amount will be recovered from your final settlement.

Prior to your arrival, you may choose to request the Company to provide you with a hotel stay for up to 4 weeks. In this case, the salary paid for the period (starting from your date of joining) of the hotel stay (determined by the check-in and check-out date) will not include the housing allowance.



Insurance

Workmen Compensation Insurance – This is a mandatory insurance coverage to all employees providing salary replacement and medical benefits if an employee is injured during the working hours within the work premises or during work commute.

Life Insurance - We offer life insurance to protect your loved ones in case of an unfortunate disability or death. The insurance amount is as per the company policy or in case of a promotion, you may find the revised amount on the promotion letter. You will be required to fill out a beneficiary nomination form at the time of joining. You have a right to change the beneficiary any time at a later stage.



Your benefits



Medical Insurance (for family) – All employees are covered under the Company group health insurance plan. Your dependents (under your sponsorship) including a spouse and upto 3 children under 18 years of age are also covered under the same plan.

Employees should submit the required documents for enrollment of self, their dependents or change in their marital status within the timeframe stipulated below. Any fines from the Department of Health, incurred due to delays in document submission will have to be borne by the employees.

Enrolment	Documents to be provided by employees*	Timeline
New employee <ul style="list-style-type: none">Previously under Abu Dhabi or visa from any of the Northern Emirates	<ul style="list-style-type: none">Continuity Certificate (CoC) + copy of old visa	<ul style="list-style-type: none">Within 7 days from the change status date + before CoC expiry
New employee <ul style="list-style-type: none">New entrant to UAE on G42 E-visaNew entrant to UAE on Tourist/visit visa	<ul style="list-style-type: none">Passport copy with the entry stamp + E-visa with entry stampPassport copy with the entry stamp + visit visa	<ul style="list-style-type: none">Within 7 days of entry stampWithin 7 days of change status date
New employee <ul style="list-style-type: none">Previously under visa from Emirates other than Abu Dhabi	<ul style="list-style-type: none">Copy of old visa + CoC (if applicable)	<ul style="list-style-type: none">Within 7 days of change status date/entry stamp

**Employees on Golden Visa must submit a copy of their visa and Emirates ID along with the other requirements in the table above*

Cont'd...

Your benefits

Enrolment	Documents to be provided by employees*	Timeline
Dependents <ul style="list-style-type: none"> Previously under Abu Dhabi or visa from any of the Northern Emirates 	E-visa with change status stamp + old visa copy + EID application form + Passport copy + photo + CoC	<ul style="list-style-type: none"> Within 7 days from the change status date on E-visa + before CoC expiry
Dependents <ul style="list-style-type: none"> New entrant to UAE on E-visa New entrant to UAE on Tourist/visit visa 	<ul style="list-style-type: none"> E-visa with entry stamp + EID application form + Passport copy with entry stamp+ photo E-visa with change status stamp + EID application form + Passport copy with entry stamp + photo + visit visa copy 	<ul style="list-style-type: none"> Within 7 days of entry stamp Within 7 days of change status date
Dependents Previously under visa from Emirates other than Abu Dhabi	E-visa with change status stamp + old visa copy + EID application form + Passport copy + photo + CoC (if applicable)	<ul style="list-style-type: none"> Within 7 days of change status date
New born	Birth Certificate + Passport copy (if available) + photo	Within 25 days from the date of birth (as reported on birth certificate)
Change in status from single to married	Marriage certificate	Within 45 days from the date of marriage registration

**Employees on Golden Visa must submit a copy of their dependents' visa and Emirates ID along with the other requirements in the table above*

Employees are encouraged to use the MyDaman app for quick access to details of insurance benefits, digital insurance cards, submission/tracking of claims and booking appointments.

Your performance



Your performance



Probation period

All employees are subject to a probation of six months. The Line Manager outlines objectives for the probation and actively reviews the employee's performance, including formal reviews in third and fifth month. The status of employment is confirmed at the end of the probation, based on the Line Manager's feedback.

Probation may also be confirmed earlier in case of exceptional performance, provided the employee has completed three months in the organization.

As per the UAE Labour Law, should an employee choose to resign during probation, they are required to provide a notice of one month, if they are moving to another employment in UAE and 14 days' notice if they intend to leave UAE.



Performance management

Salary reviews are organized yearly and cover all aspects of reward as well as bonus, at the Group's discretion and based on your performance, the business' performance and the market conditions. Reviews outcome, in case of change, is formalized through a new contract confirming your new conditions.



Bonus

All employees who have joined the organization on or before the 30th September of the fiscal year and are actively employed as of 1 April of the subsequent year, will be entitled to bonus payout based on Company performance, individual performance and achievements of goals set at the beginning of each year.

Your workplace

Your workplace



Working hours

Your health and well-being is a key organizational priority. While we follow the standard work week of Monday to Friday, you may choose your working hours to be either 9AM to 5PM or from 10AM to 6PM. Please ensure that you are available for work during our core business hours of 10AM to 4PM during a work week. In case your job role requires you to work on a shift arrangement, the details and timings for the same will be mentioned in your offer letter at the time of your joining.



Hybrid workplace

Our Flexible Workplace Policy has been built with YOU in mind; to help you holistically manage your wellness and the demands of work and life. Employees, subject to the Line Manager's discretion, may agree on the below arrangement to work outside the offices, while delivering results, staying connected and responding to the changing business requirements. This is with exception of roles where it is essential for an employee to be in office/UAE to deliver on his/her responsibilities or comply with UAE's Data Privacy laws or client contracts.

- Work from outside of G42 offices, within UAE, 50% of the time each week.
- Work from outside of UAE (trial period 2024) for up to 10 working days in a calendar year, preferably during summer months (June to August) or holiday season (after 10th of December). Such days can be utilized consecutive or intermittent, after completion of probation in their current role.

To ensure seamless collaboration with your team members, employees on a flexible arrangement must be available for work during the core business hours (10AM to 4PM) as per the UAE time and follow UAE public holidays. Any tax liability arising from an employee's stay and work in a different country would be an individual responsibility and be borne by the employee.





Your workplace



Ramadan hours

During the Holy month of Ramadan, we reduce our working hours by two hours as per the country's Labour Law.



Health, safety & well-being

We uphold our employees' Health & Safety and have a dedicated department focusing on this area. We are a young growing organization with lots of agile demands, however, our aim is to strive for a healthy work-life balance.



Dress code

Our dress code is business casual: casual clothing that is appropriate for a professional office environment. You are expected to use good judgment and show courtesy to co-workers by being presentable and appropriately dressed.



Overtime

Overstay at work is an individual choice which does not provide any right to claim overtime or to come late to work. Overtime will only be recognized and paid when it is specifically and exceptionally requested by the Line Manager for specific projects or for specific roles.



Business travel

As part of their responsibility, our employees may be requested to travel overseas (out of UAE) occasionally or regularly. A policy has been drafted to understand and adhere to when it comes to the visas, stays, commutes, expenses and reimbursements for their travel. This travel will be for a maximum of 3 months. If beyond this period, it will be considered as a temporary assignment and is treated differently.

Your time-outs



Your time-outs



Annual leave

We offer 25 working days fully paid leave as annual leave per year to all our employees.

- These are calculated on the basis of working days.
- Weekends and public holidays that fall within the annual leave period are not counted as leave
- You can take annual leave only after completion of the probation. Any exceptions must be approved by your line manager. The annual leave days, if taken during the probation period, will be treated as unpaid if you leave the company voluntarily/involuntarily.
- You can take your annual leave in 3-4 clusters.
- You can also carry over 5 working days from one year to another which can be taken anytime during the following year (unless defined otherwise by the Group).
- Unused days are not settled in cash.
- 2/3rd of your annual leave must be taken before 1st September of each year to ensure that we have a good capacity during busy periods.
- You are encouraged to plan your leave for the year at the beginning of the year and agree it with your line manager.
- Annual leave must be applied online and must be approved prior to the start of your leave days.





Your time-outs



Compensatory leave

Sometimes you might be requested to work on public holidays for business continuity. For each public holiday worked, you will be entitled to a day off that must be taken within two months from the date earned. This leave must also be applied for online and needs approval before availing it.



Hajj leave

Once during an employment period, and after one year of continuous service, a leave of 5 paid working days will be granted to an Employee who wishes to perform the Hajj Pilgrimage.

The Hajj leave might be extended up to 22 unpaid working days or could be utilized from the employee's annual leave balance. Travel costs and allowances will be borne by the employee and will not be the responsibility of the Company.



Sick leave

As per the UAE Labour Law you are entitled to a sick leave of upto 90 calendar days per year, after the completion of your probation period. The 90 days sick leave can be continuous or intermittent, and is subject to:

- Full pay for the first 15 days, half pay for the next 30 days, no pay for the remaining 45 days

For absence of more than two days due to sickness, you will need to provide a medical report stamped by the official health authorities. This needs to be submitted along with your leave application. Any sick leave during probation will be considered as unpaid leave, as provided in the UAE Labour Law.

Your time-outs



Maternity leave

- Leave*: To help the expectant/new mothers, our maternity leave policy provides for 60 calendar days of time-off, paid in full, to the female colleagues irrespective of their tenure with the Company. This also includes the parental leave of 5 working days which can be taken within 6 months from the day of the birth of the child. You may choose to extend it with your annual leave of 25 working days (or balance thereof).
- Back to work: To ease your transition back to workplace, new mothers may avail the option to work from home 3 days a week for up to 3 months from date of resuming work (with the exception of the roles where it is essential for an employee to be in office to deliver on his/her responsibilities). You are also entitled to one (1) hour of additional break as a nursing break for up to six months from the birth of the child. The arrangement must be agreed between the employee and the line manager.
- Illness: In cases of pregnancy/childbirth related illness for the mother or the child, extension of the maternity leave will be considered as per the UAE Labor Law.



Parental leave

All employees are entitled to a parental leave of 5 working days which can be taken within six months of the birth of their child. The parental leave is a paid leave that can be availed of by both the mother and father of the baby.



Paternity leave

All male employees are entitled to a paternity leave of 5 working days which can be taken within one month from the day of the birth of their child up to one month.

** The above Maternity policy replaces the earlier policy of 45 calendar days fully-paid and 15 calendar days half-paid leave*



Your time-outs



Military leave

Employees called upon for national service should apply and have the leave approved on OMNI, before start of service. Time spent in military service will be counted towards length of service and taken into account for pension and/or end of service gratuity pay out.

Once completed, employees are required to submit the Certificate of completion of national service to their Employee Services Executive.



Marriage leave

Employees are entitled to 3 working days of leave on the occasion of their marriage. This can be taken within 12 months from the legal marriage date.



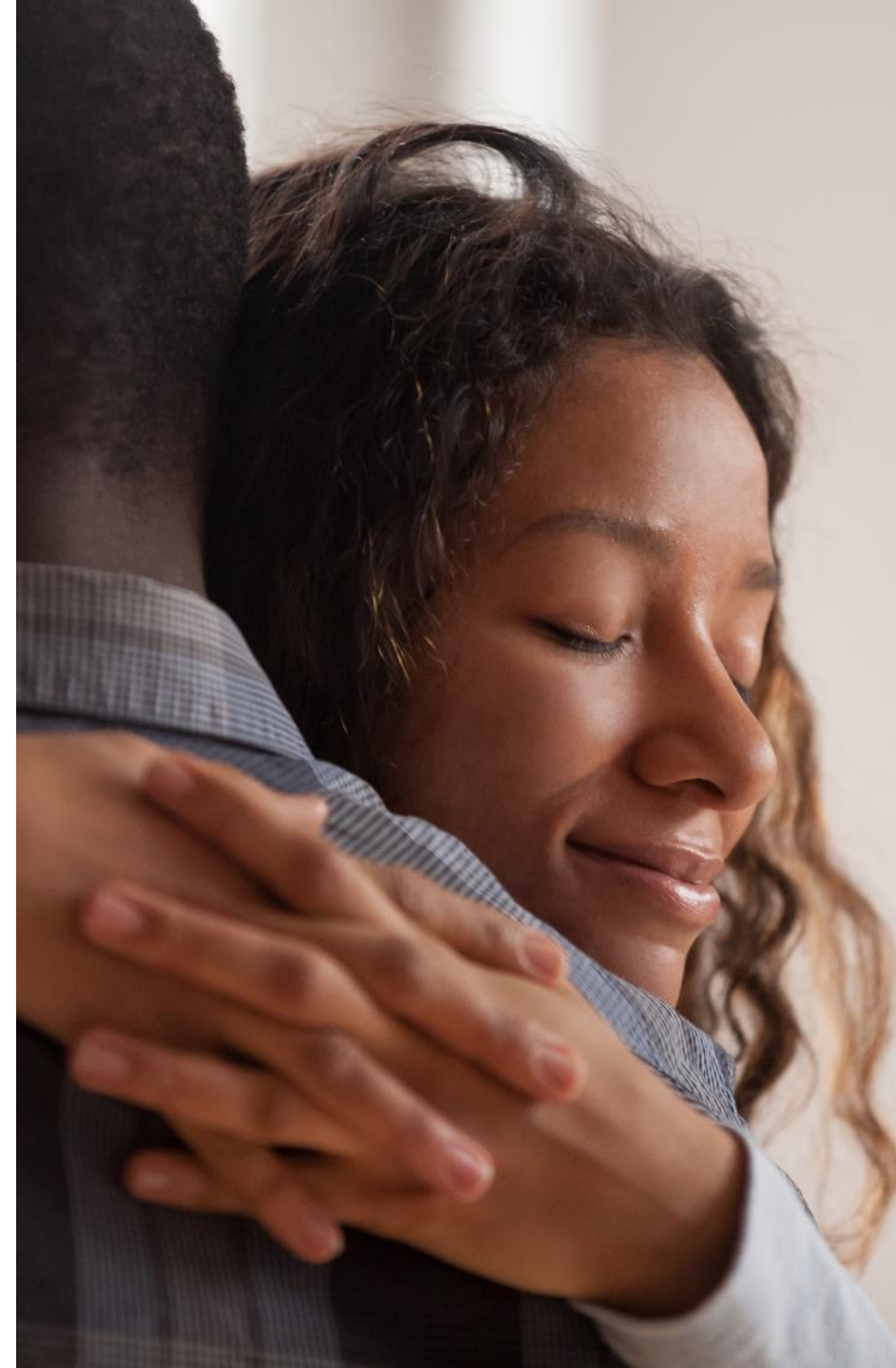
Study leave

Employees may avail 10 working days of leave per year to appear for examinations (only), with an educational institution in the UAE, provided they have completed at least two years with G42.



Compassionate leave

All employees are entitled to 5 working days of compassionate leave in the event of the demise of the spouse, parent, child, sibling, in-laws, grandchild or grandparent. This can be taken within 7 days of notification of the demise of the relative and applied on OMNI by uploading the required documentary support.



Your time-outs



Public holidays*

Employees in the UAE are entitled to the following public holidays:

- Gregorian New Year: 1 January (1 day)
- Eid Al Fitr: From last day of the Islamic month of Ramadan to 3 Shawwal* (4 days)
- Arafah day and Eid Al Adha (Feast of Sacrifice): From 9 to 12 Dhu al Hijjah* (4 days)
- Hijri New Year (Islamic New Year): 1 Muharram (1 day)
- Prophet Mohammed's birthday (1 day)
- Commemoration Day: 1st December (previously known as Martyr's Day and was observed on 30 November)
- National Day: 2nd and 3rd December (2 days).

*Islamic holidays are determined according to moon sighting. These holidays will be announced ahead of time for you to plan your holidays accordingly.



Unpaid leave

We do not offer unpaid leave. In the event of an emergency, if you need to take unpaid leave due to zero balance of your annual leave, a special request will be considered and need various approval levels. The unpaid leave days are not included in the calculations such as tenure, leave, gratuity and bonus that come with the employment.



Your career-path



Your career path



Promotion

Our employee promotion policy supports our commitment to ensuring that these decisions are based on merit, inclusive, and on growing business demand. Promotion requests from the line manager are considered anytime during the year, supported by a business case and employee assessment against the new role.



Internal mobility

Ideally, after completing 18 months to two years in their current role, and after obtaining a high performance rating consistently, any employee can apply for an internal role that is advertised. You are encouraged to speak to your HCBP about your career aspirations.



Learning and development

We offer on the job learning opportunities and exposure through various projects and stretch assignments and further development through feedback and coaching.

Further, we would like our employees to enhance their capabilities through professional certifications and affiliations. Employees can claim reimbursement for the membership fee for one (the lowest fee) such accredited organization/institution, relevant to their role. The cost will be amortized over a 12-month period.

Your end-of-service

Your end-of-service



Resignation (Voluntary end-of-service)

An employee can choose to end their services by submitting a formal resignation letter stating the intent and last working day. The contractual notice period must be respected while considering the last day of work. Any reduction or waiver-off of notice period will be subject to the Line Manager's decision

The employee can always approach their HCBP or Line Manager if there is anything that can be done to change their mind about continuing their engagement with G42.



Termination of the contract (Involuntary end-of-service)

Termination of services occurs when:

- There is a mismatch in the role and the employee's contribution
- As per Article 44 of UAE Labour Law
- Mismatch of culture and value systems
- Reorganization of the division

The line manager and HR Department will work together to make this separation the most amicable for all concerned parties.



Your end-of-service



Settlement terms

The last notice month salary will be paid along with End of Service benefits. An employee, who has ended the contract with G42, must either transfer the visa or exit the country within 30 days from the last day of employment (or last day of notice period). Expenses related to visa and/or medical insurance, beyond the 30-day period will be debited from the employee's final settlement. The final settlement will be paid by the end of the week of your last working day, subject to visa cancellation and clearance from IT and Finance.



Mutually agreed separation

In some sensitive cases the Employee and Line Manager with the help of HR can decide to separate ways, mutually led and agreed, to find a solution to an existing concern. They will then get a special consideration for a number of factors to end the contract in an amicable manner protecting the interests of all parties involved.



Retirement

The retirement age for expatriate residents is 60. An employee who has skills which are considered rare can continue to work after this age limit upon business approval and if the government authorities have no objection in renewing the contract for employment.



Gratuity

You are entitled to an end of service gratuity payment as per local UAE labor law after the completion of one year of continuous service, in all the above cases.





Your end-of-service



Repatriation

In case of termination or non-renewal of the contract by the Company, employees will be provided an economy, one-way air ticket to their home country toward repatriation expenses if the:

- Employee is on G42 sponsorship,
- Employee will not be transferring his/her visa to another employer/sponsor in the UAE and
- Employee will be returning to his/her home country

Appendix

Appendix



Visas

A visa will be issued to you legalizing your employment with the Company, either before you start work or during the first month of your employment. The process and documents needed are mentioned below.

- 1 - Passport Copy
- 2 - Photo
- 3 - Documents depend on previous visa conditions (Please contact your HR services Executive for more details)
- 4 - Ministry of Foreign Affairs attestation of Education Certificate.

You are requested to attest the highest level of education you have (Degree / Diploma/ Doctorate) through the below process which will then support your higher Designation registered in the Labour Contract and Labour Ministry. Attestation costs are borne by the employee.

Useful links: Attestation of Certificates (Degrees) in Dubai & UAE (edarabia.com) Attest Official Documents, Certificates and Commercial Invoices (mofaic.gov.ae)

Alternatively, you can visit centers in other Emirates to obtain the MOFA stamp:

- <https://www.mofaic.gov.ae/en/contact-us/customer-happiness-centers>

You can also track the status of your visa and Emirates ID applications at:

- <https://smartservices.ica.gov.ae/echannels/web/client/default.html#/fileValidity>
- <https://ica.gov.ae/en/services/priority-services/id-card-status/>



Letters

You might be in need of official letters from your employer and sponsor for legal documentation in UAE, or when you need to travel to other countries to obtain visit visas.

You may request these *letters through OMNI and the letter will be issued in 48 hours.

* Please contact your Employee services Executive for more details.



Thank You

