



**Mr/Ms. SHREYA GARG**

11/05/2024

**United Arab Emirates**

Dear SHREYA GARG ,

## **Employment Contract**

This contract, dated on the 11/05/2024 is made between DhanGuard and SHREYA GARG. This document constitutes an employment agreement between these two parties and is governed by the laws of UAE.

WHEREAS the Employer desires to retain the services of the Employee, and the Employee desires to render such services, these terms and conditions are set forth.

IN CONSIDERATION of this mutual understanding, the parties agree to the following terms and conditions:

### **1. Employment**

The Employee agrees that he or she will faithfully and to the best of their ability to carry out the duties and responsibilities communicated to them by the Employer. The Employee shall comply with all company policies, rules and procedures at all times.

### **2. Position**

As a Relationship Manager, it is the duty of the Employee to perform all essential job functions and duties. From time to time, the Employer may also add other duties within the reasonable scope of the Employee's work.



### 3. Compensation

As compensation for the services provided, the Employee shall be paid a wage of **Salary –3900 AED which** will be subject to Annual performance review.

3750 AED + 150 Mobile Allowance

### 4. Benefits & Leave Policy

The Employee has the right to participate in any benefits plans offered by the Employer. The employer currently offers Visa and Health Insurance. Access to these benefits will only be possible after the probationary period has passed.

With the sandwich rule, if an employee takes leave the days before and after non-working days (e.g. a weekend or public holiday), the regular non-working days will also be counted as leave for the employee and deducted from their annual leave quota.

Employee is granted 30 days annually.

### 5. Performance & Probation

Employer have a right to terminate the service by giving one day notice period during Probation. The probation period is for 6 months.

### 6. Termination

It is the intention of both parties to form a long and mutually profitable relationship. However, this relationship may be terminated by either party at any time provided one month written notice is delivered to the other party.

The Employee agrees to return any Employer property upon termination.

The Second Party shall be committed not to work in the same competing business of the First Party in Dubai for the period of Two Years if the employee has terminated the employment contract or if their employment contract has expired without prejudice to the First Party's legal or contractual obligations.



## 7. Notice Period & End of Service Benefit

Employee has to serve a minimum of 1 month notice period. If the employee leaves the services of the company for any reason whatsoever, within one year of employment, the company reserves the right not to release to work for another employer in the UAE and the Second Party shall be obliged to pay back the value of the training (which is estimated at an amount of 8000/- AED) when they terminate the employment contract based on their own free will (within One Year) from the date of commencement of their contract, without prejudice to the First Party's legal or contractual obligations. (the amount agreed on for the value of the training period must be commensurate with the employment period of the employee).

## 8. Non-Competition and Confidentiality

As an Employee, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company.

During your time of Employment with the Employer, you may not engage in any work for another Employer that is related to or in competition with the Company. You will fully disclose to your Employer any other Employment relationships that you have and you will be permitted to seek other employment provided that (a.) it does not detract from your ability to fulfil your duties, and (b.) you are not assisting another organization in competing with the employer.

Employee does not permitted to cross sell any product to the existing customers of the company, in case found to carry such activity to DhanGuard customer database without company knowledge, Company

reserves rights to take legal action on employee.

It is further acknowledged that upon termination of your employment, you will not solicit business from any of the Employer's clients for a period of at least 1 year.



## 9. Entirety

This contract represents the entire agreement between the two parties and supersedes any previous written or oral agreement. This agreement may be modified at any time, provided the written consent of both the Employer and the Employee.

## 10. Severability

The parties agree that if any portion of this contract is found to be void or unenforceable, it shall be struck from the record and the remaining provisions will retain their full force and effect.

As per UAE is not mandatory for the first party to shoulder all the expenses in issuing emirates ID, the second party will pay for changing status and for EID. The second party will pay for cancelling visa to the first party. Change of Status and EID to be paid by the Second Party.

Work starts at 8:45 AM and that Second Party are allowed a grace period of 15 Minutes. Consistently arriving late to work can result in disciplinary action, including warnings, suspension, or even termination.



In witness and agreement whereof, the Employer has executed this Contract with due process through the authorization of official company agents and with the consent of the Employee, given here in writing.

---

Employee Signature

---

Date

---

Company Signature

11/05/2024

---

Date



- **DOCUMENTS REQUIRED** – Kindly Provide a list of documents needed prior to joining the company and during the onboarding process.

1. Emirates Id Copy ( If Residence in UAE )
2. Current VISA Copy
3. Passport Copy
4. UAE Police Clearance Certificate (PCC)
5. Bank Account Details
6. Passport size Photograph