

## EMPLOYMENT AGREEMENT

This agreement is made between:

<b>Details of Employer</b>	<b>Details of Employee</b>
Name:	<b>Name :</b>
Address : Flat:        Bldg:        Road:	<b>Passport Details :</b>
Block:                    Area :	Passport:                    dated
P.O. Box Number :	Issued at :
C.R. Number :	<b>C.P.R. Number :</b>
Contact Details:	

The employer agrees to employ him as a "\_\_\_\_\_” for a period of 02 (two) years in Bahrain, subject to the following terms and conditions:

1. The Employee will work for 8 (eight) hours a day and 48(forty eight) hours a week. Friday will be closed holidays.
2. The Employee’s basic salary will be BD.\_\_\_\_\_ /- (Bahraini Dinars \_\_\_\_\_only) per month with an annual increment of 10%. The monthly salary will be paid before 10<sup>th</sup> of the following month.
3. The Employee will be paid overtime allowance at the rate of BD.1.25 times after duty hours and at the rate of BD.1.50 times on closed holidays. The Employee will not be forced to perform overtime work.
4. The Employer will provide suitable accommodation to the Employee.
5. The Employer will provide free transportation to the Employee from accommodation to work place and back to the accommodation.
6. The employee will be on probation for a period of three months from the date of joining duty and the probationary period will not be extended for further period.
7. The Employer will provide air ticket from Bahrain to the airport nearest to the home town of the Employee, after completion of the two year contract.
8. The Employee is entitled to 30 days of leave every year. He is entitled to avail 60 days of leave, with full salary, on completion of the two years contract. He is also entitled to get full indemnity.
9. In case both the Employer and the Employee consent to continue the contract after completion of the two years’ contract period, the Employer will make arrangements to send the Employee on vacation for 42 days and also provide return air ticket to the Employee.
10. Both the Employer and the Employee agree to abide by the labour laws of the Kingdom of Bahrain. The Employee agrees not to refuse lawful instructions of the employer. He will not indulge in any kind of misconduct or misbehaviour. He will not work in any other company/firm/individual, during the period of the Employment Contract.
11. Residence Permit/Visa will not be renewed without the knowledge and consent, in writing from the Employee.
12. In case the Employee is found working with any other company/firm/ individual, the Employer has the right to terminate the services of the Employee, giving intimation, in writing.
13. The Employee will not absent himself from work without prior approval of the Employer, other than on medical grounds. Salary for the period of unauthorized absence will not be paid to the Employee.
14. The Employer will not make any unauthorized deduction, like cost of Work Permit/Residence Permit/Visa/monthly fee to be paid to LMRA, etc.
15. The Employer will contribute to the GOSI in respect of the Employee, as per Bahrain Labour Law.
16. The Employer will provide/facilitate medical attention/medicines to the Employee at the cost of the company. Leave taken on Medical grounds with medical certificate from the authorized hospital/medical practitioner, will be granted and salary will be paid for such period as per Bahrain Labour Law.

17. Either party can terminate the employment contract by giving one day's notice, during the probationary period. If the employer terminates the contract during the probationary period, air ticket from Bahrain to the airport nearest to his home town will be provided by the employer. If the employee terminates the contract, he should bear the cost of air ticket.
18. Either party can terminate the employment contract by giving one month's notice or one month's basic pay, in lieu thereof, after the probationary period.
19. If the Employer terminates the employment contract before the expiry of the Employment Contract, other than on misconduct/misbehaviour or on disciplinary grounds, he/she should arrange air ticket for the Employee from Bahrain to the airport nearest to his home town.
20. If the Employee terminates the employment contract, before the expiry of the Employment Contract, the cost of air ticket should be borne by the Employee himself. In such cases, the Employee is entitled to leave salary and indemnity, as per Bahrain Law.
21. The Employer will pay full leave salary and indemnity to the Employee after completion of the employment contract.
22. The Employer or his representative(s) will not, under any circumstance, harass the Employee either mentally or physically.
23. In case of accident, the Employer will make all arrangement for the medical consultation/ medicine/surgery, etc. and also the Employee's repatriation, if required on the advice of the authorized doctor/hospital, at the Employer's cost.
24. In case of death of the Employee, the Employer agrees to make all arrangements to send the mortal remains of the Employee up to his home town (from Bahrain to the nearest airport and from the airport to his home town) or cremate/bury the body in Bahrain (if the next of kin desires so), at the Employer's cost.
25. The Employer also agrees to pay, in case of death of the Employee, all his/her unpaid salary, if any, leave salary, indemnity, full basic salary for the month in which the Employee died, irrespective of whether the Employee worked for the whole month or not and also full basic salary for the following month, as per Bahrain Labour Law.
26. In case of death of the Employee, due to work site accident or traffic accident, the Employer will immediately take up the matter with GOSI or the Traffic authorities, respectively, for the compensation and the same, when received, will be remitted, either by Demand Draft or by direct transfer to the account of the next of kin of the deceased, under intimation to this Embassy.
27. The Employer will not withhold the passport of the Employee, at any cost. The Employer will return the passport to the Employee after getting the Residence and Visa stamped. The Employer should give an acknowledgement to the Employee while taking over his passport for the above purpose and the Employee should acknowledge when the passport is returned to him.
28. Differences/disputes, which could not be resolved amicably, will be settled through the Court of Law.
29. Other terms and conditions, which are not mentioned above, will be as per the Labour Laws of the Kingdom of Bahrain.

\_\_\_\_\_  
Signature of the Employer

(\_\_\_\_\_)

\_\_\_\_\_  
Signature of the Employee

(\_\_\_\_\_)