

MEYER -
REUMANN
& PARTNERS



Niche Consulting

Labour Law Workshop

Session 1: Offer Letters and Contracts
How to make them work from the start

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- I. Emiratisation Requirements (Overview)**
- II. Offer Letter, “Official” Agreement, Employment Agreement**
 - Offer Letter
 - “Official” Agreement
 - Employment Agreement

- II. How to make them work from the start**
 - Streamlining
 - Aligning



I. Emiratisation Requirements (Overview)



Who does it apply to?

- Companies with more than 50 employees
- Companies „registered with the Ministry“ of Human Resources and Emiratisation (i.e. companies registered „onshore“, outside of the free zones)



What is required?

Certain percentage of workforce must be UAE nationals:

Year	Percentage
2022	2%
2023	4%
2024	6%
2025	8%
2026	10%

Consequences of Non-Compliance?

- Fines (payable for the whole year in one sum):

Monthly Fine	Year
AED 6,000	2023
AED 7,000	2024
AED 8,000	2025
AED 9,000	2026
AED 10,000	2027

- Consequences of non-payment of fines:

Block on further work permits / category downgrading



II. Offer Letter, „Official“ Agreement, Employment Agreement



Offer Letter

- What is it?
- Do I need it?
- What does or should it say?



„Official“ Agreement

- What is it?
- Do I need it?
- What does or should it say?

Employment Agreement



- What is it?
- Do I need it?
- What does or should it say?



III. How to make them work from the start?



Employment Agreement

Streamlining (Offer Letter – Employment Agreement)

- Content Optimisation
- Formatting
- Preparing templates

Alignment with “Official” Agreement



QUESTIONS?

Employment process sets the scene



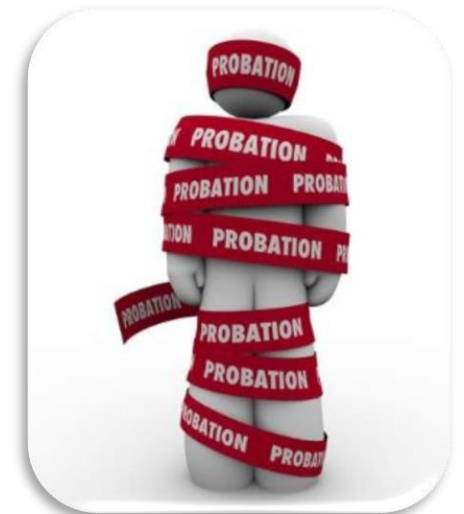
Resource Selection

Mobilisation



Onboarding

Employment
confirmation



An inclusive Employment Contract

- I. Contract Period & conditions, working hours, overtime
- II. Employee Obligations
 - Change in personal information
 - Business or part time work
 - Protection of intellectual property, Confidentiality
- I. Reference to policies
- II. Employee benefits: Medical, Transport/food/accommodation
Insurance, accident, Air tickets, Leave
- III. Probation period
- IV. Termination conditions
 - I. Article 44
 - II. Penalty due to damages due to negligence of work
 - III. Notice period





Total Rewards



- I. Selling the 'Total Rewards'
- II. What is not included in the contract?
- III. What else should the candidate know for signing with your company?

Mobilisation



- I. Start of the employment journey starts before it starts
- II. The partnership
- III. Talent or a tough nut?

Onboarding Experience

What does a new joiner need to know

Onboarding experience is the testimony of the contract

Job profile, learning KPIs, detailed handover creates the smooth journey





QUESTIONS?



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