

## EMPLOYMENT AGREEMENT

This agreement is made between **Mr./Mrs.** \_\_\_\_\_ (CPR No. \_\_\_\_\_), resident of **Flat No.** \_\_\_\_\_, **Building No.** \_\_\_\_\_, **Road No.** \_\_\_\_\_, **Area:** \_\_\_\_\_, Kingdom of Bahrain, Phone No. \_\_\_\_\_, Mobile No. \_\_\_\_\_ & Fax No. \_\_\_\_\_ (hereinafter called the "Employer") and Mr. \_\_\_\_\_, holder of Passport No. \_\_\_\_\_ and CPR No. \_\_\_\_\_ (hereinafter called "Employee"), in which the Employer agrees to employ the Employee as \_\_\_\_\_ for a period of 02 (two) years in Bahrain with effect from **the date of his arrival in Bahrain** till \_\_\_\_\_ 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. 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 and food, free of cost, to the Employee.
5. The Employer will provide air ticket from Bahrain to the airport near to the home town of the Employee, after completion of the two year contract.
6. The Employee is entitled to 21 days of leave every year. He is entitled to avail 42 days of leave after completion of two years.
7. 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.
8. 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 of misbehaviour. He will not work in any other company/firm/individual, during the period of the Employment Contract.
9. Residence Permit/Visa will not be renewed without the Employee's knowledge and consent, in writing.
10. 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.
11. 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.
12. The Employer will not make any unauthorized deduction, like cost of Work Permit/Residence Permit/Visa, etc.
13. 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.
14. Either party can terminate the employment contract by giving one month's notice or one month's basic pay, in lieu thereof.. If the employer terminates the contract, the air ticket from Bahrain to the airport near to his home town will be provided by the employer. If the employee terminates the contract, he should bear the cost of air ticket. He should also return the cost of air ticket from India to Bahrain to the employer, if the cost of the same was met the employer.

15. The Employer or his/her relative(s) will not, under any circumstance, harass the Employee either mentally or physically.
16. 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.
17. In case of death of the Employee, the Employer agrees to make all arrangements to send the mortal remains of the Employee upto his/her home town (from Bahrain to the nearest airport and from the airport to his/her home town) or cremate/bury the body in Bahrain (if the next of kin desires so), at the Employer's cost.
18. The Employer also agrees to pay, in case of death of the Employee, all his unpaid salary, if any, as per Bahrain Labour Law.
19. In case the Employee dies due to traffic accident, the Employer will immediately take up the matter with Traffic authorities and/or appropriate authorities 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.
20. 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/her passport for the above purpose and the Employee should acknowledge when the passport is returned to him/her.
21. Differences/disputes, which could not be resolved amicably, will be settled through the Court of Law.
22. 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

\_\_\_\_\_  
Name of the Employer

\_\_\_\_\_  
Name of the Employee

Date:

Date:

Seal