



MORSY LAW OFFICE
ATTORNEYS AT LAW
HR&COMPANY POLICY
PRACTICAL GUIDE



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INTERNAL POLICY GUIDE “HR”



MORSY LAW OFFICE

At Morsy Law Office we believe that an organization without policy is an organization without control. If there were no formal documented policies, then organization personnel at any level would have no guidance on how to make decisions, without a clear policy direction, employees tend to have different personal standards that can lead to conflict.



INTERNAL POLICY GOALS:

- THE POLICY HELPS TO PRIORITIZE TASKS THAT ARE MOST IMPORTANT.
- HELPING EMPLOYEES TO MAKE DECISIONS MORE EFFICIENTLY.
- PROVIDING INSTRUCTION ON HOW TO DO TASKS
- CREATING CONFIDENCE & REDUCE BIAS IN DECISION-MAKING
- PROTECTING EMPLOYEES FROM ACTING IN A MANNER THAT MIGHT ENDANGER THEIR EMPLOYMENT.
- PROTECTING EMPLOYEES FROM ACTING IN A MANNER THAT MIGHT ENDANGER THE SAFETY OF THEMSELVES AND OTHERS.
- INCREASE THE ACCOUNTABILITY OF BUSINESS OR ORGANIZATIONS.

1. EMPLOYEE RECRUITMENT & SELECTION POLICY.



At [Company Name] Our **employee recruitment and selection policy** describe our process for attracting and selecting external job candidates. This **recruitment policy_sample** can serve as a rubric that our recruiters and hiring managers can use to create an effective **hiring process**.

We are committed to our **equal opportunity policy** at every selection stage. Hiring teams should aim for a well-planned and **discrimination-free** hiring process.

This recruitment and selection policy applies to all employees who are involved in hiring for our company. It refers to all potential job candidates.

The recruitment & selection process:

Generally, hiring teams could go through the following steps:

1. Identify need for an opening position.
2. Decide whether to hire externally or internally
3. Review the **job description** and compose a job ad
4. Select appropriate sources (external or internal) for **posting the opening** position
5. Decide on the selection stages and possible **timeframe**
6. Review resumes in company database/ATS
7. Source **passive candidates**
8. Shortlist applications
9. Proceed through all selection stages

10. Run background checks
11. Select the most suitable candidate
12. Make an official offer

Stages may overlap. hiring managers may remove/add steps as appropriate. The first five stages are mandatory in every hiring process.

Posting jobs internally

Hiring managers can post a job opening internally before starting recruiting external candidates. If they decide to post internally, they can:

- Set a deadline for internal applications
- Communicate their opening through newsletters, emails, word-of-mouth or an Applicant Tracking System's automated emails

Creating job descriptions

Hiring managers can create job ads based on full job descriptions of each role. Job ads should be clear and accurately represent the open position. They should include:

- A brief description of our company and mission
- A short summary of the role's purpose
- A list of responsibilities
- A list of requirements
- How to apply

The job ad's style should be consistent with our company – - unique voice. It should be addressed to 'you' in a polite and engaging tone. Jargon, complicated phrases and gender-specific language should be avoided.

Employee selection stages

Our company has a standard hiring process that may be tweaked according to a role's requirements. Our standard process involves:

- Resume screening
- Phone screening
- Assignment
- Interview

Hiring managers may choose to add/remove stages depending on the role they're hiring for. For example, they can add the following selection stages/methods:

- Assessment centers
- Group interviews
- Competency/Knowledge or other selection tests
- Referrals Evaluation

In most cases, the stages of resume screening and interview are compulsory.

Interview feedback

Recruiters/ hiring managers should always inform candidates they interviewed that they decided to reject them. Leaving candidates in the dark can be damaging to our (company) brand.

Also, we encourage hiring managers to send interview feedback to candidates. They should first though check with HR to make sure they won't invite legal action. Being brief, respectful and keeping feedback job-related are the general rules for writing feedback emails to candidates.

Revoked offers

In case when a formal has to be revoked, the hiring manager and human resources department should draft and sign an official document. This document should include a legitimate reason for revoking the offer. Legitimate reasons include:

- Candidate is proved to not be legally allowed to work for our company at a specific location
- Candidate has falsified references or otherwise lied about a serious issue
- Candidate doesn't accept the offer within the specified deadline (deadline must have been included in the offer letter)

Hiring managers and HR must notify the candidate formally as soon as possible.

RECRUITMENT

- Identify the client need.
- Review **job description**
- sources to ad.
- selection stages with **timeframe**.
- Select the most suitable candidate

- **Hiring managers**
- Posting jobs internally
- Ads, newsletters, emails, word-of-mouth
- A list of responsibilities
- A list of requirements
- How to apply



Employee selection stages

- Resume screening
- Phone screening
- Assignment
- Interview

Interview feedback

- Revoked offers
- Inform candidate the reason of rejection
- Acceptance
- Make an official job offer.

COMPLIANCE & EFFICTIVENESS MONITORING TABLE FOR HR ROLE.

Monitoring & Audit						
Process in the employment policy	Key Performance Indicators (KPI)/ Criteria	Method	Who By	Committee	Frequency	Learning/ Action Plan
Timescale for completion of employment process,	<ul style="list-style-type: none"> Acknowledge receipt within 3 days Arrange meeting within 48 hours Completion of formal job description with skills & experience process within 48 hours Arrangements for appeal within 14 days 	Sample CEO audit of employment process	Senior HR Manager Lead & follow up the process	Workforce Committee via the HR Strategy Group	Quarterly	
Decision Making	<ul style="list-style-type: none"> Consistent decision making Best practice 	CEO Case reviews /Debriefs	Head of HR	CEO with Workforce Committee via the HR Strategy Group	On going	Sharing good practice Case Review Sessions Management Training

EMPLOYEE COMPETENCY REPORT

Our Company is keen to provide the best quality to its clients and continue its success, which is something that the company achieves with the help of its cadres of employees to understand the success partners and evaluate and develop their performance as a goal through which we aim to determine the extent of the need of each of our employees for support and training, as well as for them to be aware of their professional and functional performance. Therefore, we have the evaluation was conducted on the following basis, and its preparation was characterized by impartiality, fairness, and non-discrimination between different categories of workers.

CARE GUIDANCE

That report is a quarterly or semi-annual report issued every three months that monitors the employee's performance, skills, the extent of his development, and the proportionality of his skills and experience with the nature of the tasks assigned to him / the job he vacates / and his eligibility for promotion / in the company or whether he still needs training and experience. This report is issued by the employee's direct manager and is presented to the employee and clarified. The employee has weak points that he must work on, and it is signed by the employee after taking his notes, if any, and signed by the human resources official and the company director.

Performance evaluation for the period from/...../ 202 to/...../202

Employee Name	Date of hiring	Job title	job position	The project he works on	Monthly salary and annual benefits

Evaluation standard

90 – 100 Excellent	80 – 89 Very Good	75 – 79 Good
70 – 74 averages	60 – 69 below average	60 or less poor

Evaluation items	Evaluation scores
Commitment to the appropriate appearance and appearance controls contained in the company's DRESS Code regulations	
Adherence to official working hours	
Commitment to the appropriate manner of speaking with his colleagues and superiors at work	
Commitment to obey the work orders of the employer/his superiors	
Knowledge of job requirements (Does he have sufficient skills or does he need training?)	
Degree of productivity at work	
Withstand work pressures "the skill of taking responsibility"	
Preparation, follow-up, and ability to determine work steps and timetable	
The extent of his ability to solve problems and find solutions to work obstacles	
Effectiveness with the work team	
The extent of his ability to utilize his previous experiences and acquire new skills in the field of work	
Put in extra effort and time to work	
Extent Desire to learn and develop	
Ability to adapt to the work environment	
Ability to develop work methods	
Ability to teach other employees	
Ability to manage a work team. Does he have the wisdom to lead his co-workers?	

Here, the employee is evaluated in light of his communication with his colleagues and the degree of his tact in communicating, assigning tasks, and managing the work team.

Skill in carrying out the tasks assigned to him

- Other notes:

Here it shows whether there are other comments on the employee and his final evaluation score

.....

- Questions answered by the employee

- Are you satisfied with your job performance?

.....

- Do you think you need more training and experience?

.....

- Do you think you deserve a promotion from your current position?

.....

- Were you evaluated fairly? Yes or no, mentioning the reasons

.....

- Performance evaluator

the name:.....

the signature:.....

- The performance evaluation has been reviewed with the employee

- Employee Name:.....

- employee signature:.....

- Approval by the company director

- the signature:.....

- Data completed by the administration

- Actions taken

NOTE

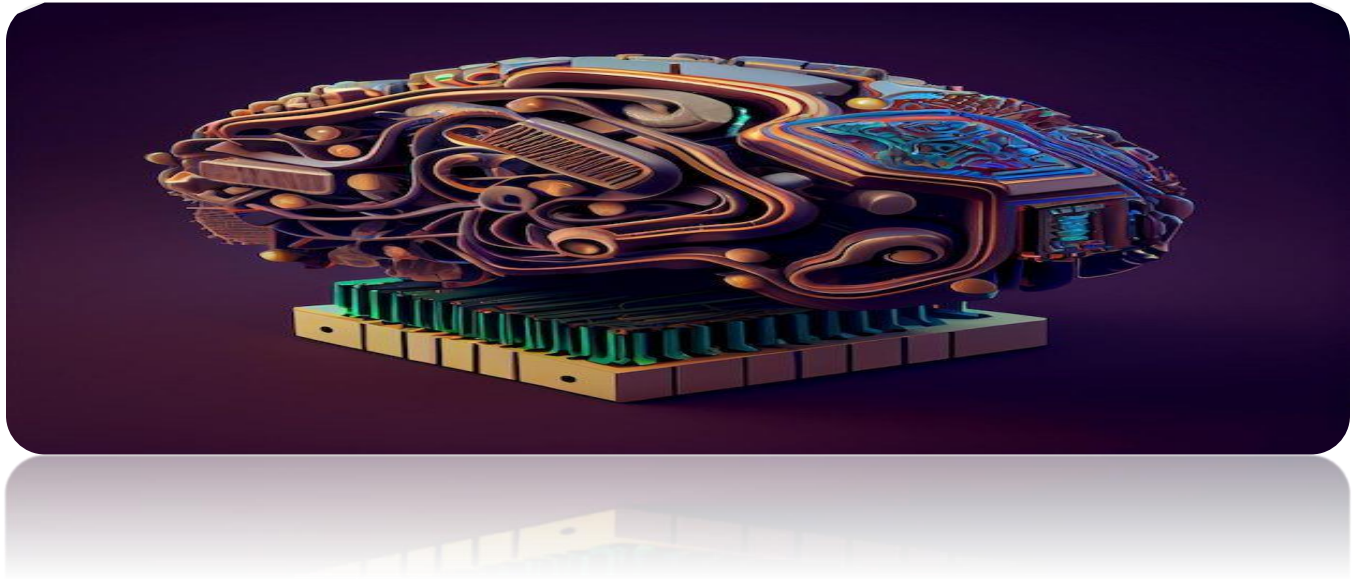
Clarifying the training plan for the employee - giving the employee another opportunity to improve his work while clarifying the weaknesses and failures in job performance - reporting that the employee is not fit for the job he is appointed to).

This evaluation was prepared in accordance with the provisions of Article 77 of the Egyptian Labor Law, which stipulates:

- The employer must create a file for each worker, in which he specifically mentions his name, profession, degree of skill when he joined work, his place of residence, his marital status, the date of the beginning of his service and his wages, and a statement of the developments he has experienced and the penalties that have been imposed on him, and a statement of the leaves he has obtained, the date of the end of his service and the reasons for it. that.
- He must deposit in the file the investigation reports and his superiors' reports on his work in accordance with what is determined by the facility's bylaws and any other papers related to the worker's service. Only those legally authorized to do so may view this data.

He must maintain the worker's file for at least one year starting from the date of the end of the employment relationship

2. EMPLOYEE INTERNET & SOCIAL MEDIA POLICY



At [Company Name], our guidelines for using our company's internet connection, network and equipment. We want to avoid inappropriate or illegal internet use that creates risks for our company's legality and reputation.

Scope

This employee internet usage policy applies to all our employees, contractors, volunteers and partners who access our network and computers.

Employee internet usage policy elements

What is appropriate employee internet usage?

Our employees are advised to use our company's internet connection for the following reasons:

- To complete their job duties.
- To seek out information that they can use to improve their work.
- To access their social media accounts, while conforming to our social media policy.

We don't want to restrict our employees' access to websites of their choice, but we expect our employees to exercise good judgement and remain productive at work while using the internet.

Any use of our network and connection must follow our confidentiality and data protection policy according to Egyptian law NO151 / 2020.

Employees should:

- Keep their passwords secret at all times.
- Log into their corporate accounts only from safe devices.
- Use strong passwords to log into work-related websites and services.

What is inappropriate employee internet usage?

Our employees mustn't use our network to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person's privacy and sensitive information.
- Download or upload movies, music and other copyrighted material and software.
- Visit potentially dangerous websites that can compromise the safety of our network and computers.
- Perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods and more.

We also advise our employees to be careful when downloading and opening/executing files and software. If they're unsure if a file is safe, they should ask [*their supervisor/ IT manager/ etc.*]

Our company may install anti-virus and disk encryption software on our company computers. Employees may not deactivate or configure settings and firewalls without managerial approval.

We won't assume any responsibility if employee devices are infected by malicious software, or if their personal data are compromised as a result of inappropriate employee use.

Company-issued equipment

We expect our employees to respect and protect our company's equipment. "Company equipment" in this computer usage policy for employees includes company-issued phones, laptops, tablets and any other electronic equipment, and belongs to our company.

We advise our employees to lock their devices in their desks when they're not using them. Our employees are responsible for their equipment whenever they take it out of their offices.

Email:

Employees shouldn't use their corporate email to:

- Register to illegal, unsafe, disreputable or suspect websites and services.
- Send obscene, offensive or discriminatory messages and content.
- Send unauthorized advertisements or solicitation emails.
- Sign up for a competitor's services unless authorized.

Our company has the right to monitor corporate emails. We also have the right to monitor websites employees visit on our computers.

Disciplinary Action

Employees who don't conform to this employee internet usage policy will face disciplinary action. Serious violations will be cause for termination of employment, or legal action when appropriate. Examples of serious violations are:

- Using our internet connection to steal or engage in other illegal activities.
- Causing our computers to be infected by viruses, worms or other malicious software.
- Sending offensive or inappropriate emails to our customers, colleagues or partners.

Social Media Policy, "Brief & Purpose"



At [Company Name] our **social media company policy** provides a framework for using social media. Social media is a place where people exchange information, opinions and experiences to learn, develop and have fun. you should remain productive and avoid damaging our organization in any way. This policy provides practical advice to avoid issues that might arise by careless use of social media in the workplace.

Scope

We expect all our employees to follow this policy.

Also, by "social media", we refer to a variety of online communities like blogs, social networks, chat rooms and forums – not just platforms like Facebook or Twitter.

This policy is built around two different elements: one, using personal social media at work and two, representing our company through social media.

Policy elements

Using personal social media

We [allow] our employees to access their personal accounts at work. But we expect you to act responsibly and ensure your productivity isn't affected.

Whether you're using your accounts for business or personal purposes, you may easily get sidetracked by the vast amount of available content. So, please restrict your use to a few minutes per work day.

We ask you to be careful when posting on social media, too. We can't restrict what you post there, but we expect you to adhere to our confidentiality policies at all times. We also caution you to avoid violating

our anti-harassment policies or posting something that might make your collaboration with your colleagues more difficult (e.g. hate speech against groups where colleagues belong to). In general, please:

We advise our employees to:

- **Ensure others know that your personal account or statements don't represent our company.** You shouldn't state or imply that your personal opinions and content are authorized or endorsed by our company. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.
- **Avoid sharing intellectual property** like trademarks on a personal account without approval. Confidentiality policies and laws always apply.
- **Avoid any defamatory, offensive or derogatory content.** It may be considered as a violation of our company's anti-harassment policy, if directed towards colleagues, clients or partners.

Representing our company

Some employees represent our company by handling corporate social media accounts or speak on our company's behalf. When you're sitting behind a corporate social media account, we expect you to act carefully and responsibly to protect our company's image and reputation. You should:

- **Be respectful, polite and patient**, when engaging in conversations on our company's behalf. You should be extra careful when making declarations or promises towards customers and stakeholders.
- **Avoid speaking on matters outside your field of expertise** when possible. Everyone should be careful not to answer questions or make statements that fall under somebody else's responsibility.
- **Follow our confidentiality policy and data protection policy** and observe laws on copyright, trademarks, plagiarism and fair use.
- **Inform our [PR/Marketing department]** when you're about to share any major-impact content.
- **Avoid deleting or ignoring comments** for no reason. They should listen and reply to criticism.
- **Never post discriminatory, offensive or libelous** content and commentary.
- **Correct or remove** any misleading or false content as quickly as possible.

Disciplinary Consequences

We'll monitor all social media postings on our corporate account.

We may have to take disciplinary action leading up to and including termination if employees do not follow this policy's guidelines. Examples of non-conformity with the employee social media policy include but are not limited to:

- Disregarding job responsibilities and deadlines to use social media at work.
- Disclosing confidential information through personal or corporate accounts.
- Directing offensive comments towards other members of the online community.

If you violate this policy inadvertently, you may receive a reprimand. We expect you to comply after that, or stricter disciplinary actions will apply after internal investigation.

3. ANTI-DISCRIMINATION & HARASSMENT POLICY



Introduction

[Company Name] is committed to providing a work environment free of discrimination and/or harassment. We prohibit discrimination/harassment in the workplace, whether committed by or against Employees, managers, co-workers, customers, vendors, or visitors. We want you to work and develop in an environment that is respectful and productive. Workplace discrimination or harassment based on an employee's race, color, religion, sex, national origin, citizenship, age status, disability, marital status, or any other basis prohibited by law, will not be tolerated. The company prohibits inappropriate conduct based on any of the above characteristics at work, on company business, or at company sponsored events.

Harassment/Discrimination

Harassment/Discrimination is behavior that is unwanted, unreasonable and offensive to the recipient, which creates an intimidation, hostile or humiliating work environment for that person. There are various types of harassment which can occur at work, there can be based on:

- Race, ethnic origin, nationality or skin color
- Gender and/or sexual orientation
- Religious or political convictions
- Disabilities, illness, sensory impairments or learning difficulties
- Age

This list is not exhaustive, /Harassment can occur between people of the same sex or opposite sex.

Sexual Harassment

Sexual harassment has been defined as unwanted and unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that:

- Is made either explicitly or implicitly a term or condition of employment; or

- Issued as a basis for employment decisions affecting such an individual;
- OR
- Has the purpose or effect of substantially interfering with an individual's work performance and of creating an intimidating, hostile, or offensive work environment.
 - The company prohibits inappropriate conduct that is sexual in nature of work, on company business, or at company-sponsored events including the following:
 - Comments, jokes, or degrading language or behavior that is sexual in nature;
 - Sexually suggestive objects, books, magazines, photography, cartoons, pictures, calendars, posters, electronic communications, or other materials;
 - Unwelcome sexual advances, requests for sexual favors, or any sexual touching
 - Offering favorable terms or conditions of employment or benefits in exchange for sexual favors or threatening or imposing less-favorable terms or conditions of employment if sexual favors are refused.
 - Sexual harassment is prohibited whether it's between member of the opposite sex or members of the same sex.

Management & staff responsibility

All Department Managers, are directly responsible for the conduct of their staff. All employees are expected to comply with this policy and that it is the personal responsibility of each employee to ensure that inappropriate conduct does not occur.

How complaints will be dealt with

Any claims of discrimination or harassment will be investigated promptly, and appropriate to disciplinary action will be taken to eliminate inappropriate behavior. we believe that creating a discrimination/harassment free work environment is every employee's responsibility.

If you receive a complaint or observe or believe you're a victim of discrimination, sexual harassment or any other form of harassment at work, on company business, or at any company-sponsored function, you must immediately report it to one of the following:

- **Your manager or another manager in your management chain**
- **Human Resources Manager**

Procedures for Addressing a Harassment Complaint

- **Filing a Complaint**
- **An employee may file a harassment complaint by contacting [Name and/or Position B]. The complaint may be verbal or in writing. If the complaint is made verbally, [Name and/or Position B] will record the details provided by the employee.**
- **The employee should be prepared to provide details such as what happened;**
- **when it happened; where it happened; how often and who else was present (if applicable).**
- **Complaints should be made as soon as possible but no later than within one year**
- **of the last incident of perceived harassment, unless there are circumstances that**

- prevented the employee from doing so.
- [Name and/or Position B] will tell the person that the harassment complaint has
- been made against, in writing, that a harassment complaint has been filed. The
- letter will also provide details of the allegations that have been made against him or her.

All complaints are treated with sensitivity and are kept confidential as possible. You're not required to report your complaint to anyone who is the subject for it. For example, if your complaint concerns your manager, you can talk to someone in Human Resources. However, if anyone at work, on company business, or at any company –sponsored function engages in conduct that make you feel uncomfortable, we encourage you to tell that person that the conduct is unwelcome, that you find it offensive, and that you request that it stop immediately.

Human Resources will promptly investigate complaints. You must cooperate fully in such investigations. If warranted, the company will take appropriate corrective action, up to and including termination of employment.

[Company Name] Investigation Procedure

All investigations will be handled by an individual, who has the necessary training and experience. In some cases, an external consultant may be engaged for this purpose.

The investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.

The investigator will prepare a report that will include:

- a description of the allegations;
- the response of the person the complaint was made against;
- a summary of information learned from witnesses (if applicable); and
- a decision about whether, on a balance of probabilities, harassment did occur.

This report will be submitted to [Name and/or Position A]. Both parties to the complaint will be given a copy.

[Company Name], prohibits any form of retaliation against you for making a report of discrimination or harassment or participating in the investigation of a complaint of discrimination or harassment. If you believe you have been subject to retaliation, you can use any of the resources described above to report your concern.

4. DATA PROTECTION & CONFIDENTIALTY



Introduction

[Company Name] always keen to follow-up and keep pace with legislative developments in Egypt, and in line with them, it amends internal policy to serve the interests of the company, its employees, and its clients in order to follow the highest levels of legal compliance.

In accordance with the Egyptian Personal Data Protection Law issued No 151 / 2020y the law defines personal data, "include any data related to a specific natural person, or who can be identified directly or indirectly by linking this data to any other data such as name, voice, image, identification number, or identification number via the Internet, or any data that identifies Psychological, health, economic, cultural or social identity"

The company set-up appropriate administrative governance to ensure that the confidentiality of that personal data is maintained and that it is not used in a manner that harms the stakeholders, the reputation of the company, or its customers.

1. employees may not collect, process, disclose, or divulge the personal data of any job applicants or clients by any means except with the express consent of the person concerned or in cases authorized by law.
2. the company's legal department is responsible for taking adequate measures to protect the personal data of customers or those dealing with company from job applicants. The legal department prepares a special data record that includes a description of the categories of personal data it has and determines who will disclose that data to them or make it available to them, its support, time periods, restrictions and scope.
3. erasing personal data immediately upon expiration of its specified purpose.
4. the period of retention of personal data varies according to the nature of the transaction and is determined within the scope of the contractual agreement

In line with the above, all employees are obligated to sign non-disclosure and non-competition contracts.

5. DRESS CODE POLICY



Introduction

At [Company Name] Our employees should note that their appearance matters when representing our company in front of clients, visitors or other parties. an employee's appearance can create a positive or negative impression that reflects on our company and culture.

[Company Name] recognizes the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and uniform requirements.

Where necessary the HR Department can disseminate appropriate information explaining cultural dress and customs. However, priority will be given to health and safety, security and other similar considerations.

Scope

While working for the [Company Name] or any other our affiliated clients' employees represent our Company. The appearance of employees contributes to our reputation and the development of our business. All employees are required to be neat, clean and tidy and of smart appearance in a way to present themselves at all times in accordance with their professional status and dress in a manner appropriate to their role, whether working on the Company's premises or elsewhere.

Policy elements

Certain items that are not permitted at work are:

- Dirty/frayed/torn clothing;
- Very short miniskirts;
- Leggings (unless worn with boots and a dress);
- Shorts;

- Low cut T-shirts, blouses and transparent clothing;
- Sports clothing, for example tracksuits and sports shirts;
- Clothing that displays slogans or symbols especially those that could cause offence or
- Damage to the Company's reputation; and
- Clothing or jewelry that could present a health and safety risk.
- Employees must avoid clothes with stamps that are offensive or inappropriate.

Business Dress Code:

- All employees must be clean and well-groomed. Grooming styles dictated by religion and
- ethnicity isn't restricted.
- All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor
- activities aren't allowed.
- All clothes must project professionalism. Clothes that are too revealing or inappropriate
- aren't allowed.
- All clothes must be clean and in good shape. Discernible rips, tears or holes aren't allowed.

At [Company Name] Our company's official dress code is [*Business/ Formal /Business Casual/ Smart Casual/ Casual.*] We may change our dress code in special cases. For example, we may require employees to wear formal or semi-formal attire for an event. Then, both male and female employees should wear suits, ties, white shirts and appropriate shoes. Our company may also introduce [*dress-down Friday*] when employees can wear more casual clothing like jeans, simple blouses and boots. This won't apply.

if employees are meeting with clients, partners and other external parties. an employee's position may inform their dress code. If employees frequently meet with clients or prospects, they should conform to a business dress code.

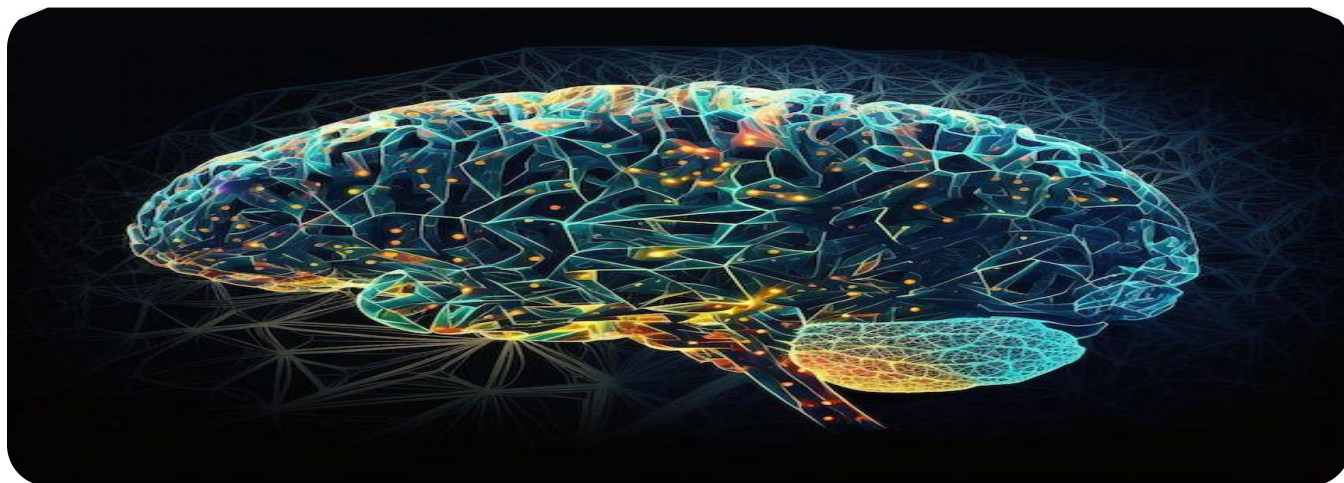
Disciplinary Consequences

When an employee disregards our dress code, their supervisor should reprimand them. The employee should start respecting our dress code immediately. In some cases, supervisors may ask employees to returning home to change. Employees may face more severe consequences up to and including termination, if:

Their appearance causes irreparable damage, like loss of a major client.

They repeatedly violate our dress code.

6. ALCOHOL & DRUGS POLICY



Introduction

[Company Name] the company is concerned and recognizes a responsibility to provide a safe, healthy and productive work environment for all employees. This Policy is designed to help accomplish that goal by eliminating drug and alcohol abuse among our employees. Employees who use illegal drugs or abuse other controlled substances or alcohol tend to be less productive, less reliable, less cautious and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in our Company's business. Ultimately, they threaten our competitiveness.

We believe our employees have the right to work with persons free from the effects of alcohol and drugs. This Policy is designed to help accomplish that goal by eliminating alcohol and drug abuse among our employees.

We regret any inconvenience that may be caused to employees who do not abuse alcohol or drugs. We believe, however, that the benefits to be derived from this Policy in terms of enhanced safety, productivity, and quality of the workplace will more than make up for any, inconvenience to the rest of us. We seek the understanding and cooperation of all employees in implementing this Policy to make our Company a safe and enjoyable place to work.

CONDITIONAL JOB OFFER SCREENING

The Company will utilize conditional job offer screening practices to prevent hiring or rehiring (a) individuals who use illegal drugs or (b) individuals whose use of legal drugs or alcohol, indicates a risk of unsatisfactory or unsafe job performance.

USE, POSSESSION, OR SALE OF DRUGS OR ALCOHOL

A. ALCOHOL

The possession, consumption, purchase or sale of alcohol on Company premises is prohibited. Furthermore, no employee shall be under the influence of alcohol while performing Company business off Company premises if such use or influence in the opinion of the Company may affect the safety of the employee, co-workers or members of the public, the employee's job performance, or the safe or efficient operation of the Company. Any exception to this Policy for special situations (e.g., Christmas parties) must be approved in advance by the President and conducted in accordance with any limitations which accompany approval.

In addition, persons whose positions with the Company require driving Company equipment or vehicles as a part of their work may be removed from such positions if found to have been driving under the influence of alcohol whether on duty or off.

B. LEGAL DRUGS

"Legal Drug" includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured. Therefore, any employee who is taking any legal drug which might impair safety, performance, or any motor functions must advise his/her supervisor before reporting to work under such medication. If the Company determines that such does not use does not pose any safety or product quality risk, the employee will be permitted to work. a letter of certification from his/her physician must be provided upon request for the employee's personnel file.

ILLEGAL DRUGS

The use, purchase, sale, transfer, possession, being under the influence, or the presence in company's system of a detectable amount of an illegal drug by any employee is prohibited where the employee is on Company premises or is performing Company business, or where such activity away from the Company premises or business affects the employee's suitability for continued employment or may harm the reputation of the Company and its employees. It also includes marijuana, amphetamines, cocaine, opiates, phencyclidine, barbiturates, benzodiazepines, methadone and propoxyphene....etc.

DRUG & ALCOHOL SCREENING

A. A urinalysis, or other drug/alcohol screening may be conducted:

1. To all applicants to whom a job offer has been made.
2. post-accident or if probable cause is suspected.
3. When there is reason to believe that an employee may be using drugs or may be under the influence of drugs or alcohol.
4. As part of periodic follow-up testing if the employee is found to have breached these policies but has been permitted to remain employed.
5. Whenever an employee is working in a job classification which has been designated by the Company as a "safety risk classification".

An employee's cooperation with such a test is required as a condition of employment. The employee's refusal to cooperate with such a request and provide a specimen may be grounds for termination where there is any reason to believe that the employee has violated this Policy and the employee's refusal to

cooperate prevents a medical determination of his/her condition. Employees who produce a "diluted" urine specimen will be given only one (1) additional opportunity to submit one (1) additional specimen at the employee's cost. This specimen must be given by the employee at the Company's designated collection facility according to established Company protocol for urine collection and tested by the Company's approved laboratory at the employee's cost. Further, this additional specimen must be collected within eight (8) hours from the time the employee is notified of the "diluted" specimen. Failure to produce a negative urine test result or to comply with all the tenants of this document and the established Company procedures for its implementation will constitute noncompliance with this Policy

SEARCHES

A. Routine searches of Company property may be conducted at times unannounced, this includes, but is not limited to, lockers, storage areas, jobsite trailers, Company vehicles and rooms normally used to store employee's personal property. B. Should the Company suspect that an employee has sold, purchased, used or possessed alcohol, drugs or drug paraphernalia on Company premises, the Company may inspect the employee's personal effects (lunch boxes, tool boxes) or automobile on Company property.

VIOLATIONS OF POLICY

- A. Any violation of this Policy may be grounds for termination. However, in some circumstances and at the sole discretion of the Company, a lesser penalty may be selected.
- B. If the employee has not engaged in misconduct, unsafe conduct or poor job performance, but is found to have alcohol or drugs in his/her system, the employee may be placed on a unpaid medical leave (maximum one month) until he/she presents reliable medical evidence that he/she has overcome any substance use problem, and he/she shall be reinstated to his/her former position if he/she consents in writing to occasional testing on request over the next 12 months to be certain that he/she has not resumed usage of drugs or alcohol in violation of this Policy.
- C. If such subsequent usage is detected, the employee will be terminated.

SELF-IDENTIFICATION TO COMPANY MANAGEMENT/SUPERVISION

Employees who take the initiative of advising their supervisor or manager that they have a medical problem with regard to alcohol or drug use, who have not engaged in misconduct or repeated poor performance at work, and who demonstrate a commitment to take the necessary remedial action, will be provided a medical leave of absence for such purpose.

VIII. RESERVATION OF RIGHTS

The Company reserves the right to change, rescind or depart from this Policy in whole or in part. Nothing in this Policy alters an employee's status. The Company hopes each employment relationship will be a happy and enduring one. Nevertheless, employees remain free to rescind their employment at any time with or without cause.



Date: /.../2024

Subject: JOB OFFER

Job Title:

Line Manager:.....

Dear Mr./ ENG.

On behalf of APEX-FI Co., Ltd, I am pleased to extend to you the following job offer for the position of, located in Cairo, Egypt, for 1 year commencing from your joining date.

• Key Responsibilities and Duties include:

• Remuneration (per Gregorian month)

- Net Salary: EGP
- Net salary After passing probationary period: EGP
- Working Hours: 9 Hours/day Except for cases that require otherwise.
- Days off: 2 Days per week
- Starting Date :/...../2024

This Offer of Employment is conditional upon the Company obtaining all the necessary Work Permits and required together with the completion of satisfactory background checks and medical fitness. The applicable Egyptian Laws of the local jurisdiction will also apply, and take precedent, together with all amendments.

• Annual Leave

Per Egyptian Labor Law

• Benefits

- Health coverage after passing 3-month Probationary Period.
- All terms and conditions as per the Egyptian Labor Law.

• Probationary Period

There is a 3-month Probationary Period associated with this Offer of Employment.

Employees who fail to complete their Probationary Period satisfactorily will have their employment contracts terminated without notice.

• Acceptance

Your acceptance will be indicated by signing this Offer of Employment in the space provided below.

Employee Obligation

To submit to the company within the first week from Joining Date, all statement, documents and certificates required for his recruitment "Hiring Required Documents".

Signed, On behalf of APEX-FI Co.

Mohamed Karim
General Manager

Department Manager

OD Manager

I, (_____), hereby accept this Offer of Employment and agree to the Terms and Conditions outlined herein.

Note:

Please return the letter signed (scanned or hard copy) to the sender within 2-days, after which this Offer of Employment will expire.

Signature:

Date: / /

Starting Date "Join Date": /

MORSY LAW OFFICE

Limited Term Employment Contract

عقد عمل محدد المدة

This Limited Term Employment Contract (hereinafter referred to the "**Contract**") is made and entered into in Cairo, Egypt, on this 1/.../20..., by and between:

تحرر عقد العمل محدد المدة هذا (ويشار إليه فيما يلي بـ "العقد") في القاهرة، في جمهورية مصر العربية، بتاريخ 1\...\20، بين كل من:

1., having its legal domicile at Arab Republic of Egypt, and represented herein by Mr. ".....", in his capacity as [Chairman] (hereinafter referred to as the "**Employer**");
2., Egyptian national, holding Identity Card No....., residing at Egypt (hereinafter referred to as the "**Employee**").

1. شركة, الكائن مقره, جمهورية مصر العربية، ويمثله في هذا العقد السيد/ "....."، بصفته (رئيس مجلس الإدارة) (ويشار إليه فيما يلي بـ "صاحب العمل").

2. السيد/.....، مصرية الجنسية، بطاقة رقم قومي.....، والمقيم في جمهورية مصر العربية (ويشار إليه فيما يلي بـ "العامل").

The Employer and the Employee are hereinafter jointly referred to as "**Parties**".

فيما يلي يشار إلي صاحب العمل والعامل مجتمعين بـ "الطرفان".

Whereas,

حيث أن:

- A. The Employer provides.
- B. The Employer requires the services of the Employee in order to accomplish its work;
- C. The Employee is ready to perform the services the Employer requires;

- أ. صاحب العمل يقوم
- ب. صاحب العمل في حاجة إلى خدمات العامل لإنجاز أعماله؛
- ج. العامل مستعد للقيام بالخدمات التي يحتاجها صاحب العمل؛

D. The Employee wishes to work for the Employer and has declared his capacity to perform all the obligations pertaining to the job described in this Contract.

د. العامل يرغب في أن يعمل لدى صاحب العمل ويقر بأنه مؤهل لأداء التزامات الوظيفة المنصوص عليها في هذا العقد.

THEREFORE,

بناء عليه:

This Contract annuls and supersedes any other prior verbal or written agreement entered into between the Employer and the Employee.

يلغي هذا العقد ويحل محل أي اتفاق آخر سابق سواء شفوي أو مكتوب أبرم فيما بين صاحب العمل والعامل.

The Employer hereby agrees to appoint the Employee and the Employee agrees to perform his services for the Employer in accordance with the provisions thereof, as set out below

كما يوافق صاحب العمل على تعيين العامل ويوافق العامل على أداء خدماته إلى صاحب العمل طبقاً للشروط الواردة في هذا العقد كما يلي.

1. Appointment

1. التعيين

The Employer appointed the Employee, who accepted such appointment, pursuant to this Contract and the conditions contained therein, in the position of described in **Annex 1** to this Contract.

1-1 عين صاحب العمل العامل القابل لذلك بموجب هذا العقد وطبقاً للشروط الواردة فيه، بوظيفته المبينة بالملحق رقم 1 لهذا العقد.

1.2 The Employee warrants that he holds the qualifications and has the previous work experience disclosed to the Employer as per the documents listed in **Annex 2** to this Contract, and that all information as supplied by the Employee to the Employer during interviews or in terms of any application, curriculum vitae or letter, is correct and accurate and is not misleading in any way.

2-1 يضمن العامل أنه يحمل المؤهلات ولديه خبرة العمل السابقة التي قام صاحب العمل بالإطلاع عليها وفقاً للمستندات المنصوص عليها بالملحق رقم 2 لهذا العقد. كما يقر أن جميع المعلومات التي قام بإمداد صاحب العمل بها خلال المقابلات الشخصية أو فيما يتعلق بأي استمارة التحاق أو السيرة الذاتية أو خطاب هي معلومات صحيحة ودقيقة وليست مضللة بأي شكل من الأشكال.

1.3 The Employee shall undergo a medical examination carried out by the General Authority for Health Insurance to certify that he is fit for work.

3-1 علي العامل أن يخضع للفحص الطبي بالهيئة العامة للتأمين الصحي حتي يصرح له بملائمته للعمل.

1.4 The Employee must notify the Employer immediately upon the occurrence of any change or amendment to the information or documents submitted to the Employer upon his appointment.

4-1 على العامل إبلاغ صاحب العمل فور حدوث أي تغيير أو تعديل بالبيانات أو المستندات التي قام بتقديمها إلى صاحب العمل عند تعيينه.

2. Duties and Obligations

2. المهام والواجبات

2.1 The Employee declares that she is fully aware of the duties assigned to his position and accepts to be bound by this Contract and that he is fully capable of performing such work at the standards required by the Employer.

1-2 يقر العامل بعلمه التام بمهام وظيفته ويقبل الإلتزام بهذا العقد بما لديه من قدرة وكفاءة لأداء هذا العمل بالكيفية والمستوى الذي يتطلبه صاحب العمل.

2.2 The Employee shall devote his full time and best efforts to the business of the Employer and shall personally perform the work assigned to him and carry out his duties in good faith. The Employee shall strictly comply with all orders and instructions issued to him by the management of the Employer, by any other superior having the right to supervise the Employee, or by any other person designated by the Employer to supervise the Employee.

2-2 يجب على العامل أن يقوم بنفسه بأداء العمل الموكل إليه وأن يؤدي واجبات وظيفته بكل إخلاص وأمانة، ويلتزم بالأوامر والتعليمات الصادرة إليه من إدارة صاحب العمل أو من أي رئيس آخر له حق الإشراف عليه أو أي شخص يعينه صاحب العمل للإشراف عليه.

2.3 It is already obvious that such duties and responsibilities may vary according to the requirements of the work and its necessities. Accordingly, the Employer shall be entitled to assign to the Employee any other work.

4-2 . ومن المعلوم أنه وفقاً لمتطلبات العمل وضروراته فإن هذه الواجبات والمسؤوليات قد تتغير من وقت لآخر لملاءمة الغرض من الوظيفة المعين عليها العامل. وبناءاً عليه يحق لصاحب العمل أن يعهد للعامل بأي عمل آخر.

2.4 The Employer may post the Employee in any position falling within the geographic region of competence of the Employer, as long as the position doesn't differ substantially or detracts any of the employee rights.

5-2 يحق لصاحب العمل أن يقوم بنقل العامل لأي وظيفة تقع ضمن اختصاص صاحب العمل، مادام العمل لا يختلف اختلافاً جوهرياً و ليس فيه أي إنتقاص لحقوق العامل.

2.5 The Employee shall use his best endeavours to safeguard the business interests and the reputation of the Employer and shall execute all his duties in a proper, loyal and efficient manner. During his period of employment with the Employer, the Employee shall not engage in any personal business, nor shall he work for or be employed by any person other than the Employer. The Employee shall comply with all professional norms and ethical standards in the performance of his duties.

6-2 يتعين على العامل أن يبذل قصارى جهده في المحافظة على مصالح العمل وعلى سمعة واسم صاحب العمل وأن يقوم بتنفيذ كافة مهامه بطريقة سليمة وصادقة وفعالة. كما يلتزم العامل بعدم الانخراط في أي عمل شخصي خلال فترة عمله مع صاحب العمل ولا يجوز له العمل لدي أي شخص آخر غير صاحب العمل. ولا يجوز له العمل لدي طرف ثالث غير صاحب العمل. كما يراعي العامل بدقة كافة التقاليد والأعراف المهنية عند تنفيذ مهام وظيفته.

2.6 The Employee shall inform the Company's Human Resources Department of any of his/her direct relatives or relatives working in the Company or applying for employment.

7-2 يلتزم العامل أن يخبر قسم الموارد البشرية بالشركة في حالة شغل أي من أقاربه لوظيفة بالشركة أو تقدمه لشغل وظيفة بالشركة.

The Employee shall not, without the prior written consent of the Employer, give or accept directly or indirectly payment, any gratuity, commission or benefit in kind from any person or company supplying goods or services to the Employer or any other person or company related to the Employer's business affairs.

3. Monthly Remuneration

3.1 For the performance of the services rendered by the Employee hereunder, the Employer shall pay the Employee a monthly salary in accordance with **Annex 3** hereto. The salary mentioned in this article is deemed net, whereby the Employer bears all the deductions legally imposed on it as well as on the Employee.

3.2 Payment of the salary shall take place within the first five days of the subsequent month; taking into account that in case of official holidays & feasts, it will be paid on the first working day thereafter.

3.3 The Employee shall not be entitled to receive any other compensation or remuneration for overtime work, unless the overtime or the remuneration thereof was previously authorized in writing by his immediate manager (Provided that the compensation or remuneration is subject to the company's internal compensation and benefits scheme).

3.4 The Employee declares and agrees that the amount of his monthly salary is considered a business secret and may not be disclosed to other employees or third parties. Any violation of this provision shall be considered a breach of the Employer's orders and policies, which may expose the Employee to penalties in accordance with the Employer's rules in this respect.

4. Term

Without prejudice to the termination provisions set forth in Article (10) of this Contract, the term of this Contract shall be one year and shall commence on **201\..** and end on **././201**. The term of this Contract may be renewed for one or more similar

8-2 لا يحق للعامل، دون الحصول علي الموافقة الكتابية المسبقة لصاحب العمل، إعطاء أو قبول أية مبلغ نقدي أو مكافأة أو عمولة أو أية منفعة عينية بشكل مباشر أو غير مباشر من أي شخص أو شركة تقوم بتوريد السلع أو الخدمات لصاحب العمل أو أي شخص آخر أو شركة ذو/ذات صلة بأعمال صاحب العمل.

3. الراتب الشهري

1-3 مقابل أداء الأعمال التي يقدمها العامل طبقاً لهذا العقد، فإن صاحب العمل يدفع للعامل راتباً شهرياً طبقاً للملحق رقم 3 لهذا العقد. ويعتبر الراتب المذكور في هذا البند هو الراتب الصافي حيث يتحمل صاحب العمل كافة الاستقطاعات المفروضة عليه قانوناً وعن العامل أيضاً.

2-3 ويتم دفع الراتب خلال أول خمسة أيام من الشهر التالي على أن يراعى الاجازات الرسمية والاعياد فيدفع في اول يوم عمل بعدها.

3-3 لا يحق للعامل الحصول على أي تعويض آخر أو أجر عن العمل الإضافي ما لم يكن العمل الإضافي أو الأجر الخاص به مصرحاً بهما كتابة وبشكل مسبق من جانب مديره المباشر (على أن يخضع التعويض أو الأجر إلى لائحة الأجر و الإمتيازات الداخلية للشركة).

4-3 يتعهد العامل ويوافق على أن قيمة راتبه الشهري تعد من أسرار العمل التي لا يجوز أن يبوح بها للعاملين الآخرين أو للغير، مع علمه بأن مخالفة هذا الحكم يعتبر إخلالاً بنظم صاحب العمل وسياساته، مما قد يعرضه للجزاء وفقاً للقواعد المتبعة من قبل صاحب العمل في هذا الشأن.

4. مدة العقد

دون الإخلال بالأحكام الخاصة بإنهاء العقد الواردة في المادة (10) من هذا العقد، تكون مدة هذا العقد سنة واحدة تبدأ من **20\..** وتنتهي في **20\..** ويجوز تجديد مدة هذا العقد لمدة أو مدد مماثلة بعد أن يقوم صاحب العمل بإخطار العامل قبل انتهاء المدة السابقة بشهرين، ويتم التوقيع على هذا الإخطار من طرفي هذا العقد، ويعتبر جزءاً لا يتجزأ منه.

terms after the Employer serves a notice upon the Employee two months before the expiry of the previous term. Such notice shall be signed by both Parties and shall be deemed an integral part of this Contract.

5. Probation Period

5. فترة الاختبار

5.1 The first three months of this Contract shall be a probation period.

5-1 تكون الثلاثة أشهر الميلادية الأولى من العقد فترة اختبار.

5.2 The Employer may terminate this Contract at any time during the probation period without need for any notice or procedure or court order. In such case, the Employee shall be entitled to his salary until his last working day and shall not be entitled to any other compensation of any kind.

5-2 يجوز لصاحب العمل أن يفسخ هذا العقد في أي وقت خلال فترة الاختبار دون حاجة إلى إخطار أو إجراء أو حكم محكمة. وفي مثل هذه الحالة فإن العامل يستحق فقط راتبه حتى آخر يوم عمل له ولا يستحق أي تعويض آخر من أي نوع.

6. Work Regulations and Penalties

6. لائحة العمل والجزاءات

The Employee declares that she has reviewed and acknowledges the Employer's employment regulations, the penalties that may be imposed in the event of violations. The Employee shall, at all times, observe the Egyptian laws and regulations, the provisions of the Egyptian Labor Law and the amendments thereto, as well as all other laws governing this Contract which are deemed complementary thereto and regulating all matters that are not specifically determined therein.

يقر العامل بأنه اطلع على لائحة العمل الخاصة بصاحب العمل والمخالفات التي يجب تجنبها والجزاءات المقررة عنها. ويتعين على العامل أن يراعى في جميع الأوقات القوانين واللوائح المصرية وأحكام قانون العمل المصري وتعديلاته وسائر القوانين الأخرى التي تسرى على هذا العقد وتعتبر مكملة له وتنظم كافة الأمور غير المنصوص عليها فيه على وجه التحديد.

7. Working Hours

7. ساعات العمل

The Employee's working hours are set as per his work nature & location (as per the Labor Law 12/2003). The Employee hereby acknowledges that the Employer shall be entitled, at its sole discretion, to modify the Employee's working hours any time as required by the Employee's duties.

تحدد ساعات عمل العامل وفق طبيعة و محل عمله (حسبما ينص قانون العمل 12 لعام 2003 ويقر العامل بموجب هذا العقد بأنه يحق لصاحب العمل طبقاً لإرادته المنفردة أن يغير ساعات عمل العامل في أي وقت طبقاً لمتطلبات مهام العامل).

8. Leave**8. الإجازة**

8.1 The Employee shall be entitled to a fully paid leave in compliance with the provisions of Egyptian Labor Law. The management of the Employer shall determine when the Employee may take such leave according to the circumstances of work. Further, the Employee shall be entitled to the leaves related to all official and public holidays as described by the prevailing laws.

1-8 يستحق العامل إجازة مدفوعة الأجر بالكامل طبقاً لأحكام قانون العمل المصري. وتقوم إدارة صاحب العمل بتحديد الوقت الذي يقوم فيه العامل بإجازته طبقاً لظروف العمل. كما يكون للعامل كامل الحق في الحصول على جميع الإجازات الرسمية والقومية طبقاً للقوانين السارية.

8.2 If due to reasons of illness, the Employee is prevented from performing his work the Employer will require that the Employee provide a medical certificate justifying his absence within forty-eight hours of the commencement of the absence. If the Employee fails to submit the aforementioned medical certificate, the Employer shall be entitled to consider these days as absence without an acceptable excuse and to apply the Company's Penalty Regulations to the Employee in this case.

2-8 إذا ما استحال علي العامل ممارسة عمله نتيجة لظروف مرضه، يحق لصاحب العمل أن يطالب العامل بتقديم الشهادة الطبية التي تبرر غيابه خلال ثمانية وأربعون ساعة من بدء تغيبه. إذا لم يقدم العامل بتقديم الشهادة الطبية، يحق لصاحب العمل اعتبار تلك الأيام تغيب عن العمل بدون عذر مقبول وله الحق في تطبيق لائحة الجزاءات الخاصة بالشركة في تلك الحالة.

9. Final Discharge**9. إخلاء الطرف**

Upon termination of this Contract, the Employee shall sign a final discharge acknowledging that she has no further claims against the Employer.

عند إنهاء هذا العقد، يجب على العامل أن يوقع على مخالصة نهائية يقر بموجبها بعدم وجود أية مطالبات أخرى له قبل صاحب العمل.

10. Immediate Termination**10. الإنهاء الفوري**

The Employer may immediately terminate this Contract without notice, remuneration or indemnification if the Employee commits any of the following acts:

يجوز لصاحب العمل إنهاء هذا العقد فوراً بدون إخطار أو مكافأة أو تعويض إذا قام العامل بارتكاب أي من الأفعال الآتية:

a. If the Employee fails to fulfil any substantial duties or obligations associated with his position, or commits any act which

أ. إذا أخل العامل بتنفيذ أية واجبات جوهرية أو التزامات مرتبطة بوظيفته، أو إذا ارتكب أي فعل يشكل سبباً لإنهاء

constitutes a cause for termination of this Contract pursuant to the Egyptian Labour Law No. 12 of 2003 and particularly Article 69 thereof.

- b. If the Employee fails to provide the Employer, within thirty days from the date of signing of this Contract, with all the requisite employment documents described in **Annex 2** to this Contract, or if any information regarding the Employee's qualifications given to the Employer appears to be false.
- c. If the Employee fails to obtain any governmental or non-governmental approvals, authorizations, permits, or documents required by the law or regulations that are considered necessary for the Employee's work for the Employer.
- d. If the Employee terminates this Contract, for reasons other than fundamental breach of the Contract by the Employer, he is required to give the Employer at least two months prior notice, during which the Employee will continue to perform his duties.

خدمته طبقا لقانون العمل المصري رقم 12 لسنة 2003 وبالأخص المادة 69 منه.

ب. إذا أخفق العامل في تزويد صاحب العمل بمسوغات تعيينه المذكورة بالملحق رقم 2 لهذا العقد خلال 30 يوما من تاريخ التوقيع على العقد أو إذا ما تم تزويد صاحب العمل بمعلومات تبين أنها غير صحيحة عن مؤهلات العامل.

ج. إذا أخفق العامل في الحصول على أية موافقات أو تراخيص أو تصاريح أو مستندات أو أوراق حكومية أو غير حكومية مطلوبة منه طبقا للقوانين أو اللوائح والتي تكون لازمة للعمل لدى صاحب العمل.

د. إذا قام العامل بانهاء هذا العقد لأسباب أخرى لا تتعلق بمخالفة جوهرية للعقد من قبل صاحب العمل، علي العامل أن يخطر صاحب العمل قبل الإنهاء بشهرين على الأقل سوف يقوم خلالها العامل بأداء مهام وظيفته.

11. Confidentiality of Information

11. سرية المعلومات

- 11.1 The Employee acknowledges that during his employment with the Employer, he will have access to confidential information. If such information were to be disclosed to or used by third parties, the Employer will be severely prejudiced. Accordingly, the Employee is obliged to safeguard the confidential information relating to the Employer's business and to refrain from using it for his personal benefit or for the benefit of anyone else.

11-1 يقر العامل بأنه خلال مدة عمله لدى صاحب العمل سيتمكن من الاطلاع على معلومات سرية وأن الحصول على مثل هذه المعلومات أو استخدامها من قبل أي طرف آخر سيضر بمصلحة صاحب العمل أبلغ الضرر. لذلك، فإن العامل يلتزم بالمحافظة على المعلومات السرية الخاصة بأعمال صاحب العمل والامتناع عن استخدامها لمصلحته أو لمصلحة أي شخص آخر

11.2 The Employee shall not disclose such confidential information to any person during his employment with the Employer or after the expiry or termination of this Contract for whatever reason, except to the extent necessary to perform his duties in accordance with the terms and conditions of this Contract, and until such confidential information becomes publicly known.

2-11 كما يلتزم العامل بعدم إفشاء تلك المعلومات السرية إلى أي شخص كان طوال مدة عمله لدى صاحب العمل أو بعد انتهاء أو إنهاء العقد لأي سبب، إلا في الحدود الضرورية لتنفيذ مهام وظيفته طبقاً لأحكام وشروط هذا العقد، ولحين أن تصبح تلك المعلومات السرية معلومة للكافة.

12. Retirement Age

12. سن المعاش

This Contract is subject to the provisions of the Labour Law 12/2003, in force at the time of its conclusion, in particular the provisions regarding the retirement age of the employee specified under said Law, which is the age of sixty years.

يخضع هذا العقد لأحكام قانون العمل المعمول به وقت إبرامه، خاصة في ما يتعلق بسن الإحالة للمعاش المقرر بذلك القانون وهو بلوغ سن ستون عام.

13. Return of Documents

13. رد المستندات

13.1 Upon the expiry or termination of this Contract, the Employee shall, as a condition to his receipt of any amounts due to him, return all correspondence and all other documents, papers and records, whether stored electronically or otherwise, which he may have prepared or which may have come to his possession in the course of his work, and the Employee shall not be entitled to retain them or copies thereof. The Employer retains title to such documents and all copyrights pertaining thereto.

1-13 عند انتهاء أو إنهاء هذا العقد يجب على العامل - كشرط مسبق لاستلام أية مبالغ مستحقة له - أن يعيد كافة المراسلات وكافة المستندات الأخرى والأوراق والسجلات، سواء المحفوظة آلياً أو بطريقة أخرى، التي يكون قد أعدها بنفسه أو تلك التي حصل عليها خلال مدة عمله، ولن يحق للعامل الاحتفاظ بها أو بصور منها، مع احتفاظ صاحب العمل بحق ملكية هذه المستندات وحقوق نشرها.

13.2 The Employer shall not grant the Employee a final release unless all equipment and documents in the Employee's possession have been returned to the Employer and a final settlement has been signed.

2-13 ولن يمنح صاحب العمل إخلاء طرف نهائي للعامل إلا بعد إعادة المهمات والمستندات التي في حوزته والتوقيع على المخالصة النهائية.

14. Notices

The Employee's address is shown at the forefront of this Contract. Any notices sent to the Employee to the said address will be deemed legally served upon him and shall have full legal effect. The Employee shall notify the Employer with any change in her address within one week of such change.

15. Jurisdiction

The employee acknowledges that any dispute that may arise from executing this contract shall be examined before the competent courts of Cairo. The Arabic text of this Contract shall prevail in the event of any discrepancy arising between the Arabic and English versions.

16. Counterparts

In consideration of the mutual promises and covenants set forth above, the Parties have signed this Contract in three counterparts, one of which for each of the Parties to act accordingly and one to be delivered to the competent Social Security Office.

For and on behalf of

Mr.

By the **Employee**,:

14. الإخطارات

عنوان العامل هو المبين في صدر هذا العقد، وأية إخطارات ترسل إليه على العنوان المذكور تعتبر قد أبلغت إليه بشكل قانوني ومنتجة لكافة أثارها، وعلى العامل إخطار صاحب العمل بأي تعديل في عنوانه خلال أسبوع واحد من هذا التعديل.

15. الاختصاص القضائي

تختص محاكم القاهرة دون سواها بالنظر في أى نزاع ينشأ بين الطرفين بشأن تفسير أو تطبيق نصوص هذا العقد. وتكون اللغة المعول عليها هي اللغة العربية في حالة وجود اختلاف بين النصين العربي والإنجليزي لهذا العقد.

16. نسخ العقد

استنادا إلى الالتزامات والتعهدات المتبادلة المنصوص عليها أعلاه، فقد وقع الطرفان على ثلاث نسخ من هذا العقد، لكل من الطرفين نسخة للعمل بمقتضاها ونسخة تسلم إلى مكتب التأمين الاجتماعي المختص.

قام بالتوقيع نيابة عن صاحب العمل، شركة

..... السيد/

..... السيد/

Annex 1
Position and Scope of Work

ملحق رقم 1
الوظيفة ونطاق العمل

Annex 2
Requisite Employment Documents

ملحق رقم 2
مسوغات تعيين العامل

The Employee shall provide the Employer, within 30 (thirty) days from the date of signing the Contract, with the following documents:

يلتزم العامل بأن يقدم لصاحب العمل خلال 30 (ثلاثين) يوم من تاريخ التوقيع على هذا العقد المستندات الآتية:

1. Copy of the Employee's birth certificate
2. Copy of the Employee's proof of identity
3. Employee's academic certificates
4. Copy of Form (6) evidencing the end of the social insurance of the Employee in his previous employment
5. Employee's social security number
6. Employee's criminal status certificate
7. Health Insurance medical check-up (model 111), to prove fitness for work.
8. Military service performance or exemption certificate of the Employee
9. Evidence of Work (Ka3ab El 3mal).
10. Marital Status record.
11. Profession practice license (if applicable).
12. Syndicate card (if applicable).

1. اصل من شهادة ميلاد العامل
2. صورة من تحقيق الشخصية الخاص بالعامل
3. المؤهل الدراسي للعامل
4. استمارة (6) تفيد انتهاء الاشتراك في التأمين الاجتماعي من وظيفة العامل السابقة
5. الرقم التأميني للعامل
6. صحيفة الحالة الجنائية للعامل
7. كشف التأمين الصحي بموجب (نموذج 111) لإثبات صلاحيته للعمل.
8. شهادة تفيد أداء العامل للخدمة العسكرية أو الإعفاء منها
9. كعب العمل .
10. إقرار الحالة الإجتماعية.
11. ترخيص مزاولة المهنة (إذا كان ينطبق).
12. كارنيه النقابة (إذا كان ينطبق).

Annex 3 Remuneration and Benefits

ملحق رقم 3 الراتب والامتيازات

Article 1:

This Appendix forms part of the employment agreement as concluded between the Employee and the Company:

Article 2:

Total Salary Breakdown:

Basic Salary	(.....)EGP
– Transportation allowance	(.....)EGP
– Travel allowance	(.....)EGP
– Housing allowance	(.....)EGP
– Clothing allowance	(.....) EGP
– Delegation allowance	(.....) EGP
– Meetings allowance	(.....) EGP

Article 3:

For the purposes of the above calculations, it has been assumed that, on every working day, the Employee works 1 (one) overtime hour during the day (before sunset) and 1 (one) overtime hour during the night (after sunset).

Article 4:

The performance incentive will not be paid in the event of lack of adherence by the Employee with company regulation and policy such as (absence, penalties, etc.) or anything emanating from the Employee to affect his performance or the performance of his team.

Article 5:

The salary will be paid after the deductions once per month and both parties agreed to transfer the salary to the employee' bank account.

Article 6:

To the Employee is committed to what was mentioned in this appendix and acknowledges that this supplement is an integral part of the employment contract.

مادة 1 :

تحرر هذا الملحق كجزء لا يتجزأ من عقد العمل المبروم بين الموظف والشركة.

مادة 2:

توزيع الراتب الكامل

الراتب الاساسى	(.....) جنييه مصرى
– بدل إنتقال	(.....) جنييه مصرى
– بدل سفر	(.....) جنييه مصرى
– بدل سكن	(.....) جنييه مصرى
– بدل ملابس	(.....) جنييه مصرى
– بدل ندب	(.....) جنييه مصرى
– بدل حضور جلسات	(.....) جنييه مصرى

مادة 3:

ولأغراض طريقة المحاسبة أعلاه، قد تم اعتبار أن العامل يقوم في كل يوم عمل بالعمل ساعة 1 (واحدة) إضافية خلال ساعات النهار (قبل الغروب) وساعة 1 (واحدة) إضافية خلال ساعات الليل (بعد الغروب).

مادة 4:

لا يستحق صرف حافز الاداء فى حال عدم التزام الطرف الثانى بلوائح الشركة وسياساتها على سبيل المثال (كتوقيع جزاء عليية او الغياب الخ..) او اى شى يصدر من الطرف الثانى يؤثر على اداءه او على اداء فريق العمل.

مادة 5:

يستحق الاجر بعد الاستقطاعات مرة واحد فى الشهر وتم الاتفاق بين الطرفين على أن يحول الى حساب العامل بالبنك.

مادة 6:

يلتزم العامل بكل ما ورد فى هذا الملحق ويقر أن هذا الملحق جزء لا يتجزأ من عقد العمل.

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