



PEOPLE HIVE
Human Resources Consultancies

FREE HR TEMPLATES/CHECKLISTS

EMPLOYEE RIGHTS AWARENESS CHECKLIST (UAE)

EMPLOYMENT CONTRACT PROVIDED AND UNDERSTOOD

Ensure you have a written employment contract that clearly states your role, salary, working hours, leave entitlements, and notice period, as verbal agreements are not enforceable; good practice is reviewing the contract carefully before signing and keeping a copy for your records.

PROBATION PERIOD TERMS CLARIFIED

Confirm the duration of your probation period, notice requirements, and performance expectations, as misunderstandings during probation often lead to disputes; good practice is asking for clarity on evaluation criteria and confirmation timelines.

SALARY AND PAYMENT TERMS CONFIRMED

Verify your agreed salary, pay cycle, and method of payment, as delays or discrepancies create financial stress; good practice is ensuring salary details match your contract and payslips.

WORKING HOURS AND OVERTIME AWARENESS

Understand your official working hours, rest days, and whether overtime applies to your role, as assumptions around availability and overtime often cause conflict; good practice is clarifying expectations early with your manager or HR.

LEAVE ENTITLEMENTS UNDERSTOOD

Ensure you understand your annual leave, sick leave, and other applicable leave entitlements, as misuse or misunderstanding may result in disputes; good practice is tracking your leave balance and following the company approval process.

HEALTH INSURANCE AND BENEFITS AWARENESS

Confirm whether health insurance and other benefits are provided and when coverage begins, as assumptions may leave you uninsured; good practice is requesting policy details and coverage confirmation.

END-OF-SERVICE BENEFITS (EOSB) AWARENESS

Understand how end-of-service benefits are calculated and when they apply, as EOSB is a key long-term entitlement; good practice is keeping records of your employment duration and salary history.

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TERMINATION AND NOTICE RIGHTS UNDERSTOOD

Be aware of notice period requirements, termination conditions, and your rights upon separation, as lack of knowledge weakens your position; good practice is referring to your contract and applicable UAE labour regulations.

NON-DISCRIMINATION AND DIGNITY AT WORK

Know that you are entitled to fair treatment and a workplace free from harassment or discrimination, as silence allows misconduct to continue; good practice is raising concerns through appropriate company channels.

GRIEVANCE AND COMPLAINT CHANNELS KNOWN

Ensure you know how and where to raise workplace concerns, as unresolved issues escalate quickly; good practice is following internal grievance procedures and documenting communications.

-END-

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