



**CONTRACT OF EMPLOYMENT OF DEFINITE DURATION – AKIS SPONSORED EMPLOYEE**

On **Tuesday, 17 January 2023**, this Contract was concluded between:

**Qatargas Operating Company Limited** (or “the Company”), situated in Doha, State of Qatar and represented for purposes of this Contract by the undersigned,

**AND**

The sponsored employee whose details are set out below (“**Employee**”):

Name:	Saima Kausar
Nationality:	British
RP / Passport No:	28482600787
Point of Origin:	Manchester, United Kingdom

Each of the Company and the Employee shall individually be referred to as “**Party**” and together the “**Parties**”.

**THE PARTIES HAVE AGREED TO THE FOLLOWING TERMS AND CONDITIONS:**

**Article 1:**

The Company hereby appoints the Employee, and the Employee agrees to be employed by the Company in the job position and in consideration for the remuneration detailed below:

Job Title:	Primary Teacher
Job Grade:	T1
Job Category:	BC Teacher
Contract Status:	Sponsored - Single with Children
Total Number of Dependents (including spouse if applicable):	2
Teaching couple:	n/a
Monthly Basic Salary:	QAR 13,776
Housing Allowance:	QAR 9,000
Transportation Allowance:	QAR 2,000
Job Site:	Al Khor International School (AKIS), Al Khor, Qatar

The Employee shall have such other duties and responsibilities as are reasonably assigned to the Employee by the Company from time to time.

Additional benefits and allowances, if any, will be as per AKIS Policies and Procedures.

While the job site is expected to be in Al Khor Qatar, the Employee acknowledges and agrees that he/she may be required to perform his/her duties in any other areas, inside or outside the State of Qatar, as may be determined by the Company from time to time and as an essential part of the job position.

The appointment is subject to completing the Company’s Code of Business Ethics Declaration; subject to the State of Qatar Immigration formalities; completing the required mandatory training and meeting any other requirements as per AKIS Policies and Procedures.

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**Article 2:**

The Employee represents that he/she is medically fit and able to perform the duties and responsibilities expected of him/her, and has the required qualifications, experience, skills, fluency, licenses and degrees that he/she has indicated to the Company at the time of application and/or during interviews with Company personnel or representatives. The Employee also warrants that all other information, including but not limited to the relevant personal information and employment history, provided to the Company is factual and accurate. Any misrepresentations made by the Employee will entitle the Company to terminate this Contract without any prior notice and without liability on the Company.

**Article 3:**

Notwithstanding the date first written above, this Contract shall become effective on 1<sup>st</sup> September 2023 (“**Effective Date**” or “**Start Date**”). The term of this Contract is of a definite duration commencing on the Start Date, and ending on the Completion Date mentioned below:

Start Date:	1 <sup>st</sup> September 2023
Completion Date:	31 <sup>st</sup> August 2025

The term of this Contract may be extended or renewed by mutual written agreement between the two Parties which shall be attached as an addendum to this Contract. Any renewal or extension of the term of this Contract shall be made on the same terms and conditions of this Contract, unless otherwise agreed by the Parties prior to the Completion Date.

Should the Employee wish to terminate this Contract prior to the Completion Date but after the Effective Date, the Employee shall provide the Company with a written notice of no less than eight (8) calendar months prior to the termination date. Should the Employee wish to terminate this Contract any time after the date of signing but prior to the Effective Date, the Employee shall provide the Company with a written notice of no less than eight (8) calendar months prior to the Effective Date.

If the Employee fails to comply with the above-mentioned notice periods, his/her termination of the Contract shall be deemed invalid requiring him/her to compensate the Company for the remaining months of the term in an amount equal to the Employee’s monthly basic salary stated in this Contract. In exceptional cases, the compensation required to be made by the Employee may be waived by the Education Manager.

**Article 4:**

This Contract may be terminated on the following grounds:

- a. Termination due to statutory reasons as per the AKIS Policies and Procedures, provided that either party notifies in writing of their intention to end the Contract.
- b. Termination by the Company without stating reasons provided that the Employee is notified in writing of not less than three (3) calendar months.
- c. Termination by the Company without notice period if the Employee commits fraud or gross misconduct or breaches any of the Company’s and/or AKIS’ policies and procedures, as established from time to time.
- d. Termination by the Company if the Employee fails to perform his/her responsibilities in accordance with the directions or instructions of his/her direct managers or other superior officers of the Company.
- e. Any other conditions/reasons stipulated in AKIS and Company’s policies and procedures.

**Article 5:**

The Employee who has been appointed for the first time will be under a probationary period of up to six (6) calendar months, and either party may terminate this Contract during or at the end of the probation period, by notifying the other party in writing before at least one (1) week.

Upon completion of the probationary period successfully, the Employee will be entitled to paid Annual Leave and other contractual benefits in accordance with AKIS Policies and Procedures.

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**Article 6:**

The Employee, upon appointment, upon termination of service, and when proceeding on paid annual leave, will be eligible for an economy airfare to and from their Point of Origin for themselves and eligible dependents in accordance with the AKIS Policies and Procedures.

**Article 7:**

The Employee will, at the discretion of the Company, either be provided with accommodation or housing allowance and furniture grant in accordance with AKIS Policies and Procedures.

**Article 8:**

The Employee and their approved dependents will be entitled to reasonable medical expense reimbursements incurred in any government clinics or hospitals in Qatar. The amount, limit, and nature of which shall be in accordance with AKIS Policies and Procedures.

**Article 9:**

The Employee upon termination of service, and provided at least one (1) year's continuous service has been completed will be entitled to End of Service Benefit calculated on the basis of the last basic salary received by the Employee in accordance with AKIS Policies and Procedures.

**Article 10:**

The Employee shall not, either during or after their employment, divulge or utilize any confidential information belonging to the Company or any entity affiliated with the Company, its directors, officers, or employees which may have come to their knowledge during their employment hereunder or during their employment under any previous Contract of service with the Company and shall, both during and after their employment, undertake to keep such information confidential.

**Article 11:**

All Intellectual Property, as defined by Company Policies and Procedures that are contemplated, developed or accomplished by the Employee whether independently or jointly with others during the term of their employment, shall be deemed Company's Intellectual Property and ownership of such Intellectual Property rights shall belong solely to the Company.

**Article 12:**

The Employee shall be committed to respect the laws, regulations, social and religious traditions of the State of Qatar and the norms prevailing therein, and to carry out their duties and responsibilities in line with the Ministry of Education & Higher Education's directives and regulations, the Company's Code of Business Ethics and the AKIS Policies and Procedures.

**Article 13:**

During the term of this Contract and any extensions thereof, the Employee undertakes, in accordance with the applicable laws of the State of Qatar, not to engage in any work for a third party at any time or any activity which constitutes or creates a conflict of interest with the Company.

**Article 14:**

AKIS policies and procedures form an integral part of this Contract and shall govern the provisions of this Contract. Any item not covered by the provisions of this contract shall be subject to the rules, regulations, decisions, directives of AKIS Policies and Procedures as may be applicable at the time and any subsequent changes thereto.

Any item not covered by AKIS policies and procedures, shall be subject to the company's policies and procedures as may be applicable at the time and any subsequent changes thereto.

Furthermore, any item not covered by the provisions of this Contract or AKIS policies and procedures, Company's policies and procedures shall be governed by the provisions of the Qatar Labor Law No. (14) for 2004 as may be currently in force and any subsequent changes thereto.

This Contract shall be governed by and construed in accordance with the laws of the State of Qatar and the Qatari Courts shall have an exclusive jurisdiction to determine any dispute arising out of or in relation to this Contract.

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**Article 15:**

If any conflict arises between the provisions of this Contract and the AKIS Policies and Procedures, the provisions of the AKIS Policies and Procedures shall prevail.

**Article 16:**

This Contract is produced in duplicate and each Party shall receive a copy.

**IN WITNESS** whereof the parties have signed this Contract in two originals on the date(s) mentioned below.

**QATARGAS OPERATING COMPANY LIMITED**

**EMPLOYEE**

By: \_\_\_\_\_

Name: Munira Al Rahbi

Title: Education Manager

Date: \_\_\_\_\_

*Saima Kausar*

By: \_\_\_\_\_

Name: Saima Kausar

Title: Primary Teacher

Date: 19 January 2023

*“The Parties shall be entitled to execute this Contract using Adobe Sign cloud digital signature. Such digital signature shall be binding and have the same legal force and effects as a handwritten signature. A digitally signed copy of this Contract transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effects as the delivery of an original executed copy of this Contract.”*



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