



Appointment Letter

Ref: WL/DXB/202/2020

Date: 27th October 2020

To
Mr. Anandu V.S
Passport No: U 4849049

Dear Mr. Anandu V.S

We are pleased to offer you the position of "Chemist" with Wimpey Laboratories, Dubai with following terms and conditions:

1. Position: Chemist

2. Reporting: You will work under the direct guidance and supervision of Laboratory Operations Manager in association with Senior Chemist

3. Effective Date: Your start date will be 27th October 2020 or from the date of joining whichever comes first.

4. Probation: You will be under probation for a period of Six (6) months. If your performance is found unsatisfactory, duration of probationary period can be further extended on the sole discretion of the Management.

5. Remuneration & Benefits: You will be paid a gross monthly salary of AED. 2,500. Your salary shall be revised to AED 3,000 upon the successful completion of the probation period. The year-end performance will be evaluated based on the achievements shown in the job responsibilities

6. Job Responsibilities:

- Receive samples, perform tests and release reports on time
- Undertake laboratory work assigned by senior chemist
- To carry out other duties as is within the scope, spirit and purpose of the job as requested by your Line Manager
- Utilize a wide variety of laboratory equipment to test various samples and ensure its proper maintenance.
- Monitor and review the results of the quality assurance/control program; analyse laboratory data
- Maintain accurate and thorough records of laboratory procedures and results; ensure compliance with government regulations; prepare analytical work sheets and reports.
- Oversee and participate in the preparation of chemical reagents.

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- Assist the Senior Chemist in coordinating the activities and operations of the laboratory and overseeing lower level staff
- Assess laboratory equipment needs and train laboratory personnel in new equipment operation if authorized
- Troubleshoot, clean and maintain laboratory equipment and supplies.
- Monitor laboratory supply levels.
- Identify and evaluate alternative materials (contingency planning).
- Continually maintain an up-to-date knowledge of tests and technologies that are of interest to the Wimpey Laboratories
- Maintain all test files including documents proving compliance to external standards.
- Execute sample collection for technical department upon requirement arises
- Maintain and achieve quality management system as per ISO 17025, ISO 9001, ISO 14001, OHSAS 18001 and other local regulatory requirements.
- Provide adequate support to achieve agreed business plan.

7. Employment site: Anywhere in U. A. E. or in the Middle East as decided by the Management. The company may transfer you to any other department / function of its group of companies in any location at its sole discretion.

8. Work Timings: Office timings are 8.00 am to 5.00 pm (Saturdays to Thursdays) / as per the recommended shift schedule of the division. Support and provide adequate services to all clients even out of office hours.

9. Medical: During your service period you will be provided with Free Medical Insurance care in accordance with the company policy.

10. Life Insurance: You will be covered by Company's group life insurance policy during the period of employment.

11. Leave: You will be entitled 60 (Sixty) days paid leave with up and down Economy class air ticket for you only to your home country upon completion of every 2-year service.

12. Contract Duration: Two years (renewable thereafter every two years). At the end of your services, you will be entitled End of Service Benefits as per the U.A.E. Labor Law.

13. End of Service benefits: You shall be paid Gratuity in accordance with U.A.E. Labor Law.

14. Terminations: Your employment will be subject to termination / resignation by either party, by giving 60 days' notice in writing/notice pay consisting of one month's salary in lieu of notice. In the event of your quitting employment during the contract period, you shall pay to the company a sum equivalent to 45 days' salary, in lieu of notice period.

Notwithstanding anything herein contained, any indulgence on your part in any of the following cases given below in clause 15 may entail instant dismissal and you shall not be entitled to any sum as compensation or notice period pay against termination/resignation of your service.

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15. Dismissal

During the continuance of your employment:

- As per clause 120 of UAE Labor law
- Misconduct.
- Absence without information/prior permission from the Management.
- Any breach of the company's rules and regulations or obligations herein contained.
- On becoming physically incapacitated as certified by a Registered Medical Practitioner.
- On striking work and inciting others to strike work or involved in making any union or protesting demonstration against the company.
- You are not allowed to work directly or indirectly, paid or unpaid for any other company in the U.A.E. or anywhere else.
- You will not misuse the time or involve yourself in illegal activities. You should work with complete loyalty and sincerity and ensure that company does not suffer any losses due to your actions.
- You will not accept any commission, money, gift or consideration of any kind as an inducement or reward from any supplier, customer or third parties for doing or having done any act in relation to the obtaining or execution of your duties. Any breach of this condition by you, or by anyone acting on your behalf (whether with or without knowledge of the Employer) shall be considered as a Breach of Trust and all necessary legal actions would be taken against you as may be deemed appropriate.
- All information of the Company available with you should be treated as confidential and should not be revealed to any outsider without previous consent in writing from the Management. You shall not use/attempt to use any information which may injure or cause loss to the company.
- Any correspondence done by you through the company's official channel including but not limited to e-mails, faxes, phone calls, meetings with outsiders, correspondence on company letterheads is being monitored for security purposes.

During the period of your work under this employment, you agree to accept the rules and regulations of the company and amendments thereto, that may be brought into force from time to time.

Upon completion of your employment for any reason whatsoever, you will return all papers, documents, materials or equipment, which may be in your possession to the company.

Your appointment is subject to UAE Immigration and Labor Laws granting the release/employment visa.

Upon acceptance of this Appointment Letter, all previous Undertaking and Agreement in writing stands VOID. Please sign duplicate copy of this letter as your acceptance to the above terms and conditions of this employment.

We wish you all success for your future in our organization.

For Wimpey Laboratories

Accepted by: Mr. Anandu V.S

HR Manager

Signature

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