

Individual Contract of Employment



Contract No _____

Clearance No _____

This contract of employment is made the _____

Day of _____ by and between:

1. Company Name _____

Nationality _____ C.R. no _____

Address _____

P.O.Box _____ P. C. _____ Tel. _____

2. Name of employee: _____

Date of birth _____ Sex _____

Qualifications _____

Position/ profession _____ /

Place of domicile _____

Nationality _____ Passport No _____

Place of Issue _____ Date of Issue _____

Civil Number _____

Manpower Registration Number _____

Company Activity _____

Work place / Region _____ Wilayat _____ /

Start Work Date _____

The two parties agreed that the second party shall work with the first party in the following position/ profession according to the terms and conditions hereto:

1. The second party has agreed to work with the first party in the position/ profession of _____ /

Code no. _____ which includes the performance of the following assignments: _____

2. Contract type _____

a. Limited From : _____ To : _____

b. Unlimited: Any of the two parties may terminate this contract by serving the other party with a written notice before the expiry date of the contract in accordance with article (37) of the Labor Law.

c. Restricted to the execution of a fixed assignment.

3- The agreed upon basic salary is _____ R.O

(in letters), house rent allowance of _____ R.O

Transportation allowances _____ R.O

Gratuities and other allowances _____ R.O

The salary shall be paid on End of Month

The gratuities shall be paid on End of Services

- 4- The second party shall be employed under a probation period _____ Month _____
- from the commencement date. In case that any of the two parties wants to terminate the contract, he shall serve the other party with a minimum 7-day notice (provided that the probation period should not exceed 3 months).) .(
- 5- The second party shall be entitled for a 15-day annual leave with basic salary after completing one full year of continuous service with the first party, and shall later be increase to 30 days per year. The second party shall be entitled for leave for the fractions of the year proportionate to the period he spent in service (the two parties may agree to extend the leave to a period more than that stipulated by the law).) .(
- The second party is entitled for a full paid emergency leave of 4 days during the year, provided that it shall not exceed 2 days in each occasion.
- 6- The second party shall observe the following: :
- a- To be present at the work place at the fixed time and should carry out his duties faithfully, honestly and with due diligence according to the terms and conditions specified hereto and in compliance with the provisions of the Labor Law and the Internal Regulations. -
 - b- To take care of the production equipment and tools, which are put under his disposal. -
 - c- To maintain the confidentiality of work. -
 - d- To work assiduously and continuously to improve his cultural and professional skills and experiences according to the rules and regulations drawn up by the employer. -
 - e- To perform the occupational safety and health instructions applicable in the organization according to the law and its executable rules, and the company's rules and regulations. -
 - f- To observe the specified notice period stipulated in article (37) of the Labor Law or the agreed upon period in case that he wants to terminate the contract, if the contract is unlimited. () -
 - g- To respect the norms and rituals of Islam and the laws and social traditions of the country in which he is working, and should not take part in any activity that causes harm to the country's security. -
- 7- The first party or his representative shall inform the employee before commencement of work with the work hazards and the precautionary measures that he has to observe. He should also take all protective measures to save the other employees from any health hazards and occupational and machinery threats by: :
- a- Providing the necessary occupational safety and health measures at the places of work and the other means that enable the employees to perform their duties. -
 - b- Ensuring that the places of work are always clean and satisfying all the requirements of comfort, safety and occupational health. -
 - c- Ensuring that all the machineries, parts and equipment are fitted properly and kept up to the best safety requirements. The first party may not charge the second party or deduct from his salary any amount against providing the above facilities. -

- 8- The second party shall refrain from any action intended to block the execution of the instructions or cause losses or damage to the instruments that have been used for the protection, safety and health of the employees. He shall use the protective gear properly and take care of it. He shall also comply with the instructions issued for the protection of his own health and safety. -

- 9- The first party may not exceed the provisions of the contract or ask the second party to do any work other than that agreed upon in this contract of employment unless in cases of need, and this should be on temporary bases. However, the first party may ask the second party to do some work other than that agreed upon if this work is not essentially different in nature from the original work. -

- 10- The first party shall inform the second party with the establishment's internal regulations and disciplinary code and the terms of their application. -

- 11- The first party shall repatriate the non-Omani second party at the first party's expense after the expiry of the work relation between them, unless the second party's sponsorship has been transferred to another employer. In such case, the latter shall be obliged with the above. If the second party has absconded or left his job before the expiry of the contract, he shall be repatriated at his own expense. -

- 12- This contract is made in two Arabic copies, each of which is to be delivered to each party. If the contract is made in a language other than Arabic, it should be accompanied by a copy made in Arabic and approved by both parties, and shall have the same power of evidence. -

- 13- The provisions of Oman Labor Law and its Executive Regulations shall apply on all matters not specifically mentioned in this contract. -

- 14- Others Condition : -

Name of employee

Name of the employer or his representative

Signature

Signature

Note:

For authentication of this contract of employment at the Ministry of Manpower, the following documents shall be provided:

- 1. Three original copies of the contract of employment. -
- 2. Manpower registration card for Omani citizens. -
- 3. Photocopy of the passport or Identity Card of the non-Omani citizens. / -

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