

November 29, 2023

**Mr. Swarup Chatterjee**  
United Arab Emirates

Dear Mr. Swarup,

We are pleased to offer you employment with Docib Healthcare Management in the capacity of **Trainee Pharmacist**. The present agreement is effective from the date of joining and will replace all former employment agreements.

**Monthly Salary Package:** Your monthly gross package shall be **AED 2,000**, details of which are as follows:

Basic Salary:	AED 800 per month
Housing Allowance:	AED 400 per month
Other Allowances:	AED 800 per month

**Documents Submission:** The new staff should submit all the required documents within the initial 10 days of joining for visa process and license to ensure there are no delays in the onboarding process, failing which the employee will only be eligible for 50% of their salary from the date of joining until the complete submission of documents.

**Employment Contract:** The Labor Contract shall be for Limited term and all terms mentioned in this Employment Contract shall be in conjunction to all other contracts signed for other purposes and shall hold valid as primary document defining relation between Employer and Employee, and terms of employment and disengagement thereof. The terms and conditions mentioned in this Contract can be revised bilaterally during renewal of contract or career progression initiatives.

**Sponsorship of Residence:** While the Company acts as a sponsor for the Employee's employment and residence in the UAE, it will not sponsor the Employee's family or dependent relatives. The Company shall assist the employee with their family visa application where possible however, this remains the sole responsibility of the employee and any costs related to such family visas shall be borne by the employee.

**Probation Period:** The first six (6) months of service shall be considered as a probationary period in accordance with the UAE Labor Law during which time the Employee shall not be eligible to avail of any Company benefits.

**Working Hours:** The hours of work will be a minimum of 54 hours in a week. At times, work demands may necessitate additional working hours.

*Swarup*

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Kindly note that the organization would require flexibility from all team members in terms of locations and shift timings based purely on business requirements, which we trust you shall understand and adhere to.

**Annual Leave:** The Employee is entitled to 30 calendar days paid leave per annum. Annual leave if not used in the respective calendar year, cannot be rolled over and will be forfeited. Any exceptions to this will require prior approval from the Company in line with established policies.

**Annual Leave Tickets:** The Employee will be entitled to receive an airfare allowance of AED 700 for self every year on the anniversary of your date of joining. This is applicable only upon travel confirmation to HR.

**Sick Leave:** The Employee will be eligible for sick leave in accordance with the UAE Labour Law. Medical certificate duly attested by Health authority Dubai, or any other emirate is required for availing every sick leave.

**Medical Insurance:** The Employee shall be covered under the Company appointed Medical Insurance Scheme and the Company will bear the costs towards premium payment for the employee only if under the sponsorship of Company.

**Notice Period:** During the probation period, employment may be terminated by the employer giving the other 14 days' notice. If the Employee resigns from employment during the probation period with the intention to leave the job and the UAE, a prior written notice of 14 days is to be given to the Company. Whereas if the Employee wishes to change the job while on probation to join another employer in the UAE, the Company should be given a written notice of a minimum of one month.

After probation, either party may terminate the employment contract by giving one month's notice in writing to the other. In case either of the parties fails to give one month's notice of disengagement, the defaulting party shall be liable to pay gross salary in lieu of notice defaulted voluntarily or involuntarily.

**Professional Indemnity Insurance & Other Expenses:** The expenses incurred in obtaining the license and indemnity insurance would be borne by the employee.

**Training and Orientation Cost:** In case of resignation (before completion of your minimum service period i.e. 2 years), you shall be entitled for end of service benefits (gratuity, pro rata leave encashment, bonus if any, incentive etc.) after recovery of training and induction cost. You agree that company shall invest in the training and induction to equip and upgrade you with necessary skillsets required for the position you hold and shall have the right to recover the training and induction cost if you decide to break the contract. The total cost of training and onboarding shall not exceed AED 5000 for first contract and AED 2500 for every subsequent contract thereon.

**End of Service Gratuity:** The Employee will be entitled to end-of-service benefits (EOSB) in accordance with the UAE Labour Law.

**Confidentiality of Information:** The Employee acknowledges that in the performance of his/her functions, he/she may have access to obtain and be provided with Confidential Information.

“Confidential Information” includes any commercial, scientific and technical information proprietary to the Company and/or relating to the Company, its business and activities, and any such information relating to the Company’s suppliers, clients, subcontractors and/or third parties, including, without limitation, trade secrets, know-how, show-how, technical information, Inventions, processes, methods, products, research data, software (including source and object codes), methodologies, charts, designs, drawings, marketing and pricing information, customer and supplier lists, and all data and records relating thereto, whether transmitted in writing, orally, or otherwise.

**The Employee agrees:**

- a. to keep secret any Confidential Information and not to disclose or to allow the disclosure of same to any person other than an officer or authorized employee or representative of the Company who has a need to know this information in the course of his/her duties related to the Company and who has assumed confidentiality obligations.
- b. to use any Confidential Information only as strictly required in the performance of his/her functions.
- c. to take all appropriate reasonable precautions to protect the Confidential Information, including all measures described in the Company’s Code of Business Conduct as well as any additional measures that the Company may direct from time to time; and
- d. to return to the Company any Confidential Information in his/her possession immediately upon request of the Company and/or upon termination or expiration of this Agreement.

The obligations set forth in this section shall continue to be binding on the Employee even after termination of this agreement.

**Conflict of Interest:** The Employee agrees, during management designated working hours, to devote the whole of his/her time, attention, skills and abilities to the Company and to the Company’s business. The Employee shall act with diligence, loyalty and honesty and shall make all necessary efforts to promote the Company’s interests during the term of his/her employment. The Employee’s functions and duties shall comprise those related to his/her functions (they may be modified in writing) that are inherent to his/her employment, and such other functions that the Company may, from time to time, assign to the Employee.

The Employee agrees that during the term of his/her employment, the Employee will not engage in any outside activity related to his job functions or to the Company’s business activities for payment or profit, nor shall the Employee engage in any such activity which detrimentally impacts the Employee’s primary duties with the Company. Should the Employee consider engaging in the above-mentioned activities the Employee will be required to obtain the prior written consent from both the Board of Directors and the Company’s designated Human Resources representative before engaging in such activity.

The Employee declares that he/she does not have any obligations arising from contract or otherwise in favor of a prior employer or third party, which would impose restrictions on his/her ability to carry out his/her Company related functions and duties, except for restrictions arising

from confidential obligations under Employee's previous employment, which obligations have been disclosed to the Company.

**Non-Solicitation:** The Employee acknowledges that they have a fiduciary obligation to the Company and the Employee agrees that they will not during their employment with the Company or within 12 months thereafter, directly, or indirectly:

1. Attempt to obtain the withdrawal from the Company any of their respective employees.
2. Hire any employee of the Company or its affiliates.
3. Approach, solicit, service or induce any customer/client/supplier or potential customer/client/ supplier in order to attempt to direct any such customer/client/supplier or potential customer/client / supplier away from the Company.
4. Otherwise interfere or attempt to interfere with any of the contractual, business, or economic relationships of the Company with other parties.

For the purpose of 'non-Solicitation' the definition of customer, client, supplier or potential customer, client, supplier shall include only those parties with whom the Employee has had dealings with by virtue of their employment relationship herein within the preceding 12 months.

**Restrictions Reasonable:** The Employee acknowledges that all restrictions in this Agreement are reasonable in the circumstances and hereby waives all defenses to the enforcement thereof by the Company.

The Employee acknowledges that a breach of any of the foregoing provisions will give rise to irreparable harm and injury non-compensable in damages. Accordingly, the Company or such other party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing provisions, in addition to any other legal remedies which may be available. The Employee further acknowledges and agrees that the enforcement of a remedy hereunder by way of injunction will not prevent you from earning a reasonable livelihood. The Employee further acknowledges and agrees that the covenants contained herein are necessary for the protection of the Company's legitimate business interests and are reasonable in scope and content.

**Pre-Conditions:** This offer of employment is subject to the following conditions having been met:-

1. Satisfactory completion of the necessary Medical Examinations.
2. The Company being able to obtain and retain the Visa necessary for the Employees employment in Dubai, as required by the Government of UAE.
3. The employee being able to comply with any migration procedures required by his/her country of origin. The Company shall not bear any associated costs or any responsibility for non-compliance.
4. Satisfactory completion of security checks, and police clearance where required.
5. Satisfactory references from the Employee's present/previous employers.



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6. Provision of attested copies of the Employee's educational certificates (originals) from the country of origin.
7. "Letter of Confirmation of Resignation" from the Employee's present employer.
8. Satisfactory proof being received by the Company, of the Employee's qualifications and experience, as given in the correspondence/CV produced prior to this offer.
9. The Employee joining the Company on the Joining Date specified, or such other date agreed by the Company.
10. Docib Healthcare Management being the Employee's sole employer.

**Other Conditions:** This Employment Agreement shall be construed in all aspects under the laws of Dubai, United Arab Emirates (U.A.E.) and the Courts of Dubai shall have jurisdiction in all matters relating thereto.

Upon Joining you will be provided with copies of our Employment and Operational policies and procedures. These policies and procedures are subject to change at any time, and it is your responsibility to ensure you acquaint and abide by these internal regulations as they will form part of your employment relationship with us.

This offer letter may be withdrawn if Docib Healthcare has not received your acceptance within 3 days from the date of receiving this Agreement.

We welcome you as a member of our team and wish you a successful career with the Company.

**For Docib Healthcare Management LLC**



**Bhargavi N**

**HR & Organizational Development Manager**



**Acceptance**

I hereby acknowledge my acceptance of the foregoing offer of employment dated November 29, 2023

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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