



# Levant Metal Alloys Trading L.L.C

## Employee Rights Awareness Document

### Introduction:

At Levant Metal Alloys Trading LLC, we are committed to upholding international human rights, preventing any form of forced labor or modern slavery, and ensuring that our employees enjoy their rights under UAE law. This document outlines the fundamental rights you have as an employee, in accordance with international human rights principles, anti-slavery regulations, and UAE labor laws.

### 1. International Human Rights and Labor Rights

The Universal Declaration of Human Rights (UDHR) and the International Labour Organization (ILO) standards ensure fundamental rights for workers worldwide. These include:

- **Right to Fair and Equal Treatment:** No employee should be discriminated against based on nationality, gender, religion, or any other personal status.
- **Right to Work Freely:** Employment must be voluntary, and no one should be forced to work against their will.
- **Right to a Safe and Healthy Work Environment:** Employees should work in an environment free from hazards that could endanger their health or safety.
- **Right to Receive Wages on Time:** Employees must be paid fairly and on time for their work.
- **Freedom of Association:** Employees have the right to communicate and raise concerns regarding their employment conditions.
- **Right to Reasonable Working Hours:** Employees should not be forced to work excessive hours beyond the agreed-upon contract terms.

### 2. Anti-Slavery and Forced Labor Regulations

The United Nations and ILO conventions prohibit all forms of slavery, forced labor, and human trafficking. Key protections include:

- **No Confiscation of Passports:** Employers cannot withhold employees' passports or personal documents. Employees must have full control over their identification papers.
- **No Debt Bondage:** Employees should not be forced to work to repay debts unfairly imposed on them.
- **Freedom to Leave the Job:** Employees must be allowed to resign according to UAE labor laws and contract terms.
- **No Child Labor:** The employment of children below the legal working age is strictly prohibited.



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## 3. Employee Rights Under UAE Labor Law (Federal Decree-Law No. 33 of 2021)

The UAE has strong labor protections ensuring fairness and dignity at work. Key rights include:

### A. Employment Contracts and Work Conditions

- All employees must have a written employment contract outlining job roles, wages, benefits, and termination conditions.
- The maximum working hours are 8 hours per day or 48 hours per week, with overtime compensation if exceeded.
- Employees are entitled to one rest day per week (usually Friday).

### B. Wages and Payment

- Employees must be paid on time via the Wages Protection System (WPS).
- Overtime is compensated at 125% of the basic salary (or 150% for late-night work).
- Minimum wage standards apply as per UAE labor laws.

### C. Leaves and Holidays

- Annual Leave: Employees are entitled to 30 days of paid annual leave after completing one year of service.
- Sick Leave: Employees can avail up to 90 days of sick leave (15 days fully paid, 30 days half-paid, 45 days unpaid).
- Maternity Leave: Female employees receive 60 days of maternity leave (45 days full pay, 15 days half pay).
- Public Holidays: Employees are entitled to all UAE-declared public holidays.

### D. Workplace Safety and Health

- Employers must provide a safe and hygienic work environment to prevent injuries and hazards.
- Workplace harassment, abuse, and discrimination are strictly prohibited.
- Employees can report safety concerns without fear of retaliation.

### E. Termination and End-of-Service Benefits

- Employees can resign with due notice as per their contract (typically 30 days).
- Employers cannot terminate employees unfairly without valid reasons.
- End-of-service gratuity is calculated as follows:
- 21 days' salary per year for the first five years of service.
- 30 days' salary per year after five years of service.



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## 4. Reporting Violations and Seeking Help

If any employee experiences mistreatment, unpaid wages, forced labor, or unsafe conditions, they can:

- Report to HR or Management at Levant Metal Alloys Trading LLC.
- Contact UAE Ministry of Human Resources and Emiratization (MOHRE) via:
- Phone: 80060
- Website: [www.mohre.gov.ae](http://www.mohre.gov.ae)
- Reach Out to the UAE Labor Court if disputes are not resolved.

### Conclusion:

At Levant Metal Alloys Trading LLC, we are committed to ensuring dignity, fairness, and compliance with all labor laws. Employees are encouraged to be aware of their rights and report any violations without fear of retaliation.

For any concerns, please contact our HR Department directly.

Issued by: Levant Metal Alloys Trading LLC

Date: 1/10/2018



This document serves as an official employee awareness notice and must be read and understood by all employees.