

Contract of Employment

We take pleasure in offering you employment with Discovery Circle Tours, in accordance with the following terms and conditions:

1) **Position:**

2) **Starting Date:**

3) **Location:** 22 Al Ba'ouniyyeh Street, Jamal Al - Weibdeh, Amman Jordan

4) **Working Hours:**

- The normal working hours in accordance with Jordan's Labor Law (48 hours per week). The daily office hours: 09:00-1:00 / 2:00-6:00.
- The management has the discretion to periodically increase or decrease the official declared working hours to accommodate the seasonality and needs of the business.

5) **Monthly Pay:**

Basic Salary

JD 0.000

Total

JOD 0.000

- The Basic Salary is paid in arrears and subject to all deductions as per the Jordanian laws and company policy.

6) **Probation:**

- Your position is to be reviewed after your compilation of a 90-day probation period in accordance with Jordanian law.

7) **Income Tax:**

- Monthly salary is subject to deduction as per the Jordanian Income Tax law in effect.

8) **Social security:**

- Your pay is subject to Social Security deductions, as per the applied Jordanian law. 7.5% of your total salary will be deducted from your pay, while the company shall bear the remaining 14.25%.

9) **Medical Insurance:**

- You will be covered under the company's Medical insurance policy, once completing the 90-day probation period. You will bear 50% of the premiums, while the company carries the balance.

10) **Overtime:**

- Extra working overtime will not be compensated in cash; instead the company works on a time for time policy, i.e. taking time off in lieu for time worked.

11) **Holidays and annual leaves:**

- Employees are entitled to 14 days of paid annual leave for each year of employment. After five consecutive years of service with the same employer, this extends to 21 days of paid annual leave. Leave accrues throughout the year and unused leave can be carried over to the next year, with a maximum accumulation of two years.

12) **Sick leaves:**

- Employees are entitled to 14 days of paid sick leave per year upon providing a medical report from an approved doctor. Additional paid sick leave may be granted if hospitalization is required.

13) **Internal Policy:**

- You are expected to thoroughly understand and completely abide by Discovery Circle's internal policy by signing and submitting an "Agree to Comply" form.

14) **Resignation Policy:**

- Employment can be ended by the employee with a "one month notice" in accordance with national labour law.

Please confirm acceptance of this offer by signing and dating all pages and returning one copy.

Discovery Circle Tours

Employee

