

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ
މާލެ
ދިވެހިސަރުކާރުގެ ގެޒެޓް

މަސައްކަތުގެ ސަރުކާރުގެ ޖުމްހޫރިއްޔާ

02/VTR/2012

މަސައްކަތުގެ ސަރުކާރުގެ ޖުމްހޫރިއްޔާ

މަސައްކަތުގެ ސަރުކާރުގެ ޖުމްހޫރިއްޔާ (ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ސަރުކާރުގެ ޖުމްހޫރިއްޔާ)
(A138480) ސަރުކާރުގެ ސަރުކާރުގެ ޖުމްހޫރިއްޔާ ގައި

މަސައްކަތުގެ ސަރުކާރުގެ ޖުމްހޫރިއްޔާ

މަސައްކަތުގެ ސަރުކާރުގެ ޖުމްހޫރިއްޔާ (ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ސަރުކާރުގެ ޖުމްހޫރިއްޔާ)
(630/2007)

މަސައްކަތުގެ ސަރުކާރުގެ ޖުމްހޫރިއްޔާ



01 ވަނަ ބައި 1433

22 ވަނަ ބައި 2012



پیشرفت

[illegible]



ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ ގެ ސަރުކާރުގެ ފަރާތުން

މިއަހަރުގެ ޖުމްހޫރިއްޔާ ގެ ސަރުކާރުގެ ފަރާތުން
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މިއަހަރުގެ ޖުމްހޫރިއްޔާ ގެ ސަރުކާރުގެ ފަރާތުން

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16 ސަފްހާ 1433

10 ޖުމްހޫރިއްޔާ 2012

މިއަހަރުގެ ޖުމްހޫރިއްޔާ ގެ ސަރުކާރުގެ ފަރާތުން

09 ޖުމްހޫރިއްޔާ 1433

30 ޖުމްހޫރިއްޔާ 2012

މިއަހަރުގެ ޖުމްހޫރިއްޔާ ގެ ސަރުކާރުގެ ފަރާތުން

02 (މަދު)

މިއަހަރުގެ ޖުމްހޫރިއްޔާ ގެ ސަރުކާރުގެ ފަރާތުން

95 (މަދު)



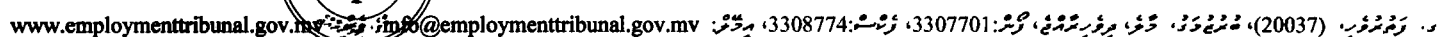
وَيُحْيِي الْمَيِّتَ وَيُنْزِلُ مِنَ السَّمَاءِ مَاءً فَتُخْرِجُ بِهِ الْحَبَّ وَالنَّخْلَ وَالزَّيْتُونَ.

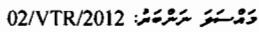
اَللّٰهُمَّ اِنِّىْ اَعُوْذُ بِكَ مِنْ غُرْبٍ لَّا يَنْفَعُ، وَبِغَدَبٍ لَّا يُغْنِيْ، وَبِفَقْرٍ لَّا يَكْفِيْ.

اَللّٰهُمَّ صَلِّ وَسَلِّمْ عَلٰى سَيِّدِنَا مُحَمَّدٍ وَعَلٰى اٰلِهِٖ وَسَلِّمْ

سِرْ سَرْدَ رِ عِرْ سَرْدَ نَرْو.

قُرْآنِ مَکَرُوفِ اَکْثَرِ دُشْمَنِ مَرُوفِ دُشْمَنِ مَرُوفِ دُشْمَنِ مَرُوفِ دُشْمَنِ مَرُوفِ دُشْمَنِ مَرُوفِ دُشْمَنِ مَرُوفِ



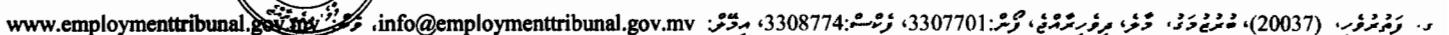


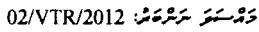
قرری شد و در وقت ظهر.

زری نگر

وَجِبْ رَبِّكَ وَمَا تَشَاءُ وَيَسِّرْ لَكَ ذِكْرَكَ وَرَبُّكَ الْغَفُورُ

اَللّٰهُمَّ صَلِّ وَسَلِّمْ عَلٰى سَيِّدِنَا مُحَمَّدٍ، " دُرُودُ سَلَامُ.





5 8 9

دینار و ستم

[illegible]

وَدَاۤءُ سَوَآءٍ مِّمَّا يَخَالُفُ

دینار
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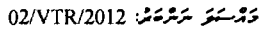
دوسرے پہچانے والے کو
(دوسرے کو پہچاننے والے کو)

[illegible]

09 نئے و قزقرغہ 1433

2012 30





۱-۱-۱

وَمِنْهُمْ مَّنْ يُّتْلِي حِكْمَةَ رَبِّهِ فِي الْحَدِيثِ ۖ تَتْلَوْنَهَا وَتُذَكِّرُنَا خِلَافَهُمْ ۚ

[illegible]

30 مئی 2012 کو قزوین میں منعقد

[illegible]

04 ۱۴۳۲ھ ۲۰۱۲ قمری قمری قمری؛



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

وَجِيءَ رَأْسُهُ بِمِثْقَالِ ذَرَّةٍ

02/VTR/2012

وَيَذَرُكَ أَهْلَكَ وَوَلَدَكَ

A138480

مَرْسُومُ سِرِّ خَزَائِنِ، وَ قَر. وَ اِزْ قَر.

۱. قهرمانی، دُر

01

30 مئی 2012

15:00

دَہِ سَوَ مَرَمَرُ:

دَہِ سَوَ شَمَ شَوِ شَمَ شَوِ

[illegible]

قرارداد ۱۳۵۴ شمسی:

در هر روز یک بار بخورید

[illegible]

گروہ بندی:

25

وَأَمَّا نَسْوَا فَمِنْ تَحْتِهَا نَاقُوسَاتٌ طَوَّادَاتٌ

[illegible]

۱۳۳۰

د. مسعود عزمی: 02/VTR/2012

[زمر زمر زمر زمر]

[illegible]

[مَوْتُهُمْ نَارُ الرَّحْمَةِ وَالْزُّلْمَةُ]

رَدِّعُ رَسْرَ، قَرَوْرِ مَرْجِ مَرْجِ مَرْجِ مَرْجِ.

[2011 وسر دز نړۍ ستونځ وده د د ز غږ؟]

وَجِزْزَاتٍ لِّلَّذِينَ هُمْ يُقَاتِلُونَ فِي سَبِيلِ اللَّهِ لِيُحْشَرُوا فِي رِجَالٍ يَتَوَقَّعُ فِيهِمْ اللَّهُ حَقُّهُ يَوْمَ يُقَامُ الصُّرُورُ

۲۵۳

فَوَيْلٌ لِلَّذِينَ هُمْ عَنْ آلِهَتِهِمْ
كَافُونَ

5

دَہِشَوُو سَرْمُکھَمُر: 02/VTR/2012

مستزاد-2

وَأَمَّا الْفُلُ فَأَنزَلْنَاهُ ذِي الْحِجَّةِ إِذْ أَنَا مِنَ الْمُنْزِلِينَ

- [illegible]



| | | |
|---------|----------|---------|
| 0067/11 | | 0067/11 |
| 11:38 | 10/11/12 | Nah |

[illegible][illegible]

| | |
|----------------------|---|
| پیش‌پرداخت شده است | |
| | |
| قرارداد شده است | |
| تاریخ: | بروزگار: |
| روز: | ماه: |
| در نظر گرفته شده است | |
| تاریخ: | مبلغ: چهارمصد و بیست و پنج هزار و ۵۰۰ ریال |
| روز: | ماه: - |

| | |
|------------------------|--|
| در حساب برداشت و بابت: | |
| تاریخ: | |
| روز: | |

| | |
|------------------------|--|
| در حساب برداشت و بابت: | |
| تاریخ: | |
| روز: | |

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|---------------|---------------|
| تاریخ و مبلغ: | |
| | |
| تاریخ و مبلغ: | |
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| تاریخ و مبلغ: | تاریخ و مبلغ: |
| USD 500 | ۵۰۰ دلار |
| تاریخ و مبلغ: | تاریخ و مبلغ: |
| 06-01-2012 | 20-12-2011 |

| | |
|-------------|---|
| 10/01/2012 | قۇرۇلۇش ۋە تەبىئەت سەۋەبىگە ئائىت زىيانلارنىڭ تەكشۈرۈلۈشى: |
| 02/UTR/2012 | دەسلەپكى تەكشۈرۈش: |
| 10/01/2012 | تەكشۈرۈش ۋە تەبىئەت سەۋەبىگە ئائىت زىيانلارنىڭ تەكشۈرۈلۈشى: |
| | سۈرۈش ۋە تەبىئەت سەۋەبىگە ئائىت زىيانلارنىڭ تەكشۈرۈلۈشى: |

(1) دېھقانچىلىق ۋە ئاھالىنىڭ ئىقتىسادىغا زىيان يەتكۈزۈش ۋە زىيانلارنىڭ تەكشۈرۈلۈشى ۋە زىيانلارنىڭ تەكشۈرۈلۈشى.

(2) دەسلەپكى تەكشۈرۈش ۋە تەبىئەت سەۋەبىگە ئائىت زىيانلارنىڭ تەكشۈرۈلۈشى ۋە زىيانلارنىڭ تەكشۈرۈلۈشى.

(3) دېھقانچىلىق ۋە ئاھالىنىڭ ئىقتىسادىغا زىيان يەتكۈزۈش ۋە زىيانلارنىڭ تەكشۈرۈلۈشى ۋە زىيانلارنىڭ تەكشۈرۈلۈشى.

(4) دېھقانچىلىق ۋە ئاھالىنىڭ ئىقتىسادىغا زىيان يەتكۈزۈش ۋە زىيانلارنىڭ تەكشۈرۈلۈشى ۋە زىيانلارنىڭ تەكشۈرۈلۈشى.

مەمۇرىيەت ۋە ئىقتىسادىغا زىيان يەتكۈزۈش ۋە زىيانلارنىڭ تەكشۈرۈلۈشى ۋە زىيانلارنىڭ تەكشۈرۈلۈشى.

22

PRIVATE & CONFIDENTIAL

Mohamed Aslam
aslam_elken@hotmail.com

9th November, 2010

Dear Mohamed Aslam,

I am delighted to confirm that it is our intention to offer you the position of **Boat Captain, Jumeirah Vittaveli** ("the Hotel") with effect from 1st February, 2011. This position will be offered with single status.

You will be employed directly by the Hotel Owning Company, and a formal employment agreement will be provided at a later date.

1. Conditions

This offer and your appointment are subject to the receipt of employment references that are satisfactory to the Jumeirah Group in its sole discretion, the receipt of proof of educational and professional qualifications, satisfactory security checks & subject to Jumeirah receiving work quota approvals for this position.

2. Location

You will be assigned to Jumeirah Vittaveli on Bolifushi Island, Maldives; you may be expected to work from other locations from time to time.

Your appointment is conditional on any work permit or residency visa regulations that may from time to time be in force. The Hotel will meet the cost of work permit and/or residency visa applications in Maldives.

3. Salary

You will be paid at the rate of US\$500 per month. You will be paid locally and monthly, via the Hotel payroll. You will also receive Service Charge.

4. Accommodation & Utilities

You will be provided with fully-furnished live-in accommodation on the Hotel's colleague housing complex. The Hotel will provide heating, lighting, power and other utilities (except personal telephone call charges, which will remain your personal responsibility). In addition, the Hotel will provide reasonable meal and laundry benefits.

5. Health Care

The Hotel will provide you with medical cover for the duration of your assignment.

6. Vacation Flights

The Hotel will provide one economy-class return flight per annum for you to your home destination.

7. Other Benefits

The full benefits structure for the Hotel is currently being finalised, and further details will be provided shortly. This will include leave entitlements and colleague facilities.

8. Relocation and Repatriation

The Hotel will provide you with an domestic air or boat transfer from Male to Bolifushi Island.

In the event that you resign after completing one year' continuous service or your employment is terminated by Jumeirah Group or the Hotel for a reason other than serious or gross misconduct, the Hotel will provide you with a one-way economy-class flight ticket from the Maldives to your Home Destination (or to another location at the same or lower cost).

9. Notice Period

Your employment may be terminated by you or by the Hotel by giving one months' notice in writing. However, your employment may be terminated without notice in case of serious or gross misconduct, as defined by Hotel policies.

10. Confidentiality & Conflicts of Interest

During the course of your employment, you must not undertake trade or work that is in conflict with the interests of the Company or the Hotel.

You may not (except in the proper course of your duties) disclose information of a confidential nature to unauthorized persons within or outside the Company, during or after your employment with the Company. This restriction does not apply to:

- Any use or disclosure that is authorised by the Board of Directors of the Company;
- Any disclosure required by law or by any order of a court of competent jurisdiction, or by a governmental or other regulatory authority which is lawfully entitled to require any such disclosure, provided that, save where giving notice to the Company is prohibited by law, you provide to the Company as much notice as possible that you are required to make such disclosure;
- Any information which is already in, or comes into, the public domain other than through your unauthorized disclosure.

Mohamed Aslam, we are very excited to have you join the Jumeirah family and believe you will be a great asset to the team! We look forward to working with you on the pre-opening of Jumeirah Maldives. If you could sign and return this letter to confirm your acceptance, the remaining paperwork will be sent in due course.

Yours sincerely,


Michelle Weinigott
Human Resources Manager, Pre-Openings

Accepted: _____
Mohamed Aslam

Date: 10-11-2010


2

ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ
REPUBLIC OF MALDIVES

ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ
NATIONAL IDENTITY CARD

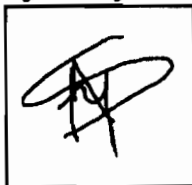
Number: **A138480**

| | | |
|----------------|-----------------------------|--|
| Name | މުހަންމަދު އަޝްމު | |
| Mohamed Aslam | | |
| Sex | Date of Birth | |
| M | 08/03/1984 | |
| Address | ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ | |
| National House | GDh. Gadhdhoo | |



SN0462780

ސަފްދާ / ވަސާދާ ޖަދުވަލު
Signature / Finger Print



Common Name

މުހަންމަދު އަޝްމު

Aslam

Blood Group ލޭގެ ގްރޫޕް

O+

Expires on ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ

16/04/2016

W


بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

۱۰. ویرجی

۵۵

وَجِزْزُهُمْ فِي مَخْرَجِ الْمَسْجِدِ وَمَنْ يَخْرِجُهُمْ مِنْهُ يُخْرِجُهُمْ فِي سَعَةٍ مَعَهُمْ يُخْرَجُونَ

وَمِنْهُمْ سَائِدٌ مُّذْمُومٌ

[illegible][illegible]2012  07

مَرْوُوفٌ

دُرُودُ مُرَدَّدٌ

7440206

وَجِيءَ قُرَيْشًا مِّنْ عَدُوِّهِمْ يَوْنُسَ

دعوت . مرقور مرقور

وَجَعَلَ رِجْلَيْهِ عَلَى حَبْلٍ مَرْمُومٍ
فَوَضَعَهُ عَلَى حَبْلٍ مَرْمُومٍ

23

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ہر سورت نامہ کوئی خاص روز ہر روز سے ہے جدا جدا کیسے پڑھیں؟

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دندې سره داسې اړیکه شته چې دوه دندې یو کورنۍ جوړوي. د دندې په نومونو کې د "دندې" او "کورنۍ" اصطلاحات کارول شوي دي.

زُرْع وَصَرْعِي ٤٤٥٠

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سبح اسمك رب العرش العظيم [

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جڏهن 30 جنوري 2012 جو رڪارڊ واپس آيو ته ان وقت جي چيف جسٽس، جسٽس ايڇ. بي. رحيماني، جي سرانجام ۾ (A051482) نمبر تي درخواست داخل ٿي.

وَجِيءَ قَوْمًا بِمِصْرٍ كَثِيرَةٍ
قَدْحًا، مِثْلَ قَوْمٍ مُّذَرٍّ

25

02/VTR/2012 د.م.س.ع. م.ر.ع.ن.

1. دۇنيادىكى ئاسسۇرىيەلىكلەرنىڭ سانى ۱۰ مىليوندىن ئاشىدۇ. ئاسسۇرىيەلىكلەرنىڭ سانى ۲۰۰۰ يىلدىن بۇيان ۵۰ پىرسەنت كەچىرىپ كەتتى. ئاسسۇرىيەلىكلەرنىڭ سانى ۲۰۰۰ يىلدىن بۇيان ۵۰ پىرسەنت كەچىرىپ كەتتى. ئاسسۇرىيەلىكلەرنىڭ سانى ۲۰۰۰ يىلدىن بۇيان ۵۰ پىرسەنت كەچىرىپ كەتتى. ئاسسۇرىيەلىكلەرنىڭ سانى ۲۰۰۰ يىلدىن بۇيان ۵۰ پىرسەنت كەچىرىپ كەتتى.

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Jumeirah
VITTAVELI

| މުޢާމިލާތުގެ ޖެނެރަލް ދައާރާތު | | | |
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| ދަތުރުގެ ތާރީޚް | ދަތުރުގެ ތާރީޚް | ދަތުރުގެ ތާރީޚް | ދަތުރުގެ ތާރީޚް |
| 03/06 | 20/01 | | |
| މުޢާމިލާތުގެ ޖެނެރަލް ދައާރާތު | | | |

SPH-ET/2012/26

މުޢާމިލާތުގެ ޖެނެރަލް ދައާރާތުގެ ނަންބަރު 280/2012

މުޢާމިލާތުގެ ޖެނެރަލް ދައާރާތުގެ ނަންބަރު 280/2012

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މުޢާމިލާތުގެ ޖެނެރަލް ދައާރާތުގެ ނަންބަރު 280/2012
މުޢާމިލާތުގެ ޖެނެރަލް ދައާރާތުގެ ނަންބަރު 280/2012

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26 ޖުލައި 2012

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މުޢާމިލާތުގެ ޖެނެރަލް ދައާރާތު

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މުޢާމިލާތުގެ ޖެނެރަލް ދައާރާތު

މުޢާމިލާތުގެ ޖެނެރަލް ދައާރާތު

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Jumeirah
VITTAVELI

SPH-ET/2012/213 مرقمہ نمبر:

719/2012

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فَوَيْلٌ لِلَّذِينَ هُمْ عَنْ صَلَاتِهِمْ سَاهُونَ
الَّذِينَ هُمْ عَنْ صَلَاتِهِمْ سَاهُونَ

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گھر گھر

سید محمد رفیع

وہابیہ کی طرف سے



وَيُؤْتِيهِمْ مِنْ فَضْلِهِ كَثِيرًا ۚ لَبِئْسَ الْكَافِرُ ۚ

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719/2012
4/4/12
۸۴۶

سید



وزارت بهداشت و درمان
وزارت آموزش عالی

دانشگاه تهران (دانشکده دندانپزشکی) (دانشکده دندانپزشکی) (دانشکده دندانپزشکی)

نام و نام خانوادگی

مدرک تحصیلی و رشته تحصیلی (مدرک تحصیلی و رشته تحصیلی) (مدرک تحصیلی و رشته تحصیلی)

C-630/2007

کد ملی

تاریخ تولد

شماره پروانه (پروانه)

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مجموعه نام خانوادگی

| | |
|------------|---|
| تاریخ تولد | مدرک تحصیلی و رشته تحصیلی (مدرک تحصیلی و رشته تحصیلی) |
| روز | ماه |
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مجموعه نام خانوادگی

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| تاریخ تولد | مدرک تحصیلی و رشته تحصیلی (مدرک تحصیلی و رشته تحصیلی) |
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دانشگاه تهران (دانشکده دندانپزشکی) (دانشکده دندانپزشکی) (دانشکده دندانپزشکی)

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تاریخ تولد

شماره پروانه (پروانه)

774 0206, 7829966

مجموعه نام خانوادگی

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|------------|---|
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(۱) *نہیں۔ اگرچہ یہ سب کچھ دیکھ کر وہ ہنس رہا تھا مگر اس نے اپنے دل میں سوچا کہ یہ سب کچھ اس کے لئے ہی ہے۔*

(۴) ۱. یمن، ۲. عراق، ۳. لبنان، ۴. سوریه، ۵. اردن، ۶. مصر، ۷. تونس، ۸. الجزایر، ۹. مراکش، ۱۰. آلبانی، ۱۱. یوگوسلاوی، ۱۲. رومانی، ۱۳. بلغاریه، ۱۴. صربیه، ۱۵. کرواسیه، ۱۶. اسلوونی، ۱۷. کوسوو، ۱۸. مقدونیه، ۱۹. بوسنیه و هرزیگووینا، ۲۰. صربیه و مونته‌نگرو، ۲۱. بوسنیه و هرزیگووینا، ۲۲. صربیه و مونته‌نگرو، ۲۳. بوسنیه و هرزیگووینا، ۲۴. صربیه و مونته‌نگرو، ۲۵. بوسنیه و هرزیگووینا، ۲۶. صربیه و مونته‌نگرو، ۲۷. بوسنیه و هرزیگووینا، ۲۸. صربیه و مونته‌نگرو، ۲۹. بوسنیه و هرزیگووینا، ۳۰. صربیه و مونته‌نگرو، ۳۱. بوسنیه و هرزیگووینا، ۳۲. صربیه و مونته‌نگرو، ۳۳. بوسنیه و هرزیگووینا، ۳۴. صربیه و مونته‌نگرو، ۳۵. بوسنیه و هرزیگووینا، ۳۶. صربیه و مونته‌نگرو، ۳۷. بوسنیه و هرزیگووینا، ۳۸. صربیه و مونته‌نگرو، ۳۹. بوسنیه و هرزیگووینا، ۴۰. صربیه و مونته‌نگرو، ۴۱. بوسنیه و هرزیگووینا، ۴۲. صربیه و مونته‌نگرو، ۴۳. بوسنیه و هرزیگووینا، ۴۴. صربیه و مونته‌نگرو، ۴۵. بوسنیه و هرزیگووینا، ۴۶. صربیه و مونته‌نگرو، ۴۷. بوسنیه و هرزیگووینا، ۴۸. صربیه و مونته‌نگرو، ۴۹. بوسنیه و هرزیگووینا، ۵۰. صربیه و مونته‌نگرو، ۵۱. بوسنیه و هرزیگووینا، ۵۲. صربیه و مونته‌نگرو، ۵۳. بوسنیه و هرزیگووینا، ۵۴. صربیه و مونته‌نگرو، ۵۵. بوسنیه و هرزیگووینا، ۵۶. صربیه و مونته‌نگرو، ۵۷. بوسنیه و هرزیگووینا، ۵۸. صربیه و مونته‌نگرو، ۵۹. بوسنیه و هرزیگووینا، ۶۰. صربیه و مونته‌نگرو، ۶۱. بوسنیه و هرزیگووینا، ۶۲. صربیه و مونته‌نگرو، ۶۳. بوسنیه و هرزیگووینا، ۶۴. صربیه و مونته‌نگرو، ۶۵. بوسنیه و هرزیگووینا، ۶۶. صربیه و مونته‌نگرو، ۶۷. بوسنیه و هرزیگووینا، ۶۸. صربیه و مونته‌نگرو، ۶۹. بوسنیه و هرزیگووینا، ۷۰. صربیه و مونته‌نگرو، ۷۱. بوسنیه و هرزیگووینا، ۷۲. صربیه و مونته‌نگرو، ۷۳. بوسنیه و هرزیگووینا، ۷۴. صربیه و مونته‌نگرو، ۷۵. بوسنیه و هرزیگووینا، ۷۶. صربیه و مونته‌نگرو، ۷۷. بوسنیه و هرزیگووینا، ۷۸. صربیه و مونته‌نگرو، ۷۹. بوسنیه و هرزیگووینا، ۸۰. صربیه و مونته‌نگرو، ۸۱. بوسنیه و هرزیگووینا، ۸۲. صربیه و مونته‌نگرو، ۸۳. بوسنیه و هرزیگووینا، ۸۴. صربیه و مونته‌نگرو، ۸۵. بوسنیه و هرزیگووینا، ۸۶. صربیه و مونته‌نگرو، ۸۷. بوسنیه و هرزیگووینا، ۸۸. صربیه و مونته‌نگرو، ۸۹. بوسنیه و هرزیگووینا، ۹۰. صربیه و مونته‌نگرو، ۹۱. بوسنیه و هرزیگووینا، ۹۲. صربیه و مونته‌نگرو، ۹۳. بوسنیه و هرزیگووینا، ۹۴. صربیه و مونته‌نگرو، ۹۵. بوسنیه و هرزیگووینا، ۹۶. صربیه و مونته‌نگرو، ۹۷. بوسنیه و هرزیگووینا، ۹۸. صربیه و مونته‌نگرو، ۹۹. بوسنیه و هرزیگووینا، ۱۰۰. صربیه و مونته‌نگرو.

މުބާރާތުގެ ނަންބަރު

މުބާރާތުގެ ނަންބަރު

މުބާރާތުގެ ނަންބަރު (މުބާރާތުގެ ނަންބަރު ނުވަތަ ނަންބަރުގެ ނަންބަރު)

މުބާރާތުގެ ނަންބަރު A051482

މުބާރާތުގެ ނަންބަރު 779 2255

މުބާރާތުގެ ނަންބަރު 333 3644

މުބާރާތުގެ ނަންބަރު

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މުބާރާތުގެ ނަންބަރު 3 2012

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SHAH, HUSSAIN & CO.

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ދިވެހިސަރުކާރުގެ ގެޒެޓް

މުވާދާ ސަރުކާރުގެ ފަރާތުން

02/VTR/2012 ގެ ސަރުކާރުގެ ބަންދު

މުވާދާ ސަރުކާރުގެ ފަރާތުން ހުށަހަޅާ ދަންނަވާލެއް ބަންދުކުރުމަށް ފަރާތުން ހުށަހަޅާ ދަންނަވާލެއް ބަންދުކުރުމަށް

ފަރާތުން ހުށަހަޅާ ދަންނަވާލެއް ބަންދުކުރުމަށް

1. ޖެޓް ޖެޓް (ޖެޓް ޖެޓް)

2. * ފަރާތުން ހުށަހަޅާ ދަންނަވާލެއް ބަންދުކުރުމަށް

ދިވެހިސަރުކާރުގެ ގެޒެޓް

26 ޖެޓް ޖެޓް ޖެޓް

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15/3/2012
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މުވާދާ ސަރުކާރުގެ ފަރާތުން

Mr. Shuaib M. Shah, B.A. (Hons) (London, UK), Barrister-at-Law (Inner Temple)
Mr. Dheena Hussain, LL.B. (Hons) (Birmingham, UK), LL.M (London, UK), Barrister-at-Law (Lincoln's Inn)
Mr. Aame Chan-Rahien, LL.B. (Hons) (London, UK), LL.M (London, UK), Solicitor (England & Wales)
Mr. Mohamed Fizan, LL.B. (Hons) (Bond University, Australia), Attorney-at-Law
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Mr. Mirza Shamsul, LL.B. (Hons) (London, UK), BBA, MMS (South Australia, Australia), Attorney-at-Law
Mr. Nasir Mirik, Paralegal
Mr. Shamsa Shamsul, Paralegal
Mr. Hakeem Ahmed, Paralegal
Mr. Rajna Piyangani, Chief Accountant, Mr. Nishitha Wijeratne, Accountant
Consultant: Abbas Ibrahim, Esq.

4-6

Jumeirah

VITTA VELI

FINAL PAY SETTLEMENT

Date : 07-Jan-12 08:00:58

Page 1 of 1

Doc. No : 12
Employee Name : MOHAMED ASLAM JVM127
Employee ID No : JVM127
Department : TRANSPORT
Position : BOAT CAPTAIN
Hire Date : 01-Nov-11
Basic Salary : 500 USD
Start Date : 01-Jan-12
Payroll For : January 2012
Remarks :

Doc. Date : 07/01/2012

Last Vacation Date :
Last Working Date : 06/01/2012
Reference No : VPS/2012/12

- ☒ Resignation/Termination Pay Settlement
☐ Vacation Pay Settlement

| Leave Type | Days | Amount |
|---------------------|------|---------------|
| Annual Leave Days | 5.00 | 80.65 |
| Sick Leave Days | 0 | .00 |
| Unpaid Leave Days | 0 | .00 |
| No Pay Leave Days | 0 | .00 |
| Day Off's Days | 4.00 | 64.52 |
| Public Holiday's | 0 | .00 |
| Other Leaves | | .00 |
| Total Amount | | 145.17 |

| | |
|---------------------------|---------------|
| Basic Salary for : 6 days | 96.78 |
| Service Charge Amount | |
| Total Amount | 241.95 |
| Total Allowances Amount | .00 |
| Total Deductions Amount | .00 |
| Payable Amount to Staff | 241.95 |
| Payroll Deduction | 241.95 |

Amount In Words : Two Hundred and Fourty One and Ninety Five Cents Only

Approved on 07-Jan-12 08:00:30

HR Manager

Approved on 07-Jan-12 08:00:30

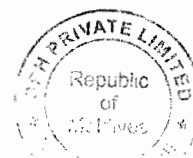
Financial Controller

General Manager

Received By

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6/1/12



Jumelrah Vittavelli
South Male Attol
Maldives

Date : ~~07/11/2011~~

7/1/12

CASH VOUCHER

| SRL NO | PARTICULAR | AMOUNT INUSD |
|--------|--------------------------|--------------|
| | Mr Mohamed Aslam JVM 127 | 241.95 |
| Total | | 241.95 |

7/1/12 # 57
298



Prepared By

Checked By

Approved By



Received By



FINAL PAY SETTLEMENT

Date : 07-Jan-12 08:00:58

Page 1 of 1

| | |
|--|--|
| Doc. No : 12 Employee Name : MOHAMED ASLAM JVM127 Employee ID No : JVM127 Department : TRANSPORT Position : BOAT CAPTAIN Hire Date : 01-Nov-11 Basic Salary : 500 USD Start Date : 01-Jan-12 Payroll For : January 2012 Remarks : | Doc. Date : 07/01/2012 Last Vacation Date : Last Working Date : 06/01/2012 Reference No : VPS/2012/12 <input checked="" type="radio"/> Resignation/Termination Pay Settlement <input type="radio"/> Vacation Pay Settlement |
|--|--|

| Leave Type | Days | Amount |
|---------------------|------|---------------|
| Annual Leave Days | 5.00 | 80.65 |
| Sick Leave Days | 0 | .00 |
| Unpaid Leave Days | 0 | .00 |
| No Pay Leave Days | 0 | .00 |
| Day Off's Days | 4.00 | 64.52 |
| Public Holiday's | 0 | .00 |
| Other Leaves | | .00 |
| Total Amount | | 145.17 |

| | |
|---|---|
| Basic Salary for : 6 days Service Charge Amount Total Amount Total Allowances Amount Total Deductions Amount Payable Amount to Staff | 96.78 241.95 .00 .00 241.95 |
| Payroll Deduction | 241.95 |

Amount In Words : Two Hundred and Fourty One and Ninety Five Cents Only

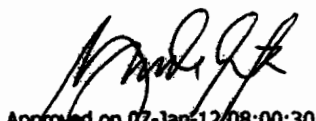
last month s-charge #102

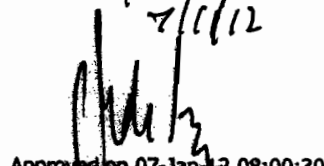
SERVICE CHARGE FROM 21/12 - 31/12 (10 days)

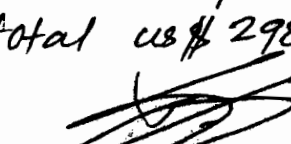
SERVICE CHARGE FROM 01/12 - 06/12 (6 days)

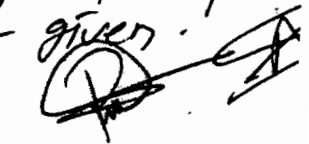
total s-charge 17 days = us\$ 57/-

total us\$ 298/- given

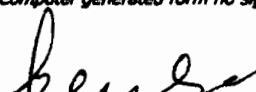

 Approved on 07-Jan-12 08:00:30
 HR Manager


 Approved on 07-Jan-12 08:00:30
 Financial Controller


 General Manager


 Received By

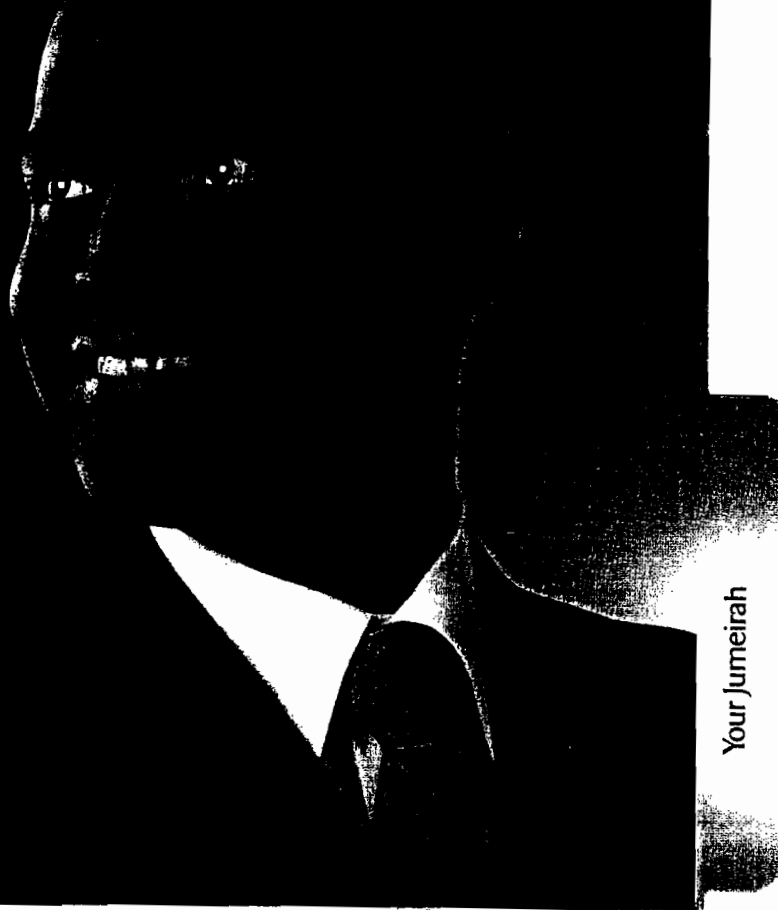
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Page 2

Your Jumeirah



Your Jumeirah

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|------|----------|-----|----------|------|



In this Navigator

- Ⓢ In the following pages you will find all the information you need to work as a Jumeirah colleague in this part of the world.

The first section explains what happens in your first few weeks with Jumeirah.

The second section explains what you can expect of Jumeirah as an employer. There is information on accommodation, transport, leave, salaries, training and development and performance management.

The third section explains what we expect of you as a colleague.

It includes information on behaviour, grooming, security and working hours.

The fourth section explains what you need to do if you decide to leave Jumeirah.

When you see this Ⓢ sign, it means there is a Jumeirah Group policy to regulate this issue. Check the Document Management System section on Mercury for the latest policy updates, or check with your Human Resources Department.



Recognising Success

At Jumeirah our colleagues' successes are supported and recognised. As well as the global 'Colleagues of Exceptional Value' programme and our long service awards, all our UAE business units have regular celebrations for 'Colleague of the Month' and 'Colleague of the Year'. Your business unit will also have special awards and recognition events.

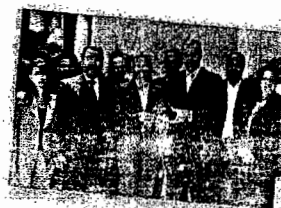
Jumeirah and Jumeirah colleagues have won many national and international awards. You, your unit or your department may be involved in some of these. There are awards for all parts of the industry, for example: Concierge of the Year, Business Traveller Awards, Conde Nast Traveller Awards, What's On Awards, Hotel Olympia, as well as awards for emiratization, business excellence, marketing, customer loyalty programmes, education, life-guarding, finance, supply-chain and housekeeping.



Dubai Holding Excellence Awards



Award winning chefs at Hotel Olympia in London

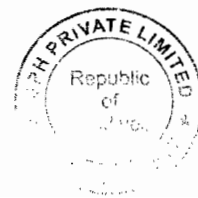


A Trip Advisor award for Dar Al
Masyaf, Madinat Jumeirah



Lifeguards celebrate a Jeff Ellis award

Navigator / Welcome Pack:



Your First Few Weeks

Your first few weeks in a new job and a new company are exciting - but are also hard work. We are here to help you every step of the way.

Here are some of the first things that will happen:

Jumeirah Orientation

Detailed information about the company with colleagues from different areas in the company.

An opportunity to meet the Executive Team



SBU/SSU Induction

All about your SBU/SSU and the guest and colleague facilities



Department Induction

Specific information about your department

Navigator / Welcome Pack



Your First Few Weeks

When you arrive in Maldives

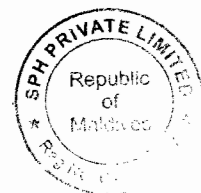
When you arrive in Maldives from overseas, you are met at the airport on the capital of the island of Malé. Jumeirah colleagues ask you for your passport (to process your visa) and take you by either plane or boat to your accommodation on your island resort. You will get plenty of help finding your way around and settling in before you start work.

Your first day at work

On your first day, you will go to Human Resources. They will:

- Ask for some personal information about you, (for example details of your next of kin, medical information)
- Take your photo for your Jumeirah ID card
- Give you an appointment time for your medical check up if it has not been facilitated on arrival in Malé before connecting to the resort
- Fill in a form so they can open a bank account for you

When Human Resources have finished their paperwork you will go to your place of work.



Your First Few Weeks

Who Does What?

How do you know who to contact with your questions?

Human Resources looks after passports, travel, visas and health checks for all Jumeirah colleagues in Maldives. If you have any questions you can talk to your Human Resources Department and they will make the necessary arrangements for you.

Your Human Resources Department looks after you in your business unit. They have all the information about your contract of employment. They will guide you through an induction process to help you settle in as quickly as possible. You can ask them about Jumeirah policies and they will help you find the information you need. They have copies of many of the forms you need. You can go to them if you have a problem and need help.

Your Manager looks after your day-to-day needs. Your manager understands your job description, your working hours and benefit entitlements, so it is a good idea to ask your manager first if you have a question. Your manager may have copies of forms and will have to sign them for you before they go to other departments.



There are a lot of people to help you settle into your new role

Navigator / Welcome Pack

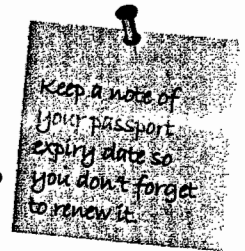


Your First Few Weeks

Passports and Visas

Passports

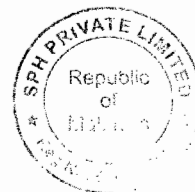
Keep a note of your passport expiry date, because it is your job to make sure your passport is valid. You will be sent a reminder to renew your passport, but make sure you leave plenty of time as some embassies take a few weeks to process applications.



Jumeirah keeps passports for some colleagues. They are kept in a safe place and this means we can renew visas easily. You can get your passport at any time, by completing a Passport Requisition Form (available on Mercury or from your Human Resources Department).

Your Work Permit

Non Maldivian Nationals must have a valid work permit and be under the sponsorship of an employer to live and work in the Maldives. Jumeirah pays the cost of getting a visa (except for the cost of attesting certificates). Before you get a work permit, or have it renewed, you must have a medical examination. If you fail the medical, you will not be allowed to live or work in the Maldives. Once you have obtained your work permit, your authorised dependants can get their visas too. When you stop working for Jumeirah, your work permit is cancelled or transferred to your new employer.



Your First Few Weeks

Medical Checks and Health Cards

You must have a medical examination so you can get your work permit. This will need to be renewed on a periodic basis. If you don't pass the medical you cannot live or work in the Maldives and you will be asked to leave the country.

In certain jobs (if you handle food or work in the spa or medical clinics, for example) you will also have to have regular OHC (Occupational Health Checks). You will have one of these specialist health checks every year. Your SBU/SSU Human Resources Department will tell you when your next appointment is due.



Your First Few Weeks

Your Bank Account Details

Your salary and any other payments are made into your bank account. If you are new to the Maldives, we will help you open a bank account. If you already have an account, you can give the Human Resources Administration Department your bank account details when you join Jumeirah.

You are paid at the beginning of the month for the hours you worked in the previous month. Your manager will give you a sealed payslip every month which explains the hours you worked and what has been added to or subtracted from your salary. (See 'what you can expect from us' for more details).

You may want to change your bank while you are working in the Maldives. To do this you will need to get a clearance letter from your existing bank saying that you do not owe them any money (see 'banking and salary certificates' for more details). Your Human Resources Department can provide you with a form that will help you give the bank all the information they need, but the banks may charge you for the clearance letter. You are responsible for any fees.

Branches of the State Bank of India, Bank of Maldives, Bank of Ceylon and HSBC are all available on Malé. All have ATMs and accept international cards.



There is a bank and ATMs at Oasis Village

Your First Few Weeks

Your Contract and Probation

Your contract of employment is a legal document, so make sure you keep it safe. It explains what you and Jumeirah have agreed to. You will also be given a Schedule of Entitlements that explains your benefits in detail.

*If you are not
sure about things in
your contract, ask
your manager.*

In your first three months with the company you are employed 'on probation'. These three months give you, and Jumeirah, the opportunity to find out if there is a good match between your expectations and ours. During this time you will have regular meetings with your manager and plenty of opportunities to discuss your role and get the training you need to do your job. You will have time to settle in, make friends and build the skills you need to be successful.

During your probation period you will not be entitled to discounted colleague accommodation in our hotels.

In most cases, at the end of your probation you will be successful and will receive a letter confirming your employment with the company. In a few cases, contracts are not extended beyond the probation period. This can happen for many reasons - including inadequate performance, not fitting into the team, poor attendance and punctuality. Please refer to your Employment Agreement for further details.



Take the opportunity to ask questions during meetings with your manager



Your First Few Weeks

Getting Involved

When you join Jumeirah, you become part of a community - especially in the Maldives where most colleagues have left family and friends behind in their home country and work and live closely with each other. There are lots of ways we communicate with each other inside the company.

Mercury - the intranet - is available from work computers or through kiosks in the Colleague Community Centre. It is the best place to find the latest company news, forms you may need or information about company policies. Most parts of the business also have team sites where they share the latest news, information and pictures. Training sessions to familiarise you with using Mercury are available from your Learning and Development team.

Your department will also have regular briefings and meetings so you know what is happening in your business unit and in the company.

A lot of important information appears on notice boards and screens, so make sure you check them regularly.



There are plenty of opportunities to play sport

We also have a regular newsletter - Chit Chat - which has news and events from our properties globally. It is written by a team of colleagues and anybody can join this team if there is a place. We try to have new colleagues joining every year from various properties.



We celebrate National Days



Your First Few Weeks

If you visit the Colleague Community Centre, you will find there is a lot going on there. The Mercury 'Colleagues Corner' is the best place to start. You will find there are sports events, charity opportunities, cooking classes and all kinds of activities and colleague activities to engage in.

SBU/SSUs hold birthday parties, award celebrations and each also has an annual colleague party.

It is important that you tell us how you feel about working and living at Jumeirah. You are in the best position to pass on ideas and we want you to get involved and make a difference.

Giving Your Views

Colleague Opinion Survey (COS)

This happens once a year and is a confidential survey of all Jumeirah colleagues worldwide. We invite you to tell us exactly how you feel. We share the results with you and use your opinions and feedback to improve working and living conditions. You are also involved in action planning to improve your department results.



Colleague Consultative committees (CCC)

Every SBU/SSU has regular consultative committee meetings.

The senior management team attend the meetings and colleagues appoint a representative from their department. The minutes of the meeting are put on notice boards.

Big Engagement Workshops

This is an opportunity for colleagues to hear directly from Jumeirah's Regional team. Senior Management visit all the SBUs and SSUs to meet colleagues face to face and answer questions.



What You Can Expect From Us

Your Accommodation

When you work for Jumeirah you are entitled to a company accommodation.

There are rules about colleague behaviour in accommodation in the 'What we expect of colleagues' section of this handbook.

Colleague Community Centre

Facilities

Colleague restaurant

Colleague Corner Store

Internet facilities

Library

Sports facilities including multi-purpose sports court, table tennis and pool table

Swimming pool

Fax and postal service

Free linen service (dirty linen is exchanged for clean linen once a week)

Mosque

Transport

If you are working at Vittaveli, there is a boat service that will take you to and from Malé. If you are working at Dhevanafushi, there is a boat that will take you to and from Thinadhoo. This is subject to availability and schedules will be communicated.

The Salary Structure at Jumeirah

Jumeirah has either a fixed rate or a salary range for all positions. Different jobs have different salaries. In Jumeirah we don't pay based on the length of service.

Some positions have a rate for the job. This means that the job is paid a fixed rate and everybody doing that job is paid the same amount. These pay rates are measured and checked against similar positions in other companies in the Maldives. Often a guest contact job will have a higher salary than a heart of house job.

Salaries can be paid directly to your bank account.

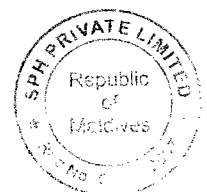
If you are not sure how your salary is calculated, contact Human Resources so they can talk about your salary privately.

Additional Payments

There are several different incentive schemes for colleagues. Most colleagues receive a monthly service charge. Senior Management is eligible for an annual bonus. Incentive schemes are usually connected to meeting set targets. Ask your Human Resources representative for further information.

What is Service Charge?

Service charge is added to guests' bills. The service charge amount is paid directly to eligible colleagues. This means, it pays to be a good sales person at work - if the business is busy, more money comes in, service charge is higher and there is more money in your pay packet.



What You Can Expect From Us

Banking and Salary Certificates

Talk to your Human Resources representative if you need a letter or a salary certificate.

Banking Facilities and ATMs

Banking facilities and ATMs are available in Malé. Check the maps for ATM locations.

Statement of Service

When you leave Jumeirah, you can ask for a statement of service. This will include your dates of employment, the positions you held and your final salary.

Taking Leave from Work

Annual Holiday Entitlement

The holiday year runs from 1st January to 31st December inclusive. Colleagues are entitled to thirty days paid annual holiday per full calendar year. You will be eligible for your annual holiday on a pro-rata basis upon successful completion of your probationary period. Annual holiday is calculated at 25 days per completed calendar month.

Your manager has to approve the dates of your holiday and will say yes or no, based on how busy your department is and what other holidays are already booked. To avoid disappointment, apply for leave at least one month before you want to go.

Please note that you are unable to carry any unused annual holiday entitlement forward to a subsequent holiday year unless you are given a written permission by your Manager.

Maternity & Paternity Leave

Female colleagues are entitled to a maximum of sixty calendar days maternity leave and male colleagues shall be granted a maximum of three days paternity leave in line with the Employment Act 2008 (as amended) of the Republic of Maldives.

Circumcision Leave

In the event of the circumcision of an employee's son, the employee will be granted a maximum of five days leave. This must be supported by a medical certificate from the licensed medical practitioner conducting the circumcision.

Sick Leave

The number of days you can take as sick leave are in line with the Employment Act 2008 (as amended) of the Republic of Maldives.

If you are going to be absent from work due to sickness or injury you must inform your manager at least 2 hours prior to your shift commencing.

If you are sick for two consecutive days or longer, you must provide your manager with a medical certificate of the sickness/injury issued by a licensed medical practitioner which clearly specifies the nature of the illness/injury and the recommended duration of sick leave.

Compassionate Leave

In the event of a bereavement of an immediate next-of-kin or any other significant emergency you will be entitled to a maximum of ten working



What You Can Expect From Us

days compassionate leave per calendar year, subject to approval of your Manager. An immediate next-of-kin is defined as your parents, spouse, brother, sister and children.

Unpaid Leave

If you need to take unpaid leave for any reason you will need special permission from your manager. The decision will depend on your personal circumstances and how busy your department is.

Taking Leave from Work

Before you take unpaid leave you must use all your outstanding lieu days and annual vacation.

If you take unpaid leave you will still receive your allowances for the first 30 days.

If, for any reason, your unpaid leave is more than 30 days, you will not accrue vacation nor will you be entitled to receive bonus or service charge for the period you are on leave over 30 days.

Home Leave Tickets

In your Contract of Employment it says you are given an air ticket home. Your flight will be booked for you through the HR Department. You will need to discuss with your manager first for approval. Complete a Leave Application form and a Flight Booking form and have them approved by your manager. Give both forms together to your SBU/SSU Human Resources Department and they will

make the necessary arrangements for you.

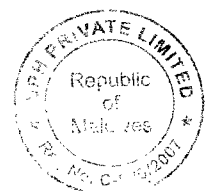
You can use this home leave allowance to go anywhere in the world, but if the ticket is more expensive than your home leave ticket, you will pay the difference. You have to use the allowance for yourself – you cannot take cash or give the ticket to another person. You cannot 'save' your ticket – you must use it in the year you are given the allowance.

Healthcare

Jumeirah provides you with healthcare cover in accordance with the prevailing Employer corporate policy. Your health is covered from the day you join until your last day of work.

When you join Jumeirah, we will ask about your medical history and keep this information on your file. Please make sure you give us accurate information, including any pre-existing and chronic health problems, so we can find out what level of medical care will be covered. It is also important to tell us your medical history so we do not put you at risk in your job (for example you may have an allergy we need to know about). This information is confidential unless it would affect your wellbeing.

There is a resort clinic located on the island. Each clinic has a qualified doctor and you also have access to a network of local hospitals and clinics. To find out more, please contact your Human Resources



What we expect from our colleagues

Dealing with Work Issues

In any company, problems and complaints can arise, and colleagues may feel that they have a genuine grievance they wish to be resolved. The Grievance Procedure is a shared responsibility.

We are committed to:

Making sure all complaints are fully heard and are investigated

Ensuring all the people involved are given an opportunity to be heard

Finding a fair resolution

Telling the colleague who raised the grievance what the results are

If you raise a grievance you must be committed to: Talking about the issue truthfully and fully. If anybody raises a grievance that is malicious or untrue they may be subject to disciplinary action.

There are two possible stages to the Grievance Procedure. The procedure can finish at the end of any of the two stages if both sides feel a fair resolution has been reached.

Step 1

Talk to your manager first and explain the issue from your point of view. Your manager will investigate and may need to talk to others involved. Where appropriate, your manager may take action to resolve the issue. You will have a response within 7 days.

Step 2

If you are not satisfied with the outcome, you can write and ask for your HR Manager or HR Director to review your grievance. You will have a written answer within 14 days of the hearing. Their decision is final and binding.

Careline

Jumeirah is built on integrity, trust and honesty. To protect these values we offer 'Careline' service to help you, your colleagues and the company.

Use Careline to report work problems if you have already tried all other ways (for example through the Grievance Procedure) of reporting a serious incident or problem without success. You can also use Careline if you feel uncomfortable reporting something to your Department Manager, HR Department or Security.

You can use Careline to convey confidential information about:

- A colleague who is acting unprofessionally
- To give details on wrong or illegal practices in the company e.g. fraud

Please note that Careline is not for HR welfare related issues such as accommodation, colleague catering or transport issues. Issues of this nature should be raised in other HR forums, including Colleague Consultative Committees (CCCs).



What we expect from our colleagues

Your Career

We are committed to managing your performance and giving you the opportunities and resources you need to grow in your job. Building your career is your responsibility, but your manager will guide and encourage you and give you feedback on your performance. If you put thought and work into feedback sessions and are honest in your discussions with your manager, you will benefit a lot.

When you join Jumeirah

(see 'Your first few weeks')

- You will have Jumeirah Orientation (P), SBU/SSU induction (P) and your Department Induction (P)
- You will have training and coaching in your job
- You will have a full job description

During your three months probation you will meet with your manager several times to talk about your progress, your strengths and anything you need extra help with.

Quarterly feedback sessions

Every six months your direct supervisor/manager will meet with you one-on-one to give you a performance review. You will talk about your progress and you can discuss any issues that concern you.

Annual performance appraisal

Once a year you will have an appraisal. First you will complete a self-appraisal (you will be asked to rate your own performance). Then you will meet with your supervisor/manager and discuss your performance, your long and short term goals and any training and development you need to do in the next year. Your manager will help you plan training or coaching and make any improvements to your performance.

How we measure performance

To be successful in Jumeirah, you need to know how we measure your performance. In all our appraisals we will look at your core competencies, your approach to work and your behaviour, your attitude to customer service, your appearance and presentation and your communication and team work skills. We will also look at your work practices, decision making and problem solving skills, teamwork and your integrity at work. Of course we also look at your job description and how well you do your job, and supervise others (if this is part of your job). Look at the Performance Appraisal Form or go to the Training and Development team site on Mercury for more information.



What we expect from our colleagues

Training and Development

We are committed to your ongoing growth and progress as a Jumeirah colleague and there are a lot of opportunities for training. Some of these are internal training courses, some are external. You can also cross train in another department. Some training for your role will be compulsory (for example, on operating equipment or for health and safety). Other training is voluntary and is an opportunity for you to learn more skills and grow your career.

External programmes

You may be able to join approved external development programmes. These may be fully or partially sponsored.

Cross Training

Cross training is an opportunity to try a different career in Jumeirah by going to work in another department or SBU. This can help you decide on what career suits you best. It also helps you learn new skills so that you have a better chance of being successful when a position is available it does not guarantee you will get the job!

All colleagues are expected to go for training every month. Take your Monthly Training Record with you to sessions and ask the trainer to sign it at the end of the class – it is your responsibility to keep your record updated.

Career Opportunities

Our internal vacancies are posted on Mercury. We are always looking for the best candidate for a job, and if an internal candidate is the best applicant, then they will be selected for the job.

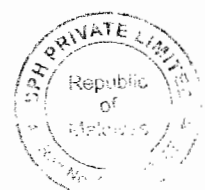
If you are interested in a vacancy, please contact your HR Department who will give you more details on how to apply. Your Human Resources Representative will contact you about your application. You may be asked for an interview with a manager and a Human Resources Representative.

If you are successful in your application, your manager will make arrangements for your transfer. If you are not successful, your manager will tell you why you were not chosen and will help you think of ways to improve your chances next time.

Employment of relatives and friends

We are happy to accept job applications from your family and friends. Your relatives will not get special treatment when they apply for a job – they will be considered equally with other applicants.

If you have any family relationships in Jumeirah, make sure you explain to them when you start work with us, and keep us updated if the situation changes.

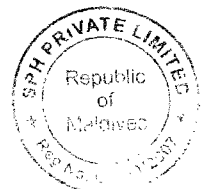


What we expect from our colleagues

Diversity and Equal Opportunity

The 102 nationalities that make up Jumeirah give us a unique opportunity to learn, to understand and to value our differences. We benefit from the different perspectives our diverse community has to offer. We must all make sure that everyone - guests, colleagues, suppliers, contractors and their employees - are treated with respect and courtesy.

Jumeirah will not tolerate discrimination on any basis, including discrimination based on race, colour, gender, nationality, age, disability or religion. All colleagues must be treated fairly. This includes equal treatment with regards to compensation, working conditions, discipline, benefits, and equal access to opportunities for advancement, training, transfers and promotions.



What we expect from our colleagues

Business Conduct and Ethics

Integrity is one of Jumeirah Groups Guiding Principles and we are committed to upholding the highest level of ethical conduct. This ensures we effectively manage the business and keep the confidence and support of our colleagues, customers, suppliers and community.

You will be asked to read and sign our Jumeirah Business Conduct & Ethics Policy. If there is something you do not understand after reading it, please ask your Human Resources Department before you sign.



What we expect from our colleagues

Protecting Data

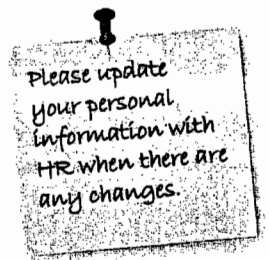
Information has a value and so we always protect data about colleagues, customers and suppliers – this is also part of the Jumeirah Colleague Behaviour Guidelines and Business and Ethics Policy. You may be asked to sign a Confidentiality Agreement when you start work.

Remember: Never give out personal information about your colleagues or customers

- Don't pass on mobile phone numbers without permission
- Lock cabinets and drawers that hold sensitive information
- Don't share your computer password

The Human Resources Department is responsible for protecting information about you. This information is kept in a personnel file. The only people who can see this file are your manager, Human Resources and other authorised persons such as Security. You can see your file if you wish, as long as a Human Resources representative is with you and you take nothing out of the file.

Remember to update your personal information (e.g. address, telephone numbers, names of dependents) if there are any changes.



What we expect from our colleagues

Talking about Jumeirah

Media relations

The Jumeirah Corporate Communications team talk to the media about news and events in the company. They need to know what activities are happening in Jumeirah so they can answer questions accurately. If a member of the media asks you questions, formally or informally, do not try and answer their questions yourself - refer them to your General Manager or Jumeirah Corporate Communications. If they ask for a statement or interview you must seek approval from the Corporate Communications Department first. This protects both you and the company against incorrect information appearing in the newspapers and online. Remember that 'off the record' does not exist!

Blogs and online communities

These new forms of media are a great resource for us, and our Jumeirah Corporate Communications team keep an eye on sites like trip advisor.com to see what our guests are saying about us.

As a Jumeirah colleague you are reminded that, if you contribute to these online communities or have a blog, you are expected to be an ambassador for Jumeirah and respect the same business conduct and ethics as you would if you were meeting friends face to face. This means that you must respect confidentiality and not behave in any way that threatens Jumeirah's reputation or performance.



What we expect from our colleagues

Phones and Computers

Protect the data
on your computer.
Log off when you
leave!

Jumeirah has strict policies on the use of personal computers and email at work. You will be asked to sign that you understand and agree to these policies if you have access to the IT systems. All messages you send or receive, even messages you have deleted, can be retrieved and may be reviewed by management.

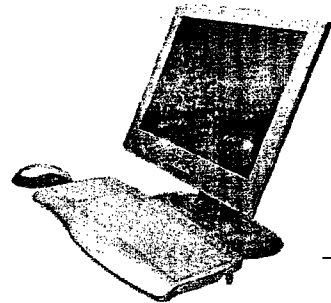
When you sign, these are the rules you agree to:

- No copying or loading software from the Jumeirah computer systems
- All software and peripherals on your computer must be approved by the IT department
- Your account is for company business. You should only use it for professional and business communication
- Log off from your PC when you are away from your workstation
- If you have a Jumeirah email account, your contact details will appear in the Company Directory on Mercury
- Remember to tell your IT Department if you change your contact details

Personal phone calls

Work phones, landlines and mobiles, are for business use. In some job roles you will be given a business mobile. You must keep it turned on all the time and be available to respond to calls or messages.

In an emergency, you can receive a personal phone call at work. Many colleagues in Maldives have a mobile, but you must not use your personal mobile during work time or in work areas, unless you need to as part of your job.



Navigator / Welcome Pack



What we expect from our colleagues

Working Hours

Teamwork is the key to delivering the standards of service we are so proud of, and each colleague is a vital part of a team. Your team members depend on you to come to work on time and be reliable.

*If you cannot
come to work tell
your manager as
soon as you can.*

If your manager or supervisor does not know you will be absent he/she cannot plan, and your colleagues will have to do extra work to cover for you.

There are a few simple things which can help you avoid this situation and help your manager run the department.

Get your manager's approval in advance if you know you need to be absent. If you can't work, tell your manager as soon as you can. Call at least two hours before the start of your shift if possible.

If you are absent without your manager's approval, or if you are regularly late, your chances of promotion may suffer. In some cases, you may be disciplined. If you don't come to work for 7 consecutive days (without your manager's approval and a valid reason) you will be considered as abandoning your job and you will be dismissed, particularly if you do not arrive for work and do not call to let your Manager know.



What we expect from our colleagues

Standard Hours of Work

Because we have guests and customers 24/7 work hours need to be flexible, but all colleagues work an average 48 hour week. Your department and your manager will organise work hours in the best way for the business and they will tell you more about the shifts in your department.

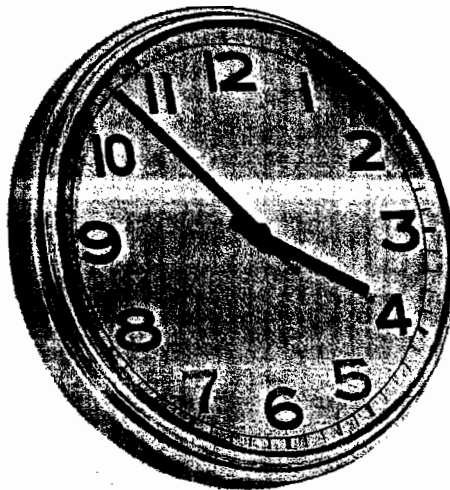
Your manager
will organise
your work hours
to meet the need
of the business.

Meal breaks

It is important to take a break and to eat regularly if you are going to do a good job at work. You will have a meal break of at least 30 minutes during every shift. You are not paid for this time.

Prayer times

There is a mosque for Muslim colleagues in our resorts. We expect colleagues to consider service needs when leaving work to pray.



Navigator / Welcome Pack



What we expect from our colleagues

Days off and Public Holidays

Days off

You will be entitled to one day off in every week. Management will schedule your day off in the best way for the business. This may mean that the day of the week in which you are scheduled off may change from week to week. You can accumulate up to 8 days off, however you must request this through your Manager & Human Resources Department prior to commencing accumulating days off.

Public Holidays

There are several public holidays in the Republic of the Maldives and should you be required to work on a public holiday, you will be entitled to a day in lieu. The Public Holidays include:

- Fridays
- National Day
- Day of the Commemoration of the Birth of Prophet Mohamed
- Day of the Commemoration of the Maldives converting to Islam
- Independence Day
- First Day of Ramazan
- Day of Eid-ul-Fitr
- Victory Day
- Republic Day
- Hajj Day
- Day of Eid-ul-Ad'ha



What we expect from our colleagues

Working Extra Hours

It is not always easy to plan ahead in the hospitality industry so sometimes your manager may need you to work extra hours. Your manager must approve these extra hours before you work them.

If they are not approved, you may not be paid overtime for them.

*Your manager
must approve extra
hours before you
work them.*

Extra hours in other departments

In your free time, if your department does not need you, you may sometimes be offered extra hours in other departments. You can earn extra pay and learn additional skills.



Banqueting duty is a way to earn extra
in your free time



What we expect from our colleagues

Working Hours during Ramazan

During the month of Ramazan, when Muslim colleagues are fasting from dawn to dusk, work hours change for some colleagues.

It is also important to remember that during Ramazan no live music is permitted in the resort.

Please be respectful in your working environment during this period and do not eat or drink in public areas.



What we expect from our colleagues

Caring for your Health

To enjoy life at Jumeirah and in Maldives, you are encouraged to look after your health. You are expected to be fit to do your job. This means following all the basic common sense advice – eating regularly and getting enough sleep. It is also important to drink plenty of water in such a hot country. There is a health section on Mercury to help you.

Smoking, alcohol and drugs

There are rules about smoking for everybody's comfort: you can only smoke off duty and in designated smoking areas.

If you come to work under the influence of alcohol or illegal drugs you will be subject to disciplinary action. You will also be breaking the local laws of the Maldives. This may lead to dismissal from your job.

Navigator / Velcume Park



What we expect from our colleagues

Reporting in Sick

If you are sick or had an accident and cannot come to work, let your manager know as soon as possible. You will need to give your Human Resources Department a medical certificate from an authorised doctor for all the days you have off work. (Ask Medical Services for the names of authorised doctors.)

This is important because, if you take days off without a medical certificate, you will not be paid for them. Remember, you cannot take paid sick leave during your probation period.

The Maldivian Labour Law states how many days sick leave you can take each year. If you take more than the limit, or if you become medically unfit to do your job, your contract of employment may be terminated.

Let your manager know as soon as possible if you are sick.



We have clinics and doctors available for colleagues



What we expect from our colleagues

A Professional Image

First impressions are very important in our industry so it is vital that you have a welcoming smile, look well-groomed and give a professional impression at work. This is equally important if you work front or heart of house.

There is a Grooming Standards training session available for both men and women. Maintaining these standards is part of your Conditions of Employment.

Your SBU or department will have specific standards and they will tell you about them.

Many colleagues will be given a uniform. When you are in uniform you represent Jumeirah and you should always look and behave professionally. When you receive your uniform, check it is clean and is not damaged. The Uniform Supervisor can alter your uniform so it fits well. Do not wear it outside work unless your manager asks you to. If you lose your uniform, you will have to pay to replace it.

In the following pages you will see examples of the grooming standards we expect.

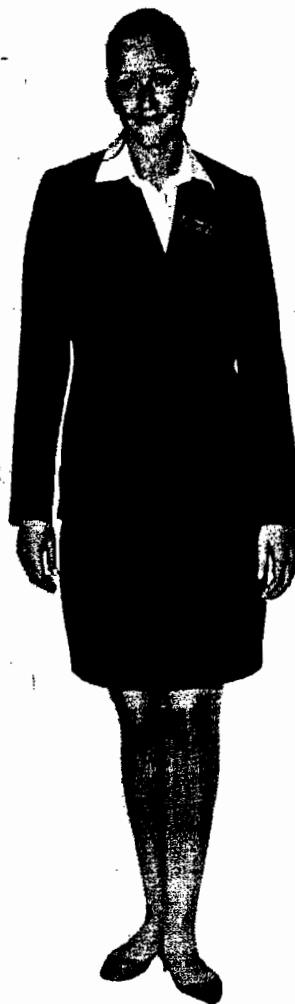
Please note:

- No fashion jewellery
- No heavy perfume
- No visible tattoos or piercings
- Keep personal items (combs, handkerchiefs) out of sight



What we expect from our colleagues

Ladies



Clean, well kept hair. If shoulder length or longer, it should be neatly tied back at all times.

Hair accessories should be plain and complement your uniform.

Conservative, light makeup.

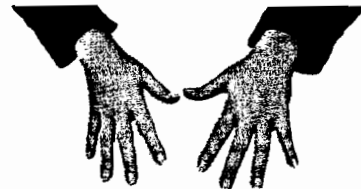
One pair of stud earrings, no larger than 1cm. Jewellery must be appropriate to your uniform.

Name badge on the left lapel

Service pin (if awarded) is worn on the right

Hands:

- Clean hands and well manicured nails, moderate length
- Neutral polish only. Remove chipped polish. No polish for F&B colleagues
- One ring only on each hand, on the middle or ring finger
- F&B colleagues can wear one plain wedding band only - no stones



Feet:

- Clean feet
- Well manicured toe nails and must be kept short
- Feet must be maintained in good condition with no visible cracked heel and well moisturised
- Nail polish on toes must be of neutral colour and not chipped

Appropriate coloured stockings

Clean, polished shoes at all times. Shoes should be practical for your job.

What we expect from our colleagues

Men



Hair:

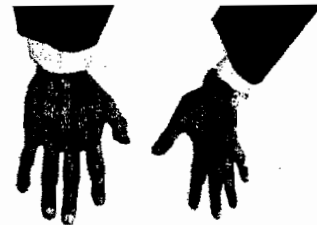
- Clean short hair, well kept and cut above the ears.
No extreme styles
- Clean shaven (daily).
- If you were employed with a beard or moustache,
you may keep it. It must be neatly trimmed

Conservative, professional business wear.
Clean, pressed suit and shirt

Service pin (if awarded) is worn on the right
Name badge on the left lapel

Hands:

- Clean hands and short, well manicured nails
- One wedding band only
- No stones if you work in F&B



Feet:

- Clean feet
- Well manicured toe nails and must be kept short
- Feet must be maintained in good condition with no
visible cracked heel and well moisturised

Shoes should be appropriate for your job. Clean and
polished at all times.

What we expect from our colleagues

Personal Hygiene

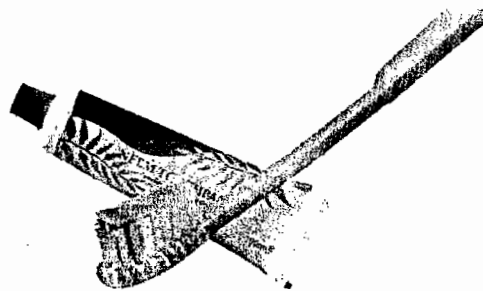
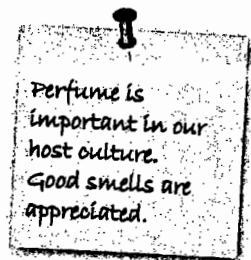
Working closely with others and being close to guests and customers, personal hygiene is very important.

There are some smells that will cause problems with guests and colleagues:

- Body odour and food odour. In such a hot climate a daily shower and a good deodorant are necessary
- Avoid strong-smelling perfume and aftershave
- Nicotine – wash hands and brush teeth after smoking
- Mouth odour – bring a toothbrush to work and brush after meals

Hand washing is also essential. Remember to wash your hands:

- After visiting the bathroom, sneezing or coughing, putting waste in bins
- When you go into kitchens or food preparation areas and before preparing or serving food, after touching raw foods or utensils that have come into contact with raw food
- After smoking
- After your break



Navigator / Welcome Pack



What we expect from our colleagues

Health and Safety at Work

It is important that our working and living environments are safe for everybody - both colleagues and guests. You will receive all the safety training you need to perform your role, and you are responsible for following the guidelines and instructions you are given. Wear protective clothing and equipment when you are told to and make sure you follow instructions when you handle hazardous substances.

If you think there is a problem, (for example, equipment is damaged, the environment is not safe) tell your manager immediately.



What we expect from our colleagues

Company Vehicles and Equipment

As part of your job, you may be asked to drive a company vehicle (a car, buggy, boat). To do this you must have a valid license and you can only use the vehicle for work purposes.

If you get any speeding or parking fines, you will be expected to pay them yourself.

Of course, if you drive or use equipment under the influence of alcohol, drugs or other substances, you are breaking the law of the Maldives. You are also not allowed to carry alcohol, drugs or other controlled substances in a company vehicle.

We expect you to use vehicles and equipment carefully. Follow operating instructions and tell your manager if any tools or vehicles look damaged. If you are careless with equipment or vehicles, you could be disciplined by your manager and required to pay for damage.

Sometimes you may be allowed to use equipment, (such as faxes and photocopiers) for personal purposes, but your manager must agree first. Your manager can refuse if it takes you away from work or if using the equipment will be expensive.



Navigator / Welcome Pack



What we expect from our colleagues

Security

Lost & Found property

Security looks after all Lost & Found items. If you lose any personal property, tell Security as soon as you can. If you find anything at work or in company accommodation, hand it to Security immediately. If you keep other people's lost property you will be disciplined (keeping something is the same as theft.) A Security Officer will examine anything you hand over in front of you. Found items will not be returned to the finder.



If a guest asks you about something they have lost, take them to Security. (It is better not to give an opinion about missing items – guests can be very disappointed if you give them incorrect information).

Right of search and monitoring

If there is evidence to suggest there is a need, both work and company owned or leased living accommodation can be searched. This can include your lockers, personal bags, cars, accommodation, your computer, email and telephone records. Don't remove any company property from your work or living accommodation without permission from Security. All searches and monitoring will be carried out in accordance with local law and practice.



What we expect from our colleagues

Colleague Behaviour

All colleagues have the right to work in a place that is fair and free of any harassment and it is every colleague's responsibility to treat others with respect and courtesy.

Any form of harassment, bullying or victimisation will not be tolerated. To make sure that every one of the 102 nationalities that make up Jumeirah is treated with respect and courtesy, we have strict policies on Harassment and Bullying, Diversity, Discrimination and Equal Opportunities (P). If there are problems like this in the workplace, it can make a real difference to everybody's morale, productivity and attendance.

What is harassment?

Any unwanted, unreasonable and offensive behaviour that makes people feel offended, humiliated, frightened or threatened, for example:

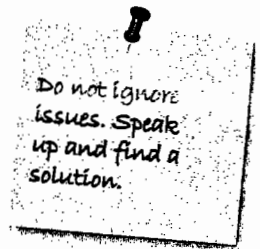
- Making racist or ethnic comments
- Unwanted physical contact such as patting, punching, hugging
- Offensive jokes or banter
- Offensive emails, pictures or gestures
- Unwelcome sexual overtures
- Pressure for sexual favours
- Isolating or not cooperating with colleagues



What we expect from our colleagues

Colleague Behaviour

This is the part you play in maintaining a good workplace.



- Take responsibility for not offending others - be sensitive and think about how they may feel about what you say and do
- If you believe you are being harassed, bullied or victimised, do not ignore it
- If you believe a colleague is being harassed, bullied or victimised, offer to support them
- Speak up when you think someone else's behaviour is inappropriate. If possible, speak to the person responsible and let them know his/her behaviour has caused offence and ask them to stop
- If you feel unable to talk directly to this person, ask your manager for help
- If the problem still isn't solved, go and speak to your Human Resources representative
- If you feel uncomfortable with these ways of solving the problem, you can report it anonymously through Trustline, but remember that anonymous complaints can be very difficult to solve if you cannot be contacted for further information



What we expect from our colleagues

Colleague Behaviour

What is bullying?

Bullying is a type of harassment. It often involves someone with authority over you using their position to intimidate or insult you, but you can be bullied by colleagues or team members too.

Here are some examples of bullying:

- Not inviting someone to join team activities
- Managing someone very, very closely
- Spreading malicious stories about someone
- Giving someone tasks they will not be able to complete
- Threatening someone (with no basis) that they may lose their job
- Stopping someone getting a promotion or training
- Setting deadlines that are impossible to meet

What is victimisation?

If you feel uncomfortable with these ways of solving the problem, you can report it anonymously through Trustline, but remember that anonymous complaints can be very difficult to solve if you cannot be contacted for further information.



What we expect from our colleagues

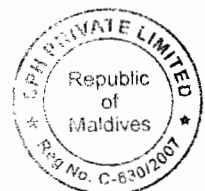
Colleague Behaviour

This is the part we play in maintaining a fair workplace.

- We will not ignore complaints. We take complaints very seriously and investigate them immediately.
- We do not 'take sides' but remain impartial. If the complaint is true, we will talk to those involved and find ways of making sure the incident is not repeated in the future.
- If a colleague is proved to be discriminating against, harassing, bullying or victimising others they can be dismissed from their job. (See the Discipline Process in the following pages.)
- Because we ask questions in private and need to respect confidentiality as much as possible, you may not necessarily find out what happens as a result of your complaint. Your name may be given to people involved, but only if they need to know it.

False complaints

We will not ignore complaints, but if false complaints are made (for example, to try and get another colleague into trouble) we will treat this very seriously.



What we expect from our colleagues

The Disciplinary Procedure

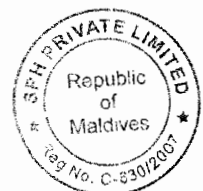
Jumeirah has a disciplinary procedure which can be used when a colleague does not follow the Company policies or honours the agreements they have made with Jumeirah. Most colleagues have very little knowledge of the disciplinary procedure, but if you do become involved, you can find the disciplinary procedure on Mercury. You can also ask your Human Resources Department for help and advice.

The reasons

Company policies and rules are important tools to help manage the business and meet our commitments to our guests, colleagues and owners. If a colleague chooses to ignore these policies and rules (on purpose or by mistake) we have a responsibility to act.

If the first stages, the mistake or misconduct is small (for example occasional lateness, poor attendance or poor performance) your manager will try to solve the problem informally, by coaching.

If that is not successful, then Human Resources will become involved and the formal disciplinary procedure will begin.



What we expect from our colleagues

The Disciplinary Procedure

Your rights and responsibilities

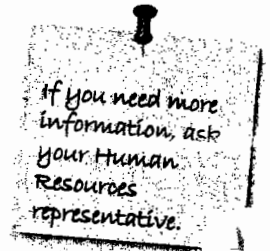
Make sure you understand and follow Jumeirah standards, policies and rules.

If there is a problem, or an allegation, you have the right to be told about it, and to respond. You must answer any questions fully and truthfully. Tell your manager and the Human Resources representative anything that you think is important and helps explain the problem.

You can take another colleague with you to a disciplinary interview and you can appeal against the disciplinary decision if you think the result was not fair.

Jumeirah's responsibilities

We will act promptly, impartially and fairly, and no action will be taken until after the problem has been investigated. We will tell you about the allegation and listen to your answers. If there is a penalty, we will give you a written copy - usually on a Disciplinary Notification Form.



What we expect from our colleagues

What is 'Gross Misconduct'?

Gross misconduct can mean a colleague gets a final warning or can even be dismissed immediately. Examples of gross misconduct are, but are not limited to:

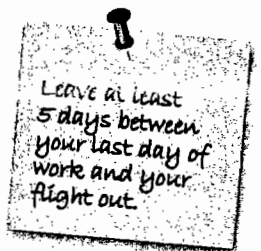
- Not following the Jumeirah Code of Conduct and Ethics Policy
- Breaking the law of the Maldives, at work or in your free time
- Theft or attempted theft from Jumeirah, guests, colleagues or suppliers
- Falsifying documents
- Not following cash handling procedures
- Neglecting or fraudulent use of or damage to company property or brand
- Consuming company food and drinks without permission
- Assault, fighting and verbal threats, using abusive language or being aggressive
- Discrimination, harassment or bullying of other colleagues, guests, suppliers or contractors
- Gross abuse of customer service standards
- Gross insubordination towards a manager
- Deliberate gross neglect of company rules and procedures
- Carrying weapons or using tools as a weapon
- Serious infringement of company health and safety procedures
- Misuse of internet, Mercury, email, ID card or colleague discounts
- Drug or alcohol abuse, or reporting to work under the influence of alcohol or illegal drugs
- Unauthorised time off work



When you decide to move on

Retirement

Colleagues usually retire at 60 and after this age work permits are renewed if the colleague is able to perform their duties and if the Maldives Immigration Department agrees. Sometimes we ask the colleague to have an independent health assessment to check they are not at risk.



Travel and passport arrangements

You will need to allow at least 5 days (not including weekends) between your last working day and the day you plan to travel so all the clearance procedures can be completed.

Remember to make your flight booking well ahead if you are leaving Maldives. Complete a Flight Booking Form and give it to your Human Resources Department at least one month before you plan to fly out.

We will need to have your passport so we can cancel your work permit. We will give you the passport back when we take you to the airport to fly out. If you are staying in Maldives, we will give you the passport, with the cancelled visa, when we/you receive the work permit from your new employer.

Rehiring

Just because you have decided to leave Jumeirah it doesn't mean we would not welcome you back! If you have a good employment record with us, we would be very happy for you to apply for a position with the Jumeirah Group in the future.



Colleague Acknowledgement

Please sign and return this form to your Human Resources Department

I have received a copy of the Colleague Navigator, I understand its content and agree to follow it.

I understand the Navigator may be changed at any time and that I am bound by these changes.

Name: _____

ID number: _____

Position: _____

Department: _____

Colleague signature: _____

Date: _____

Human Resources: _____

Date: _____

If there is any inconsistency between the contents of this handbook and Jumeirah policy and the Maldives Labour Law, the Maldives Labour Law applies. All Jumeirah policies are incorporated by reference in this document.

Navigator / Welcome Pack



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