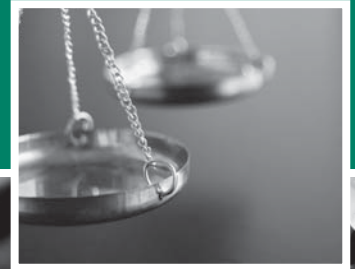
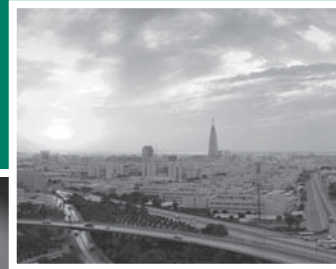


Labour And Employment Law In Saudi Arabia

KSA – The latest
addition to IIRME's
labour
and employment
law portfolio



21 – 22 October 2012 • Kempinski Hotel, Mall of the Emirates, Dubai, UAE

Helping you to understand the current trends, and successfully apply the labour and employment law in your organisation with confidence

By attending this course you will be able to:

- **Gain** an overview of The Kingdom of Saudi Arabia's (KSA) labour law provisions
- **Understand** the labour and immigration framework in KSA
- **Manage** and fulfil the requirements to hire KSA nationals
- **Learn** the process for effecting lawful termination of employment

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Meet Your Expert Course Directors

Sara Khoja
Partner, Employment & Incentives
Clyde & Co, Dubai



Sara qualified in England and Wales in 2002 and specialises in employment law. She joined Clyde and Co's Dubai office in 2008 where she provides employment advice for the Middle East region, in particular the Arabian Gulf Cooperation Council member states.

She has worked with multinational clients in a variety of sectors but with a primary focus on the hospitality, the technology media and telecommunications, the professional services and the insurance sectors. Sara provides advice on all aspects of employment law, including recruitment, termination, terms and conditions of employment (benefits, bonuses, and remuneration), and the application of quotas and training requirements for the employment of nationals in various AGCC countries.

Sara also has a particular focus on multi-jurisdictional projects (including covering restructures, sales of a business as a going concern and employee status issues) as well as issues arising out of employee mobilisation/international assignments and including the territorial reach of UK employment law.

Sara regularly presents at seminars and workshops as part of Clyde and Co's regular client programme; and at external events organised by various business councils and HR consultancy firms. She has written for a number of publications, including the New Law Journal, Asian Counsel, Solicitors Journal, and Personnel Today. She is also regularly quoted in publications such as Gulf News, Gulf Business, and Emirates 24/7.

She has contributed UAE chapters to the International Labour and Employment Compliance Handbook (published by Kluwer Law International and the IBA); Corporate Immigration (published by the Oxford University Press) and Compensating Mobile Executives (published by Taxmann).

Noor El Shunnar
Associate
Clyde & Co, Dubai



Noor is an employment lawyer, based in Clyde & Co's Dubai office, with over four years' experience.

She has been advising public and private sector clients on a wide variety of contentious and non contentious employment matters arising at all stages of the employment relationship from recruitment to termination. She also has significant experience in dealing with employee benefits, immigration and sponsorship.

Noor also advises on the UAE wage protection system, the provisions of the DIFC employment law, the UAE Federal Labour Law and various free zone employment regulations. She has extensive experience in both drafting and localising employment contracts, employee handbooks / HR policy manuals and advising on international secondment agreements. She also has experience in employment litigation in the UAE and DIFC courts.

Noor is experienced and has a particular interest in guiding companies on UAE anti-corruption measures, legislation and employee best practices. She has also worked on a number of M&A transactions involving employee transfers and labour relations across the GCC.

Prior to joining Clyde & Co, Noor was a member of the Corporate Commercial Department at the largest local law firm in the Middle East. Noor holds an LLM from the London School of Economics and is admitted as an attorney in New York.

Course Overview

This two day course will provide the delegates with a solid knowledge of KSA labour law and an employer's obligation towards employees. As a result of attending the course, delegates will learn the framework for employing and terminating employees as well as the potential liability arising out of termination.

Who Should Attend?

This course will be highly beneficial for those working in the HR role as well as company secretaries and legal heads that have had minimal formal training in labour law and wish to consolidate their experience in the region.

In addition it would also benefit in-house counsel and lawyers who have recently been transferred to the KSA region.

About Clyde & Co LLP



One of the major international law firms in the region, Clyde & Co has four Middle East offices operating as a single unit - Doha in Qatar; Abu Dhabi and Dubai in the UAE; and Riyadh in Saudi Arabia. The firm formalised its on-the-ground presence in the Middle East over 20 years ago, after many years of client activity in the region.

Clyde & Co's Middle East offices provide advice to corporate clients from all over the world, as well as to regional corporates and governments, on their operations throughout the region. We are integrally involved with assisting companies in meeting their human resource related challenges within the context a rapidly evolving labour law framework across the wider Middle East, North Africa and India.

Internationally, with over 2,300 staff across a network of 27 offices around the globe, Clyde & Co is particularly well known for expertise in relation to international trade, emerging markets and in relation to high profile and/or difficult dispute resolution work.

Clyde & Co is not just a leading shipping, insurance or construction firm, a leader in trade & commodities, the world's premier aviation firm, a growing force in energy and oil and gas, a pacesetter in the Middle East, a rapidly growing practice in the Americas, a long-term presence in Asia; an early mover in Africa, a specialist in emerging markets, a leader in acting for the world's entrepreneurs, or the firm to turn to in a crisis. It is all of these.

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Course Timings: Registration will be at 07:30 on the first day. The course will commence at 08:00 every day and finish at 14:30. There will be breaks for refreshments at approximately 10:30 and 12:30 and lunch will be served at the end of the course.

Day One

Introduction

- Registering as an employer
- Immigration considerations
- Employment contracts
- Fixed term and indefinite term
- International assignments
- Freelancers /atypical workers

Recruitment

- Nitiqat System
- Hafiz System
- Reserved roles
- Saudisation

Minimum Terms And Conditions

- Remuneration
- Working hours
- Overtime payments
- Annual leave and pay
- Sick leave and pay
- Maternity leave
- Other leave
- Public holidays

Social Security

- General Organisation for Social Insurance (GOSI)
- Pensions
- Injury insurance
- Workmen's compensation
- Private medical insurance

Company Policies

- Health and safety
- Disciplinary
- Grievance
- Discrimination
- Data protection

Day Two

Termination Of Employment

- Minimum procedure
- Notice /payment in lieu
- Misconduct /poor performance
- End of service gratuity
- Resignation
- Employee debts
- Gross misconduct
- KSA nationals

Post Termination Immigration

- Visa cancellation
- Repatriation
- Exit visa
- NOC

Post-Termination Issues

- Intellectual Property
- Confidential information
- Non compete
- Non solicitation
- Non poaching
- Liquidated damages

Employment Disputes

- Labour committees
- Labour courts
- Median awards

**Would you like to run this
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WEB BC4632

Event	Course Fee Before 5 August 2012	Course Fee Before 26 August 2012	Final Fee
Labour And Employment Law In Saudi Arabia 21 – 22 October 2012	US\$ 2,395	US\$ 2,595	US\$ 2,695

Course fees include documentation, luncheon and refreshments. Delegates who attend all sessions will receive a Certificate of Attendance.

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Save training \$\$ and create learning experiences relevant to your business. To customise this course and increase value and impact, contact Leigh Kendall on +971 4 407 2624 or email the team at cts@iirme.com

All registrations are subject to our terms and conditions which are available at www.iirme.com/terms. Please read them as they include important information. By submitting your registration you agree to be bound by the terms and conditions in full.

DELEGATE DETAILS

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Job Title: Email:
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Payments

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event. Only those delegates whose fees have been paid in full will be admitted to the event. You can pay by company cheques or bankers draft in Dirhams or US\$. Please note that all US\$ cheques and drafts should be drawn on a New York bank and an extra amount of US\$ 6 per payment should be added to cover bank clearing charges. In any event payment must be received not later than 48 hours before the Event. Entry to the Event may be refused if payment in full is not received.

Credit card payment

If you would like to pay by credit card, please tick here and a member of our team will contact you to take the details

Cancellation

If you are unable to attend, a substitute delegate will be welcome in your place. Registrations cancelled more than 7 days before the Event are subject to a \$200 administration charge. Registration fees for registrations cancelled 7 days or less before the Event must be paid in full. Substitutions are welcome at any time.

Avoid Visa Delays - Book Now

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible. Visas for non-GCC nationals may take several weeks to process.

All registrations are subject to acceptance by IIR which will be confirmed to you in writing.

Due to unforeseen circumstances, the programme may change and IIR reserves the right to alter the venue and/or speakers.

Event Venue:

Kempinski Hotel, Mall of the Emirates, Dubai, UAE
Tel: +971 4 341 0000

Accommodation Details

We highly recommend you secure your room reservation at the earliest to avoid last minute inconvenience. You can contact the IIR Hospitality Desk for assistance on:
Tel: +971 4 407 2693
Fax: +971 4 407 2517
Email: hospitality@iirme.com

COMPANY DETAILS

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