Le ROYAL MERIDIEN
DOHA

05 January 2022,

Sunaina Chopra
Housekeeper
India

RE: Offer of Employment ("**Offer**")

Dear Sunaina,

Congratulations! We are delighted to confirm our employment offer to you. I would be grateful if you could sign and return one copy. As well, upon joining sign three company booklets which, together, form a contract of employment with you and to indicate acceptance of the position and terms of the appointment.

Le Royal Meridien Doha, on behalf of United Hotels Management LLC (the "Employer"), a legal entity organized and existing under the laws of Qatar, takes great pleasure in extending this offer to you for the position of **Housekeeper**, to work in the same position and upon the same terms set forth in this offer letter, or in another capacity and location as it sees fit.

This Offer is valid for three (3) working days from the above date. If you do not respond to the Offer within three (3) working days, the Company may withdraw the Offer.

I. POSITION & START DATE

In your position as **Housekeeper** with an effective start date that will commence on or around the **15th of March 2022,** which is to be confirmed, you will report directly to the Housekeeping Supervisor of the property. This position is a **Grey Career Banded** position in accordance with Marriott's Career Banding System.

Your first day of work (Start Date) may differ from the date stated on this letter pending the granting of your employment visa and work permit from the local authorities in the State of Qatar.

II. STATUS & SALARY

You will be hired on a **single status** basis.

Your salary will be **QAR 1,500/-** (Qatari Riyals One Thousand Five Hundred only) paid monthly in arrears, net, into a local bank account designated by yourself, and reviewed annually thereafter. Salary increases, if any, will be determined by Marriott policy and are not guaranteed. You will be responsible to comply with all home and host country tax, where applicable.

II.1. PROBATION

The first 6 months of your employment will be the probationary period, during which time either party has the right to terminate the employment contract without any notice or compensation by way of wages, other than the time worked.

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II.2. WORK PERMIT

This appointment is subject to the granting of a valid work visa from the appropriate authorities in Qatar. The Company will take all the necessary steps to obtain your employment visa and work permit, and you are expected to cooperate by promptly providing all the necessary documentation and information for the same, including certified copies of any degree certificates or professional qualifications, authenticated and attested (if applicable). You agree to submit to a medical examination as per the Government of Qatar's requirement. Upon commencement of your employment, you must remit your passport to the Hotel, so as to facilitate the processing of your Residency and other formalities required by Law. Once completed, your passport will be returned to you. You will be responsible for the renewal of your passport.

The following documentation procedures are required for the Hotel to process your work permit:

- Copy of your passport (very clear scan).
- Copy of your Education Degree/Diploma.
- Health Certificate Report including ABO Blood typing and RH Classification, HbsAG, HCV antibody, Tuberculin Test (for TB – skin test)/ PPD Skin Test, VDRL RPR (for Syphilis), HIV I & II Antibodies, Chest X-Ray P/A, Blood Urea Nitrogen, Serum Creatinine, Pregnancy Test (for Ladies only), Fit for Employment Certificate. **This process will be done in your home country through Qatar Visa Centers (QVC) which will be arranged by the Employer.**
- Previous job certificate and reference letters
- 12 passport size photographs (photographs can be submitted upon your arrival in Doha)

III. DUTIES & JOB DESCRIPTION

During the time of your assignment, you shall devote all your working time and effort to the business of the Hotel assigned to you by your respective department head.

Upon joining, you will be issued with a Job Description that shall govern general guidance as to how you should carry out your work, although this is not meant to be a definitive guide, and tasks maybe added or removed to suit the hotel's business and your abilities, entirely at the discretion of your respective department head.

N.B. You are obligated to conduct your duties in accordance with the rules, practices, procedures and policies which are outlined in the "Guidelines for Associates" and "Information Protection Awareness Guide" and "Business Conduct Guide" prepared by Marriott International Lodging and all other policies and procedures applicable to your employment which may be amended by Marriott from time to time at its absolute discretion. These 3 booklets are attached and must be signed by you, with the tear out signature pages returned to us before your start date or this agreement and Offer may be declared void by us.

IV. TERM & HOURS OF WORK

Working hours are 48 hours per week, exclusive of breaks, and 6 days a week, as scheduled by the Hotel's Management. However, due to the nature of your position, there is not a set schedule that can be regarded as normal fixed hours. The demands of the job will dictate the number of hours worked in any pay period. This has been taken into account when fixing your salary. No payment is therefore made for overtime.

If you accept this offer of employment, your assignment will commence on or around the **15th of March 2022**, date to be confirmed. However, your employment will become effective

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on the date you begin working for the Company in Doha, Qatar. This Offer is conditioned on the issuance of the necessary work and residency authorizations, if and where required.

IV.1. DURATION OF CONTRACT

This contract is for an open period starting from the actual commencement date and can be terminated by either party giving two (2) months' notice in writing or payment in lieu of notice is required should either party decide to terminate employment earlier, except in the case of termination for cause by local management company, which could take effect immediately. Such cause shall include but not limited to:

A. Violation of the rules, practices, procedures of policies set forth in the "Guidelines for Associates" and "Information Protection Awareness Guide";

B. Noncompliance with the Business Conduct Guide;

C. Receipt of a second written documentation of a need of improvement or rule or policy violation within a twelve-month period. Prior verbal warnings are not required for the issuance of a written warning;

D. Termination or expiration of the Management Agreement or other operating document which governs the operation of the Hotel;

E. The following breach of responsibility, set forth as terminable offenses in the "Guidelines for Leaders" and "Information Protection Awareness Guide:"

1. Theft, attempted theft or removal from premises without proper authorization of Company property or the property of another associate, customer or vendor.

2. Possession of a weapon on Company premises.

3. Willful or careless, significant damage or destruction to Company property or the property of another associate or vendor.

4. Embezzlement.

5. Unauthorized possession or use or being under the influence of alcohol on the job and/or premises.

6. Possession use or being under the influence of illegal substances while on Company time and/or premises.

7. Falsification of Company records including but not limited to employment applications, payroll and financial reports.

8. Hitting, pushing or otherwise striking another person or any other disorderly conduct while on Company premises or arising out of Company business.

9. Threatening, open or veiled, verbal or physical, an associate, guest, customer, or vendor.

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10. Harassment (to include sexual) by associates (management and non-management) of one or more associates, vendors, guests or customers.

11. Sale or attempted sale of illegal substances while on Company time and/or premises.

12. Failure to carry out a reasonable job assignment or job request of your supervisor or manager, after being warned that failure to do so may result in termination.

13. Unauthorized entrance/access to offices, guest rooms or computer information sources.

14. Conviction of a felony.

15. Serious misconduct.

16. Unauthorized or inappropriate use of Company software, computer networks, inter/intra/extra nets, e-mail, fax, phone, and letterhead or other Marriott forms or documents.

17. Unauthorized review, disclosure, or distribution of confidential guest, associate, or vendor information.

Should you terminate your assignment, all payments and benefits as set forth in this offer letter shall cease immediately. Any termination will be handled in accordance with Qatar Labour Law.

V. JURISDICTION

This letter agreement is made pursuant to, and shall be governed by, the laws of Qatar, without reference to the choice of law provisions thereof.

VI. MISCELLANEOUS

DAYS OFF

You will be entitled to 1 day off per week.

VACATION & PUBLIC HOLIDAYS

You will be entitled to Eleven (11) paid National Holidays per year in accordance with the requirements of the Qatari Labor Law. The Hotel management will provide a list of holiday dates accordingly. You will be entitled to 30 paid calendar days of annual leave for every (12) twelve months of continuous employment. It is a condition of your employment that your dates for intended vacation must be agreed by your direct manager and you must provide reasonable notice of intention at least 60 days in advance normally. If you are required to work on a public holiday, a day off may be granted in lieu rather than pay for that day, entirely at the management's discretion.

We encourage usage of all annual vacation days within the calendar year and General Manager approval will be required to carry forward any unused days to the following year. You may also be encouraged to apply for annual vacation during any off-peak business periods, as determined by the Hotel. In the event of termination of your service you will be entitled to payment for accrued but unused vacation.

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SICK LEAVE
Sick leave will be granted as per local law which provides for up to two weeks with full pay, and four additional weeks with half pay. You will be required to provide a medical certificate for any sick leave absence. You are eligible for paid sick leave only after the completion of 3 months of employment.

HOME LEAVE TRAVEL
An economy class return air ticket for you for the sector **Doha–New Delhi, India–Doha** will be provided for you on completion of 24 (twenty-four) months of continuous service. Airline tickets cannot be exchanged for cash. Airline of travel will be determined by the hotel based on fares obtained at the time of booking. Hotel policy will apply to eligibility prior to completion of 24 months.

END OF SERVICE
You will be entitled to the End-of-Service Benefit ("**EOSB"**), as per Qatar Labour Law, paid upon resignation or transfer, amounting to 21 days' pay for every year of service. Entitlement to the ESOB payment requires the completion of one year of service.

MEALS
Meals will be provided in the Hotel's Associate Cafeteria during your shift/duty.

LAUNDRY
You will be provided free laundry and dry-cleaning services for your uniform or work attire only, as per Hotel policy.

HOUSING & ACCOMMODATION
The Employer will provide you with an appropriate **furnished sharing room** in a sharing unit in accordance to the hotel policies & procedures.

TRANSPORT
The Employer will provide you with appropriate means of transport to and from work in accordance to the hotel policies & procedures.

HEALTHCARE:
The Hotel will provide a medical insurance for you through the Hotel's negotiated plan for all associates. All such benefits are subject to change. Specific plan rules and other details will be provided to you.

VII. CHANGES IN PROGRAMS AND POLICIES
In the ordinary course of business, the provisions of pay, benefit plans and employment policies and practices change as business needs and laws change. To the extent it is necessary or desirable to change any of the benefit plans in which you participate or employment policies and practices of the Company and the Hotel, such changes will apply to you as they apply to other similarly situated employees as determined by the Company.

CONFIDENTIALITY AND RETURN OF PROPERTY
You shall not at any time during your employment or after its termination, for whatever reason, disclose or make use of your knowledge of any confidential information of the Company and the Company's holding, subsidiary and/or sister companies and affiliates and/or any of its business associates including Marriott.

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At the termination of your employment for whatever reason, you will immediately return to the Company and Marriott all property and any other information capable of transmission in any format that are owned by the Company and/or Marriott (the **Company Property)** and are in your possession at the termination date. You are not permitted to retain any copies of Company Property, whether in hard or soft forms.

PREVIOUS OFFERS

This offer letter supersedes any prior offer, agreement or discussion between you and the Company and/or Marriott (including any of its affiliates or subsidiaries, management company or owning company) relating to the terms and conditions of your employment. This offer letter constitutes all commitments currently made toward you and can only be changed or modified in writing.

If, at any time, any provision hereof is or becomes invalid, illegal, or unenforceable in any respect under the laws of the Qatar, the validity or enforceability of the remaining provisions hereof shall not be affected. The parties shall replace the invalid provision with a valid provision assuring a similar economic result.

Yours sincerely,

Gerrit Graef
Multi-Property General Manager
On behalf of the Employer and Marriott International

Attachments:
1) Guidelines for Associates
2) Information Protection Agreement
3) Business Conduct Guide
4) Job Description

ACCEPTANCE

I, **Sunaina Chopra**, have read, understood and accepted the written terms and conditions of employment as stated and referred to in this document relevant to my employment with the Company, as well as in the associate handbook and three booklets mentioned in section III of this Offer. Failure to hand over signed copies of these 4 booklets on my start date can render this Offer void.

Associate's Signature: _____

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