



SUDHEESH SURESH KUMAR

29/07/2023

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Offer of Employment – Riyadh Metro

We are delighted to confirm the following offer of employment on behalf of FLOW consortium following their award of the contract to operate and maintain lines 3, 4, 5 and 6 of the Riyadh Metro

The Terms and Conditions of employment are detailed below.

Contractual Term	
Job Title:	Station Agent
Start Date:	ASAP
Compensation:	<ul style="list-style-type: none"> <li>• Basic Salary:</li> <li>• Accommodation Allowance :</li> <li>• Transport Allowance:</li> <li>• Total per month:</li> </ul> <ul style="list-style-type: none"> <li>• SAR 2900</li> <li>• Company Provided</li> <li>• Company Provided</li> <li>• SAR 2900</li> </ul>
Location:	This position will be primarily based in Riyadh, KSA however from time to time you may be required to work at other sites/ offices as decided by your line managers
Repatriation Flight:	Should your contract be terminated by the company, you will be provided with a one-way Economy Class ticket to your Point of Hire as per KSA Labour law as long as you will final exit from KSA. Should you request to transfer sponsorship, no repatriation ticket will be provided
Home Country Point of Hire	India
Hours of Work:	48 hours per week on a roster cycle
Overtime:	Shift Workers are eligible to receive overtime, if it is pre-authorized in the roster and approved by Operations management. Any overtime undertaken that is unauthorized will not be paid.
Notice Period:	60 days following probation period completion
Probation Period	90 days extendable to 6 months as per Saudi Labor Law
Contractual Status:	Single Status

Benefits	
Annual leave:	30 calendar days per annum
Start Date:	Equivalent of a return Economy Class ticket to Point of Hire
Public Holidays:	As per labour law and announced by government ministries for KSA private sector
Sick Leave:	Sick leave entitlement is as per the KSA Labour Law
Medical Coverage:	Single status local cover under company private medical scheme
Mobilisation Flight:	One-way Economy Class
Confidentiality:	The Employee shall treat all matters in connection with the business of FLOW and its Founding Sponsors as confidential and will not, at any time, divulge them to any other person. In addition, the Employee and FLOW are expected to keep details of this Agreement confidential.

we look forward to your acceptance of our offer of employment and welcoming you to the team upon your arrival to Riyadh in the near future, when you will also receive a detailed induction into the project, the delivery program, and our way of working.

Yours sincerely,

Kindly sign below to accept this offer of employment.

Joining Date: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_