

EMPLOYEE COMPENSATION POLICY

AFU maintains a compensation program reflective of its mission and values. The total compensation program offered includes travel, medical insurance and funeral expenses, bonuses...etc. AFU considers the competitive market place, the relative value of each position to the University, individual performance, qualifications, and experience when compensating employees. The compensation program is designed to enable the University to successfully attract, develop, retain, and reward employees for their knowledge and contributions. AFU compensates all employees on an equal basis without regard to race, color, sex, origin, or disability. In addition, AFU provides an amount equivalent to one month's salary for each year of complete service. Understandably, this benefit (often called "gratuity" pay), is in lieu of retirement benefits. The following descriptions are intended to provide some basic information about the compensation program and benefits plans. All benefits plans are subject to change.

a. Annual Ticket Allowance:

AFU grants a ticket allowance for Admin Staff Members only Terms of Entitlement:

- Ticket allowance form must be filled and submitted to HR Unit including bills
- The value of ticket allowance will be paid after returning from travelling
- Ticket allowance will not be granted for those who are not filling ticket allowance form. Maximum of 75% will be granted for admin staff members, as per their home country zone, only if he/she filled a leave form for a minimum period of 2 weeks.

b. Health Insurance

AFU provides health insurance for Admin Staff Member and his/her family. Terms of Entitlement:

- The Health Insurance includes spouse and three children maximum.
- The family to be resident in the UAE.
- The children to be under the age of eighteen.

c. Annual Residency Fees:

AFU is committed to the payment of issuing and renewal of UAE Residency for Staff Member only excluding the Residency fees for his or her family.

d. End of Services Benefits:

The end of services benefits will be calculated based on laws and regulations of the UAE.

e. Funeral related expenses of the deceased's remains

AFU shall pay the expenses related to transferring the remains of a deceased AFU staff member to the staff member's country of origin together with the related travel expenses of one (1) person to accompany the remains. The university shall honor all the deceased AFU member's rights stated in their contract including the end of service benefits. Moreover, a deceased AFU staff member's family is entitled to the entire monthly salary during which month the death occurred.

f. Benefits and Restitution for deceased staff members

The family who survives a deceased AFU staff member is entitled to the following benefits:

1. The entire monthly salary during which month the death occurred.
2. The staff member's heirs are entitled to a maximum restitution of three (3) times the employee's gross monthly salary.
3. Should a staff member be physically incapacitated and consequently his/her contract is terminated, the staff member's heirs are entitled to a restitution of three (3) times the employee's gross monthly salary in addition to any other AFU benefits stated in their employment contract.