

Performance Improvement Plan (PIP)

UAE Labour Law Compliant — Federal Decree-Law No. 33 of 2021 | HR Kingsman — Arseel Nasher

■ **IMPORTANT** — UAE Labour Law Compliance: Under Federal Decree-Law No. 33 of 2021, a structured, documented process is required before termination for performance. This PIP must be issued in writing, discussed with the employee in a formal meeting, and signed before commencement.

■ EMPLOYEE & PLAN DETAILS

Employee Name		Job Title	
Department		Direct Manager	
HR Representative		Date Issued	
PIP Start Date		PIP End Date	
Review Period	■ 30 days ■ 60 days ■ 90 days	Previous Warnings	■ Verbal ■ Written ■ None

■ DOCUMENTED PERFORMANCE CONCERNS

■ Be specific and factual. Use dates and evidence. Avoid subjective language. Focus on behaviour and outcomes, not personality.

#	Performance Concern (specific, factual)	Expected Standard	Evidence / Date(s)
1			
2			
3			

■ IMPROVEMENT GOALS & ACTION PLAN

Goal	Required Actions	Support Provided by Company	Measurable Target	By Date
1.				
2.				
3.				

■ FORMAL CHECK-IN SCHEDULE

Check-In	Scheduled Date	Status	Manager Notes
Week 2 Check-In		■ On Track ■ Concern	
Week 4 Check-In		■ On Track ■ Concern	
Mid-Point Review		■ On Track ■ Concern	
Final Review		■ Completed ■ Extended ■ Escalated	

■ CONSEQUENCES

Performance Improvement Plan (PIP)

If the improvement goals set out in this PIP are not fully met by the review date, the following actions may be taken in full compliance with UAE Labour Law Federal Decree-Law No. 33 of 2021: (1) Issuance of a formal written warning. (2) Role reassignment or demotion. (3) Termination of employment with all legally due entitlements including End of Service Gratuity calculated correctly.

■ ACKNOWLEDGEMENT

The employee confirms receipt of this Performance Improvement Plan and that it has been explained and discussed. Acknowledgement of receipt does not imply agreement with all content. The employee has the right to submit a written response within 5 working days.

Role	Name	Signature	Date
Employee			
Direct Manager			
HR Representative			