

## **The Rights of the Employer**

### *The Employer has the right to:*

- Require that the Employees perform work efficiently and effectively and in a timely manner,
- Apply disciplinary actions to Employees according to the policies defined by the PPM,
- Apply rewarding measures for those Employees who perform their duties efficiently and effectively,
- Adopt and implement competitive recruitment policy,
- Provide official information about the Employee to auditors and other organizations according to RA law, if required,
- Request information from eligible authorities about the Employee in case of the Employee's material responsibility,
- Exercise other rights as defined in the RA Labor Code.

## **The Responsibilities of the Employer**

### *The Employer is obligated to:*

- Provide the Employees with the job as set forth in the employment contract,
- Provide healthful working conditions including appropriate light and temperature,
- Provide the Employees with shared or individual offices excluding the jobs that are performed in outdoor conditions and jobs of special nature that are performed in indoor conditions,
- Provide the Employees with the necessary means and materials, professional literature/technical manuals, instruments and other tools required for performing their jobs,
- Pay salary to the Employees at least once a month,
- Provide annual minimal paid vacation to the Employees according to the schedule approved by the Employer,
- Perform other duties as prescribed in the RA Labor Code.