

## **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 applicable provisions in the RA Labor Code and this PPM,
- Apply rewarding measures for those Employees who perform their duties efficiently and effectively,
- Define 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 authorized bodies about the Employee and his/her property in case of an issue raised with regard to the Employee's material responsibility, and
- 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 safe and healthy working conditions, including appropriate light and room temperature,
- Provide the Employees with shared or private offices excluding except for jobs that are performed outdoors and jobs of special nature that require specific indoor conditions, as well as transportation jobs,
- Provide the Employees with the necessary means and materials for performing their respective tasks, including professional literature,
- Pay salary to the Employees at least once a month,
- Provide annual minimal paid vacation to the Employees according to the established schedule approved by the Employer; in cases where no specific schedule is set, an annual minimal paid vacation will be provided, at a time mutually agreed by the Parties,
- Perform other duties as prescribed in the RA Labor Code.