

ENGAGE ME - FREELANCE SUPPLIER AGREEMENT

As a freelance supplier, you are legally working of your own accord and acknowledge that Engage Me is not your employer and should not be stated as one.

We promise to partner professionally with you and in return we ask that you provide us with the professionalism you would like to receive from us, this agreement is open and honest about our expectations of you, we do not want to implement any fines so please read thoroughly before clicking that you agree to the terms and conditions outlined below.

This agreement will apply to all projects/events that you partner with Engage Me on from this date forward. Unless you communicate otherwise we assume that you agree to the below terms and conditions.

PAYMENT TERMS & CONDITIONS

1. If the client requires pre-event training, you must attend the training session(s) to work the event. If you miss any part of the training, you will forfeit the whole job. We will try our best to inform you with advance notice to find a suitable date & time for the training.
2. If you are required to attend training, you must ensure you present yourself in a professional manner, this includes wearing professional attire (no jeans, flip flops, caps etc) unless otherwise briefed, hair, makeup up and nails should be clean, neat, styled, no bright colours. Taking notes, asking suitable questions and listening attentively with phones put away. Failure to present yourself in a professional manner could result in the client asking for you to be replaced from the event.
3. Payment will only be made upon completion of all the agreed days and hours, if you do not attend ALL the agreed days, you will forfeit your payment for hours or days already worked.
4. Payment will only be made on actual hours, if you arrive late to your scheduled working hours or break times, your payment will be deducted accordingly. You will be deducted to the nearest hour i.e. if you are 5 minutes late you will be deducted 1 hour, if you are 1 hour and 5 minutes late you will be deducted 2 hours.
5. Break times will be allocated with strict timings at the beginning of each day by Engage Me management, supervisors or the client. Payment will be deducted in the event of lateness during breaks as per point (3) above. If lateness occurs on more than one occasion, this may result in you being removed for the remainder of the job.
6. You must arrive 30 minutes before your start time, check in via WhatsApp on the Engage Me group with a photo check in AND with the client if they are present on the ground or if there is a client WhatsApp group. Failure to do so will result in a penalty of 50AED that will be deducted from your final payment. You must check in via the WhatsApp group when you arrive at the stand (not in the car park, venue etc but on the stand).
7. Daily reporting is a mandatory requirement for every job you work with us on, it takes between 2-4 minutes to complete. It is your responsibility to submit a fully completed report within 1 hour of the end of your shift with valuable feedback. Failure to send the report within 1 hour or sending an incomplete report or non-valuable feedback will result in a 100AED fine upon each occurrence.
8. Engage Me has the right to change the communicated hours/dates at any point without any penalties, as per the client's requirements.
9. It is your responsibility to arrange your own transport to: briefings, training, uniform fittings and event location, unless Engage Me has communicated otherwise in advance.

10. Payment will be made to you within 30-60 days of the end of the job unless Engage Me communicates different payment terms in advance of the starting date. Payment can be collected in cash or deposited into your bank account if you provide your bank details. It is your responsibility to provide the correct details to Engage Me. In the event of bank issues due to wrong information supplied, Engage Me will have no liability and no responsibility to investigate or reimburse you. Engage Me retains the right to withdraw the offer of a bank deposit at any point.
11. Payment will only be made upon the return of all uniforms and materials provided for the project by Engage Me. You agree to return uniforms to the Engage Me office within 7 days of the end of the event in the same condition that you received the items.
12. All uniforms provided to you must be returned within 7 days of the end date of the project for which you wore the uniforms. If you do not return uniforms within this timeframe, Engage Me reserves the right to replace the uniform items and deduct the cost price from your payment.
13. Any payments not collected within 90 days of the end date of the project will be forfeited and retained by Engage Me, please remember to collect all your payments in a timely manner.

FINES & PENALTIES

The below terms and conditions are purely stated to ensure professionalism for our client at all times, we do not want to fine people, we simply request you to closely follow the brief provided so that we can do a great job for our clients.

1. No chewing gum, drinking any drinks/alcohol or eating during working hours. Food & drink must be consumed in designated supplier areas during break times. No food or drink are allowed on the stand/your working area at any point. If you require water, you must drink this discretely out of view. If you are found to be breaching these rules, you will be deducted 50AED each time you break it.
2. No mobile phones to be used or on your person (including pockets) during working hours unless requested by the client in order for you to fulfil your role. Mobile phones are only to be used during break times away from the stand/your working area. If you are found to be breaching this rule you will be deducted 200AED each time you break it.
3. Make-up, hair, nails, jewellery and dress codes must be followed as per the client brief communicated on the WhatsApp group. Engage Me management or supervisors have the right to ask you to remove make-up, nail varnish or change your hairstyle etc if it is not deemed as per the client brief. If the briefed rules are not followed, you will be fined 100AED.
4. Uniforms should only be worn during working hours and must be washed and ironed for each scheduled working hours. If we receive feedback that uniform is not presentable you will be fined 200AED.
5. When wearing your uniform, you are representing the client's brand and you should remain professional at all times, bad conduct whilst in uniform will result in the termination of this agreement with no payment. No alcohol is allowed to be consumed whilst in your uniform.
6. Your uniforms must be returned in the same white bag provided to you with your name on it, failure to return in the bag provided will result in a 50AED fine.
7. You must stay within your designated areas during working hours (apart from break times). If you are found to be outside your area, Engage Me have the right to terminate you from the job and you will not be paid for any hours worked up to that point.
8. All tools provided for the job i.e. tablet(s) etc. are your responsibility, if these are lost or damaged whilst in your possession, Engage Me reserves the right to charge you the cost to replace the item(s).
9. It is your responsibility to highlight any damage to tools provided for the job that you can see before you start working so these can be highlighted to the client. Likewise, if you feel that any tools are not protected and could easily be damaged throughout the event this should be communicated so it can be highlighted to the client.

10. It is your responsibility to communicate any accidents to tools (tablets, laptops etc) or people at the stand/your working area so this can be reported to the client to limit liability.
11. If uniform items are missing or damaged upon return of the white uniform bag, you will be required to pay the cost price to replace these items. This amount will be deducted from your payment before you collect it.
12. In the unfortunate event that Engage Me's client makes a formal complaint about you or anyone in the team during the project, Engage Me will provide one written warning to the entire team; should the client make a subsequent complaint on the same issue, this will result in the entire team being fined 500AED each. Please police each other on the ground, Engage Me DOES NOT want to enforce this fine under any circumstances.
13. All information shared via WhatsApp or email must be read thoroughly. Failure to adhere to briefing information will result in a 100AED fine. This includes but is not limited to: not following dress/hair/make-up/jewellery rules, going to the wrong location, not reading briefing information etc.
14. If a client asks for you to be removed from the campaign for not following briefing instructions properly, Engage Me will not be obligated to pay you for that day's work. Likewise, if a client asks for you to be replaced (following 1 verbal warning) due to poor performance, Engage Me will not be obligated to pay you for that day's work.
15. Merchandise or freebies that you are giving away during the project are owned by the client, you agree not to take anything from the stand without permission to do so by Engage Me. Anyone caught taking merchandise/freebies without this permission will be deemed as stealing and will be removed from the project and reported to the appropriate authorities.
16. In the event of emergency leave, you will be requested to provide the following documentation that clearly states your name and the correct date in order to receive pro rata payment:
 - a. Car Accident/Issues = Police Report
 - b. Illness/Sickness = Doctors Receipt/Certificate
17. If you are caught or suspected of stealing (in any form) at an event, you will be immediately terminated and reported to the police. Engage Me will not make any payments to you for ANY jobs completed if you are caught or suspected of stealing at any event.

DATA PROTECTION

The below applies to WhatsApp groups that have the Engage Me logo as the group picture:

1. You agree not to save any contacts (names or numbers) from the WhatsApp groups that you are part of.
2. You agree not to share any information, communication, contacts, pictures or videos shared on the WhatsApp group with anyone verbally, forwarding messages or sharing screenshots, this information is highly confidential.
3. You agree not to use the WhatsApp groups to share any information, questions, pictures etc that is not relevant to the project.
4. You agree not to message any contacts from the WhatsApp group directly regarding other projects, clients or staffing agencies.

NON DISCLOSURE AGREEMENT

1. You agree not to disclose any information about the brand, event, payment rates, or any confidential information provided to you during the project with anyone other than Engage Me management team. This includes discussing with other promotional suppliers, staff, clients, friends or colleagues.
2. You agree not to provide your contact details to the client or work directly with the client on future projects. If you already have an existing relationship with the client directly, you are

required to disclose this with Engage Me management when providing approval of this contract. If the client approaches you to work with them directly, please them they need to contact Engage Me and inform Engage Me management team.

PHOTOGRAPH & VIDEO WAIVER

You consent to Engage Me or their associated clients, to take photographs and videos during the training or event for internal use or use on social media and online. You waive any rights for payment for such use.

If you do not agree to waiving your rights to photographs and videos being taken and used as stated above you must inform Engage Me BEFORE accepting a job.

ENGAGE ME SUPPLIER LIABILITY WAIVER

As a freelance supplier working within the UAE by your own accord, we require you to waive all liability from Engage Me, in signing this waiver you confirm that you are solely responsible for your own liability.

This liability waiver will apply to all projects/events that you work with Engage Me on, from the below date forward.

LIABILITY WAIVER

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH ANY EVENT THAT YOU WORK WITH ENGAGE ME ON, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in this activity, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity. I acknowledge that this Accident Waiver and Release of Liability Form will be used by the company holders, sponsors, and organizers of the activity in which I may participate, and that it will govern my actions and responsibilities at said activity.

In consideration of my application and permitting me to participate in this activity, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: Engage Me and/or their managing partners, project managers, supervisors or other freelance suppliers.

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I acknowledge that Engage Me and their managing partners, project managers, supervisors or other freelance suppliers, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

(C) I HOLD MOTOR VEHICLE THIRD PARTY AND PASSENGER LIABILITY INSURANCE to cover death of or injury to persons and/or loss of or damage to property in respect of motor vehicles used to go to and from events and within client's venues. Such insurance shall provide an unlimited indemnity for death of or injury to persons subject to awards or judgments issued by the UAE Courts.

The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

IN READING THIS DOCUMENT AND UNLESS YOU COMMUNICATED OTHERWISE WE ASSUME THAT YOU ACCEPT THE ABOVE TERMS AND CONDITIONS.

LOOKING FORWARD TO WORKING WITH YOU SOON.

This is a legal document confirming:

- 1. I am a legal freelance supplier working in the UAE. I hold a valid UAE residence visa and Emirates ID, and I comply with all applicable laws, rules, regulations and orders of the Emirate of Dubai and the United Arab Emirates.*
- 2. I hold valid professional and personal insurance relevant to the above type of work.*
- 3. I confirm E M E Events & Marketing Management LLC is not my employer and should not take any liability on my behalf.*