



Company Provided Accommodation Grades EK.03 - EK.05

Depending on availability you can choose company accommodation in the Al Quoz Housing Complex, or take a monthly Accommodation Allowance.

Accommodation Allowance (AA)

The AA is a contribution towards the cost of your private accommodation. The AA value depends on your grade and is stated in your contract of employment. If you take the AA you are able to apply for an advance of 6 months' worth of AA.

Company Provided Accommodation (CPA)

Staff may select air-conditioned accommodation at the Al Quoz Housing complex. The company will pay reasonable utility costs (water, electricity, gas, air-conditioning and municipality tax).

Grade	Entitlement
EK.03 EK.04	Furnished accommodation on a shared room basis (2 per bedroom in a 2 bedroom apartment).
EK.05	Furnished accommodation (own bedroom in a 2 bedroom apartment, the other room may be shared by 2 people).

It may be possible to pay an additional fee to 'upgrade' your accommodation - e.g. to get your own bedroom or to have your own unfurnished accommodation (studio, 1 bedroom, 2 bedroom apartment).

If you would like to view an apartment, you can visit the Al Quoz security in building number 20.

Sharing Guidelines

Who you will share with will be based on:

Gender (only staff of the same gender are permitted to share)
Nationality
Religion
Waiting list

You will be required to share accommodation with whoever the company instructs. Requests for reallocation will only be

considered as an exception, and are subject to accommodation availability and company requirements. An administration charge of AED 300 is applicable for staff-initiated moves.

Facilities provided

24 hour security
24 hour mini mart
Company transport
RTA public transport

Furnished Accommodation

The furniture items provided are in line with the standard list provided by Facilities Management.

In general, the following furnishings are provided:

Kitchen appliances: cooker, refrigerator, washing machine and dryer or combined washer/dryer.

Living room furniture: sofa set, wall unit, dining table and chairs.

Bedroom furniture: bed, bedside table, dressing table, chair, mirror and wardrobes or steel cupboards.

Curtains for each window.

Here are some pictures to show you what the Al Quoz apartments look like.

Common Area



Kitchen



Single Bedroom



Shared Bedroom



Starter Packs

If you take CPA you will get a starter pack containing basic crockery, cutlery and linen.

Individual Starter Pack (provided to each person in the apartment)	Quantity
Single size duvet and pillow	1
Duvet cover, pillow cases, flat and fitted sheets	2
Mattress protector	1
Bath towels	2
Hand towel	1
Bath mat	1
Plastic cutlery tray	1
Coat hangers (white, plastic, 6 pieces)	1
Cutlery set (stainless steel, 4 pieces)	1
Wooden spoon set (3 pieces)	1
Saucepan, frying and casserole dish	1
Chopping board	1
Cook's knife	2
Crockery set with 1 dinner plate, 1 side plate, 1 soup bowl, 1 cup and saucer	1
Tea/coffee mug and glass tumblers	2

Shared Common Pack (1 pack provided per apartment)	Quantity
Kitchen flip top bin, dust pan and brush	1
Can opener (manual), scissors, gas lighter	1
Kettle jug (steel), iron, toaster (4 slice)	1
Ironing board	1
Mop, bucket and washing up brush	1
Bathroom bin	1
Shower curtain (plastic, with hooks and rings)	1
Toilet brush and holder, floor wiper (rubber)	1

Temporary Accommodation

You may choose to take temporary company accommodation for 3 weeks starting from your arrival date. This is to help you decide whether to take CPA on a long term basis.

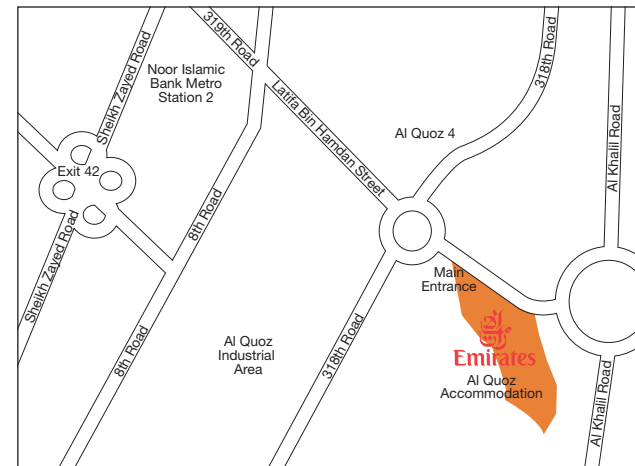
Please note that if you decide to take the AA, you will need to move out of temporary accommodation after 3 weeks from your date of arrival.

Only requests for extension due to visa related formalities are considered. You will be charged a daily accommodation rate for any extension of stay.

To help with allocation of accommodation you will have to make a decision during your first week whether you will take CPA or the AA. Please note that if you choose to take CPA you will need to stay in Al Quoz for a period of 12 months before you can take the AA.

To confirm your decision you must complete the accommodation confirmation memo and give it to your New Joining Coordinator within 1 week from the date of joining. Failure to do so may result in incorrect records and non payment of the AA.

Location



For further details on CPA, new recruits should contact their recruitment representative. Existing staff should go to groupworld > Employee Centre > Manuals > Accommodation > Junior Accommodation > Company Provided Accommodation > Al Quoz.

The Emirates Group



Company Provided Accommodation

Al Quoz

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