HR DELIVERY
Making Sure HR Delivers

THE CLIENT BROCHURE SERIES

HR Policy & Law

Country context for clearer HR documents and decisions

Explore Gulf country libraries, prepare employment documents and organise the questions requiring professional review, with a clear route from public references to an agreed drafting and support assignment.

EXPLORE. PLAN. PUT IT TO WORK.

Website resources · specialist support · portal tools
Practical examples and client journeys

START WITH YOUR PRIORITY

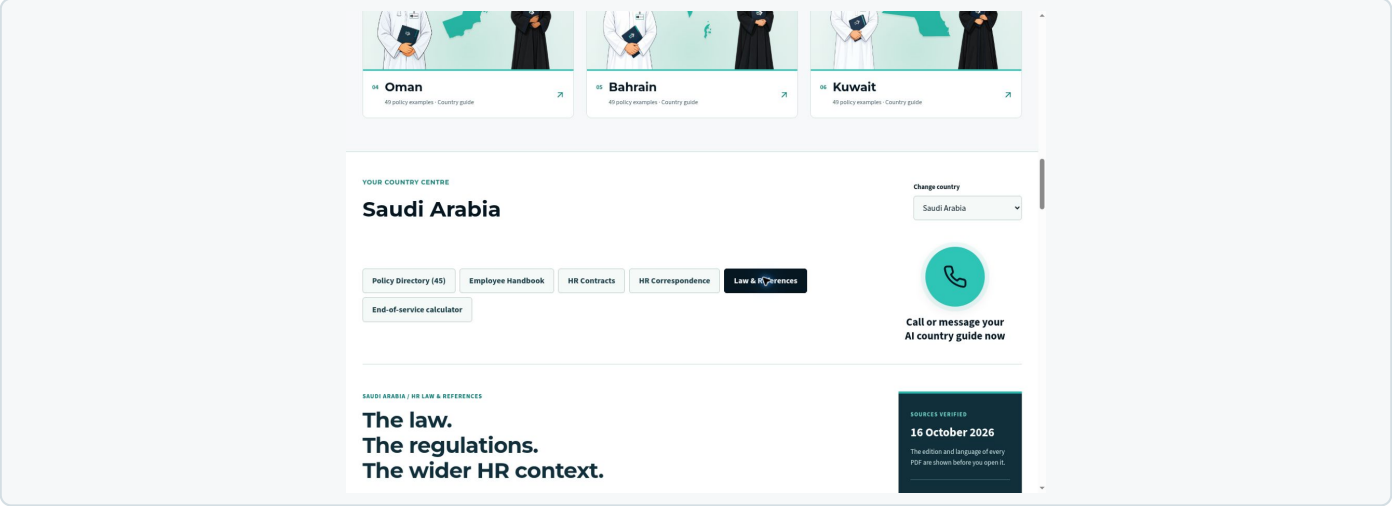
Start with the country, then the employment question

When an employment question arrives, the first useful step is to establish the country, the organisation and the situation. HR Delivery brings country document libraries, reference material and practical drafting routes into one offer. You can explore the public resources, identify the relevant starting document and prepare a more focused discussion with your team.

The country studios are described as supporting policies, handbooks, contracts and correspondence. Their value lies in turning a reference into an organisation-specific draft with the right facts, language and approval route. This brochure explains those connections, the roles of the country guides and the distinction between preparation, professional review and an employment decision.

WHO THIS GUIDE IS FOR

- HR leaders coordinating employment documents across Gulf countries
- People teams preparing policy, handbook or correspondence updates
- Organisations defining a country-specific HR support assignment



WEBSITE SCREEN / Live Saudi law-reference interface and source-review date.

THE QUESTIONS TO BRING

- Which country and employment context govern the question?
- What document, source or organisational fact is needed next?
- Who should review the draft before it is approved or communicated?

WHAT YOU CAN WORK TOWARDS

- A relevant country resource starting point
- A clear drafting or review brief
- An agreed route for completing and approving the work

A GUIDE TO YOUR GUIDE

Find the support you need

Explore the service, understand the tools and arrive at a focused conversation with HR Delivery.

01 / GET TO KNOW THE SERVICE

Introduction 002

Foreword from Dr Phillip 004

Meet Lama: your first point of contact 005

About HR Delivery and our five pledges 006

02 / EXPLORE AND USE THE SERVICE

Website resources and how to use them 008

Your specialist support 010

The portal: tools, studios and workspaces 044

03 / BRING IT INTO YOUR ORGANISATION

Two practical client journeys 058

Service arrangements and useful links 061

Your next conversation with HR Delivery 062

USE THE PDF AS A WORKING GUIDE

The contents and page-foot links are clickable. PDF bookmarks give direct access to every tool, studio, resource and client example.

A PERSPECTIVE ON POLICY & LAW

Foreword from Dr Phillip Welsh

PROPOSED WORDING FOR DR PHILLIP'S REVIEW

"A useful employment document connects the right country context with clear organisational choices and a disciplined review process."

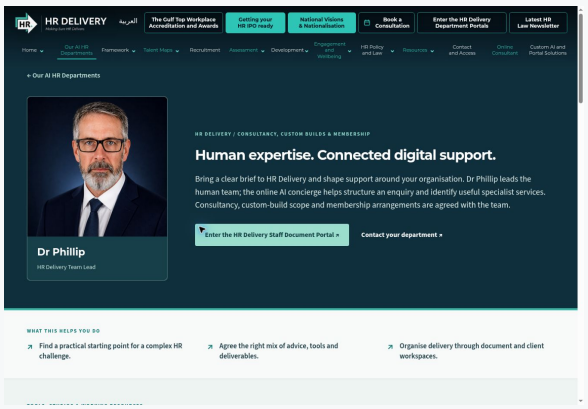
Employment documents are most useful when people can understand what they mean for their work. A policy should describe the organisation's arrangements clearly. A handbook should help an employee find a practical answer. A contract or letter should reflect the facts of the particular situation. Each begins with careful preparation and a clear understanding of the country and employment context.

Our intention with this service is to make that preparation more organised. Country libraries help you find a starting point; drafting studios provide a route for adapting the material; and a focused brief helps the human team understand where support is needed. The source, edition, language and intended use belong alongside the document throughout that process. They make subsequent review more purposeful.

I would encourage you to begin with one document or one question that matters to your organisation. Bring the existing material, the circumstances and the outcome you need. We can then discuss the appropriate resources and support, identify the review responsibilities and agree the next step. The objective is a document your organisation understands and can take through a considered approval process, with outstanding questions visible.

DR PHILLIP WELSH

Human team lead, HR Delivery



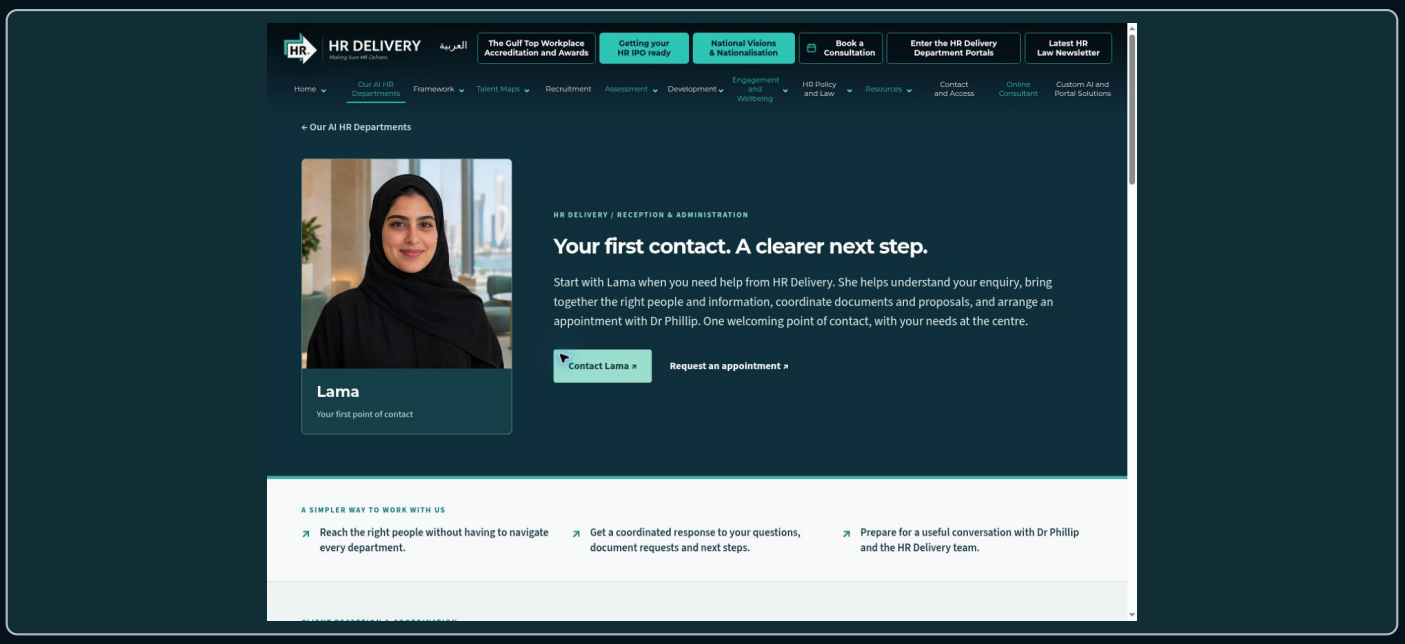
WEBSITE SCREEN / Dr Phillip Welsh: HR Delivery's human team lead.

YOUR FIRST POINT OF CONTACT

Meet Lama

Bring your business question. We will help you find the right next step.

Start with Lama when you need help finding the right country route or bringing several document tasks together. Describe the organisation, the employment context and the document you want to prepare. Reception can help organise the enquiry and a conversation with the relevant human team, while confirming the support, access and communication arrangements appropriate to your request.



WEBSITE SCREEN / Lama's public reception and administration service route.

A USEFUL FIRST BRIEF

- Country and, where known, the relevant employment regime
- Document type, purpose and intended audience
- Existing wording, source edition and the factual changes required
- Required language, review owner and target decision date

HOW LAMA HELPS

- Direct the enquiry to the relevant country and document resources
- Coordinate the information needed for a drafting or review conversation
- Clarify the next meeting, service scope and confirmed communication route

Bring the document and the question together. A focused first conversation helps the team identify the appropriate resource, review responsibility and practical next step for you.

ABOUT HR DELIVERY

Expertise that turns people priorities into useful work

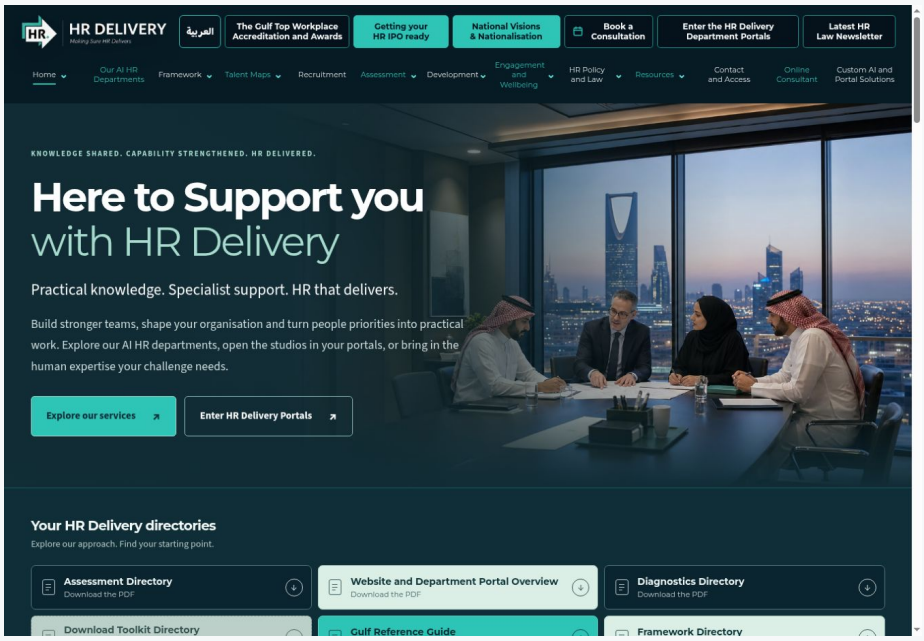
A multidisciplinary HR service led by Dr Phillip Welsh, connecting professional advice, practical resources and hands-on support.

OUR MISSION

Help organisations develop their people, strengthen HR capability and put plans into practice through expert advice, useful tools and direct delivery support.

OUR VISION

Organisations with the leadership, capability and culture to help people thrive and sustain their success.



WEBSITE SCREEN / HR Delivery: the public service directory and department routes.

THE WAY WE WORK

Your organisational context comes first. HR Delivery draws together psychometrics, organisation development, learning and development, project delivery and HR practice. Advice and resources are adapted to the assignment, its people and its operating environment.

OUR VALUES

Expertise · generosity · accountability · adaptability · respect for local context

OUR COMMITMENT TO YOU

Five pledges.
One working relationship.

What these commitments mean when you work with HR Delivery.

01 Deep expertise

Bring relevant professional knowledge to your question and combine evidence with considered judgement.

02 Always helping

Offer useful resources and a level of support that fits the challenge you are trying to resolve.

03 Delivery guaranteed

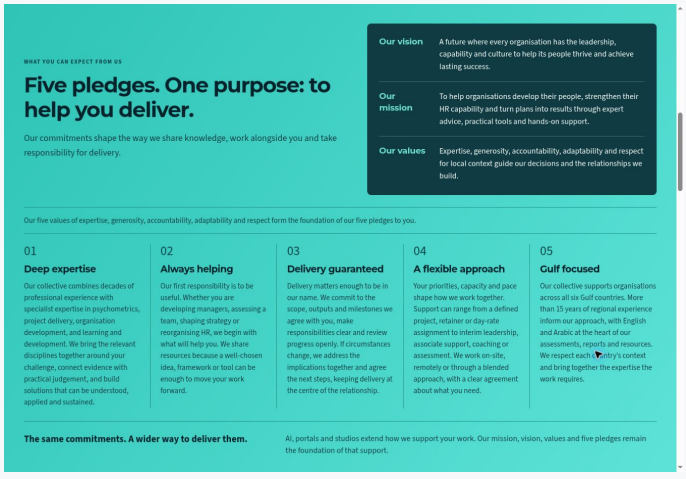
Agree the work, outputs, responsibilities and review points, with clear communication about progress.

04 A flexible approach

Shape the delivery arrangement around your requirements, whether advisory, project based, ongoing, remote or in person.

05 Gulf focused

Take account of the six Gulf countries, the local organisational context and the language needs of the assignment.



WHAT YOU CAN EXPECT FROM US

Five pledges. One purpose: to help you deliver.

Our commitments shape the way we share knowledge, work alongside you and take responsibility for delivery.

Our vision A future where every organisation has the leadership, capability and culture to help its people thrive and achieve lasting success.

Our mission To help organisations develop their people, strengthen their HR capability and turn plans into results through expert advice, practical tools and hands-on support.

Our values Expertise, generosity, accountability, adaptability and respect for local context guide our decisions and the relationships we build.

Our five values of expertise, generosity, accountability, adaptability and respect form the foundation of our five pledges to you.

01 **Deep expertise**
Our collective combines decades of professional experience with specialist expertise in psychometrics, project delivery, organisation development, and learning and development. We bring the relevant disciplines together around your challenge, connect evidence with practical judgement, and build solutions that can be understood, applied and sustained.

02 **Always helping**
Our first responsibility is to be useful. Whether you are developing managers, assessing a team, shaping strategy or reorganising HR, we begin with what will help you. We share resources because a well-chosen idea, framework or tool can be enough to move your work forward.

03 **Delivery guaranteed**
Delivery matters enough to be in our name. We commit to the scope, outputs and milestones we agree with you, make responsibilities clear and review progress openly. If circumstances change, we address the implications together and agree the next steps, keeping delivery at the centre of the relationship.

04 **A flexible approach**
Your priorities, capacity and pace shape how we work together. Support can range from a defined project, retainer or day-rate assignment to interim leadership, associate support, coaching or assessment. We work on-site, remotely or through a blended approach, with a clear agreement about what you need.

05 **Gulf focused**
Our collective supports organisations across all six Gulf countries. More than 15 years of regional experience inform our approach, with English and Arabic at the heart of our assessments, reports and resources. We respect each country's context and bring together the expertise the work requires.

The same commitments. A wider way to deliver them.

AI, portals and studios extend how we support your work. Our mission, vision, values and five pledges remain the foundation of that support.

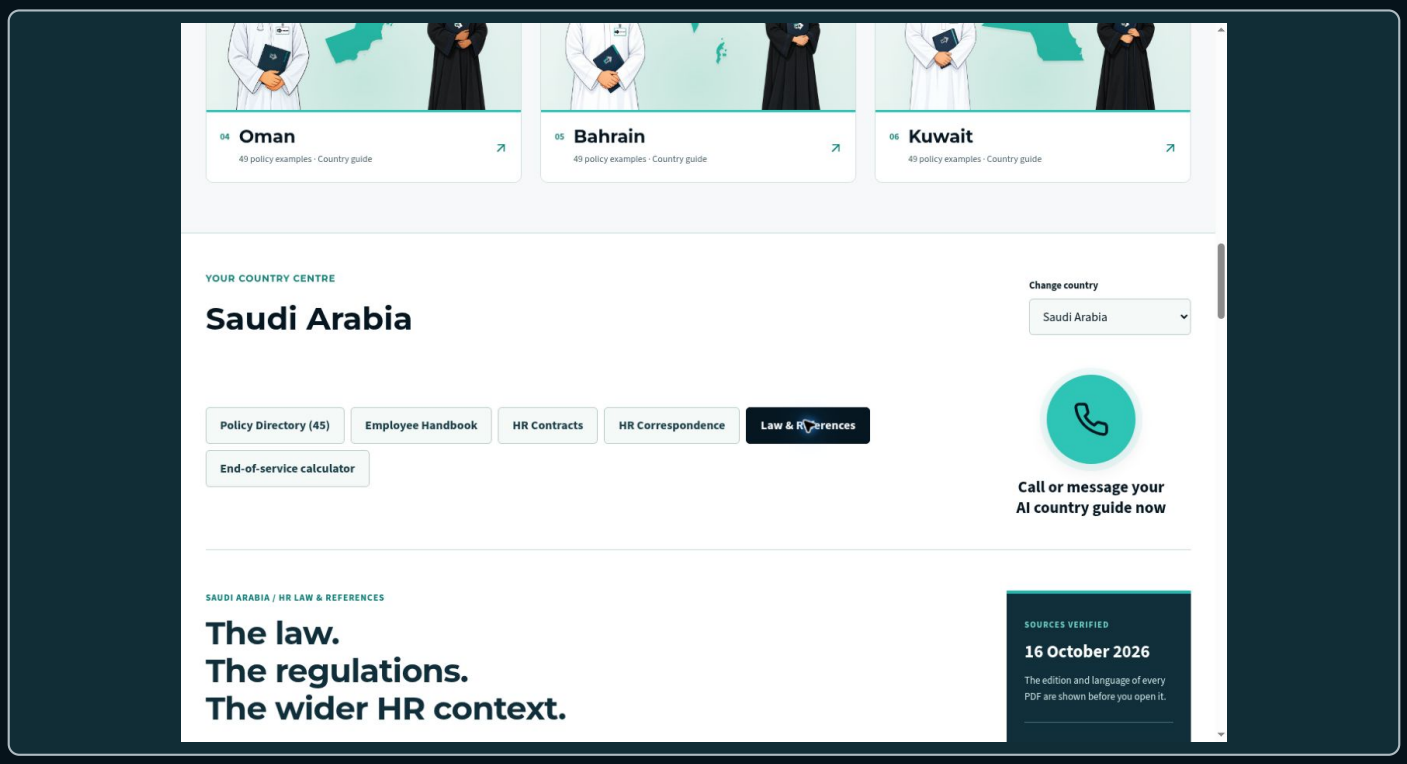
WEBSITE SCREEN / HR Delivery's published mission, vision, values and five pledges.

H / POLICY & LAW

01

Explore the website resources

Start in the right Gulf jurisdiction and find the country documents, sources and specialist context.

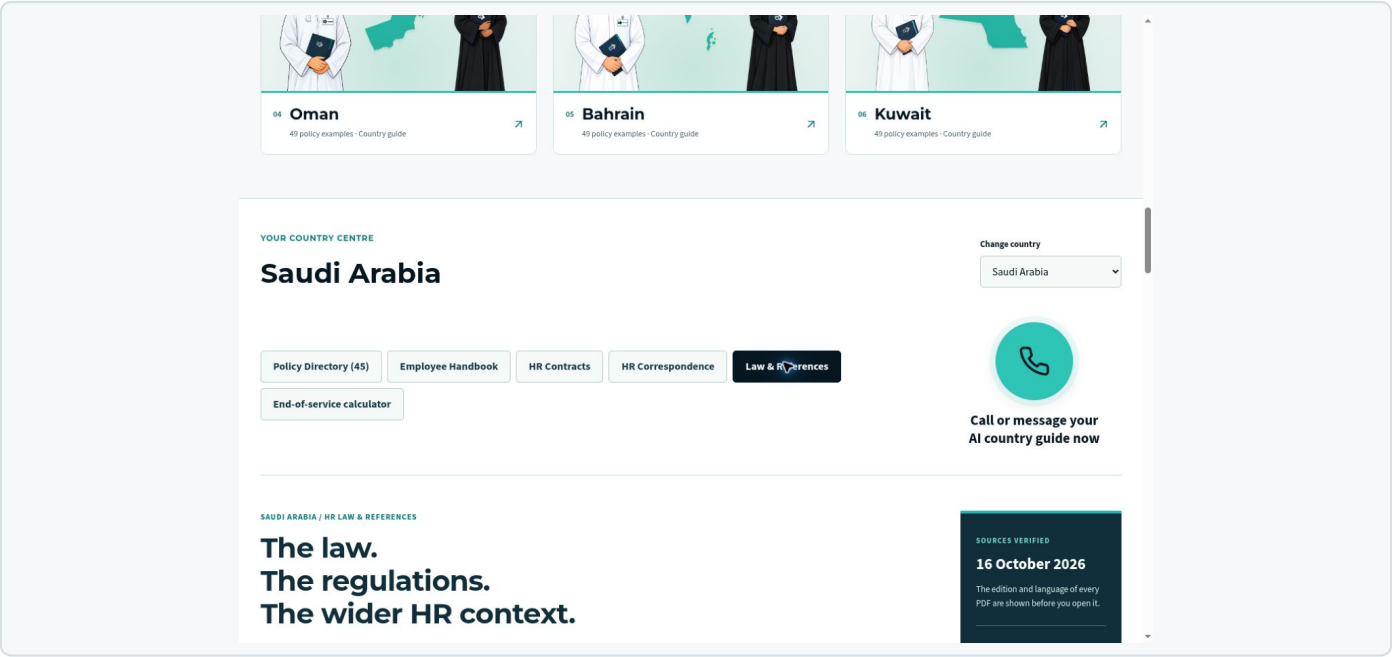


WEBSITE SCREEN / Live Saudi law-reference interface and source-review date.

WEBSITE / ORIENTATION

Explore the country resources before shaping your brief

The public Policy and Law centre gives you separate routes for Saudi Arabia, Qatar, the UAE, Oman, Bahrain and Kuwait. Search the country libraries, compare document descriptions and open the available reference or reader. Country guides, end-of-service estimate tools and the HR Law Newsletter add context. Keep the publication edition and employment scope visible, and take unresolved applicability or interpretation questions into appropriate professional review.



WEBSITE SCREEN / Live Saudi law-reference interface and source-review date.

HOW TO EXPLORE

1. **Choose the country.** Start with the employment location and confirm whether a particular regime or organisation type needs separate consideration.
2. **Find the resource.** Search the policy, agreement, correspondence, handbook or law-reference collection and read its description and source context.
3. **Prepare the question.** Record the relevant document, the facts to insert and the point that needs clarification before arranging support.

ILLUSTRATIVE CLIENT USE

Illustrative example: an HR manager is revising an Oman induction handbook. She opens the country handbook and policy resources, notes the wording requiring organisational decisions, and prepares a list of language and approval questions for a scoped discussion through Lama before work is commissioned.

SPECIALIST SUPPORT

Your country specialist teams

Use the specialist area to prepare a focused question and connect it with the service you need.

REEM AND SAAD

Saudi Arabia policy guide and employment-law reference guide; fictional specialist profiles

- Which Saudi resource matches the document we need?
- What source and employment-context information should accompany our question?
- Which organisational facts should we prepare for professional review?

DANA AND JASSIM

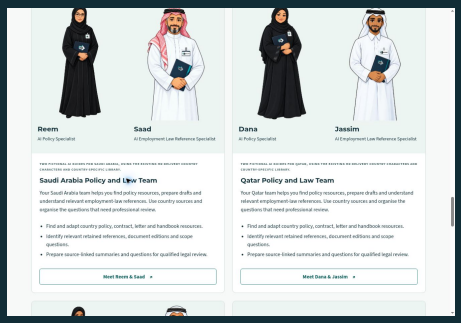
Qatar policy guide and employment-law reference guide; fictional specialist profiles

- Where should we begin with a Qatar policy or agreement?
- Which country references should our reviewer consider?
- How can we turn the employment situation into a focused drafting brief?

MAITHA AND RASHID

United Arab Emirates policy guide and employment-law reference guide; fictional specialist profiles

- Which UAE employment context needs to be established first?
- Where are the relevant contract, policy and correspondence resources?
- What scope questions should we raise before adapting the model?



WEBSITE SCREEN / Saudi Arabia Policy and Law Team profile

ACCESS IN THREE STEPS

- Choose the relevant country and read its published specialist profiles.
- Prepare the document reference, situation and questions you want the team to address.
- Contact Lama to arrange human support and confirm which service channels are enabled.

The named country pairs are fictional guides. Their public profiles and local communication previews do not establish an active AI advice service; live answers, voice and messaging require provider activation.

SPECIALIST SUPPORT

Your country specialist teams

Use the specialist area to prepare a focused question and connect it with the service you need.

ALYA AND SALIM

Oman policy guide and employment-law reference guide; fictional specialist profiles

- Which Oman resource fits the practical question?
- What should our handbook or policy brief contain?
- Which wording and source questions require an appropriate reviewer?

LULWA AND HAMAD

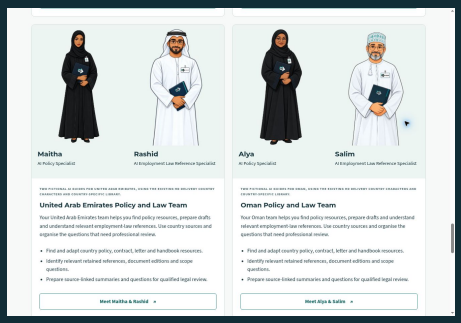
Bahrain policy guide and employment-law reference guide; fictional specialist profiles

- Where can we find a Bahrain document starting point?
- What employment-scope questions should we clarify?
- Which records would make the review conversation more useful?

NOURA AND FAHAD

Kuwait policy guide and employment-law reference guide; fictional specialist profiles

- Which Kuwait collection should we explore first?
- How should we describe the document's purpose and audience?
- What facts and references should accompany our support request?



WEBSITE SCREEN / Oman Policy and Law Team profile

ACCESS IN THREE STEPS

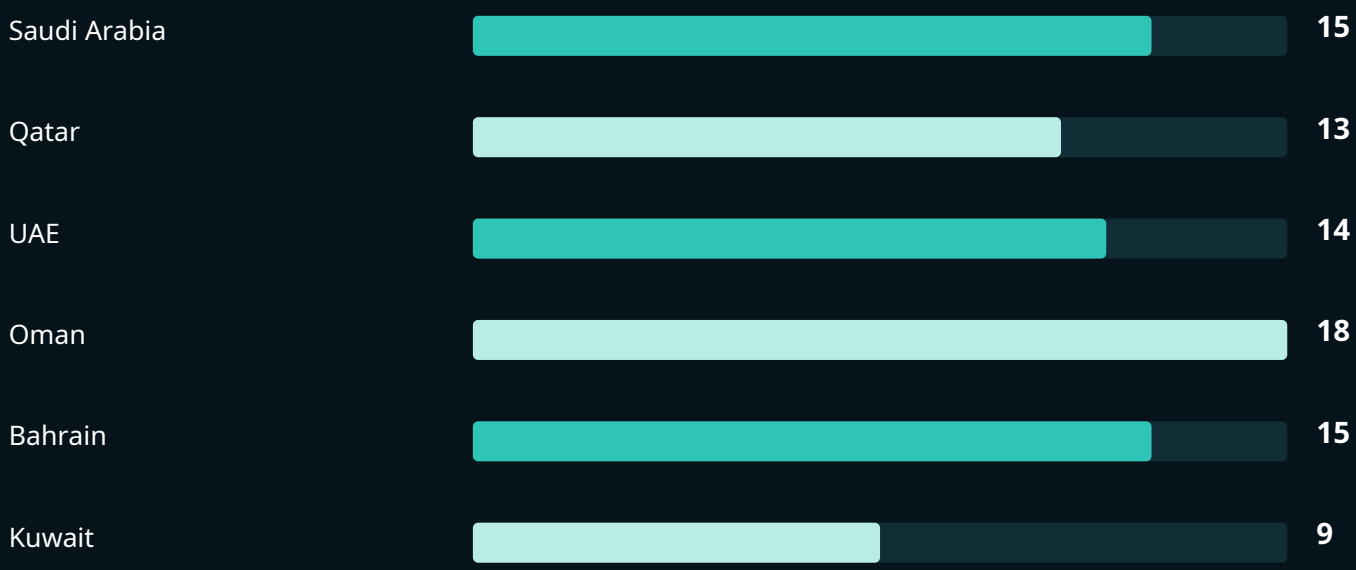
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SERVICE AT A GLANCE

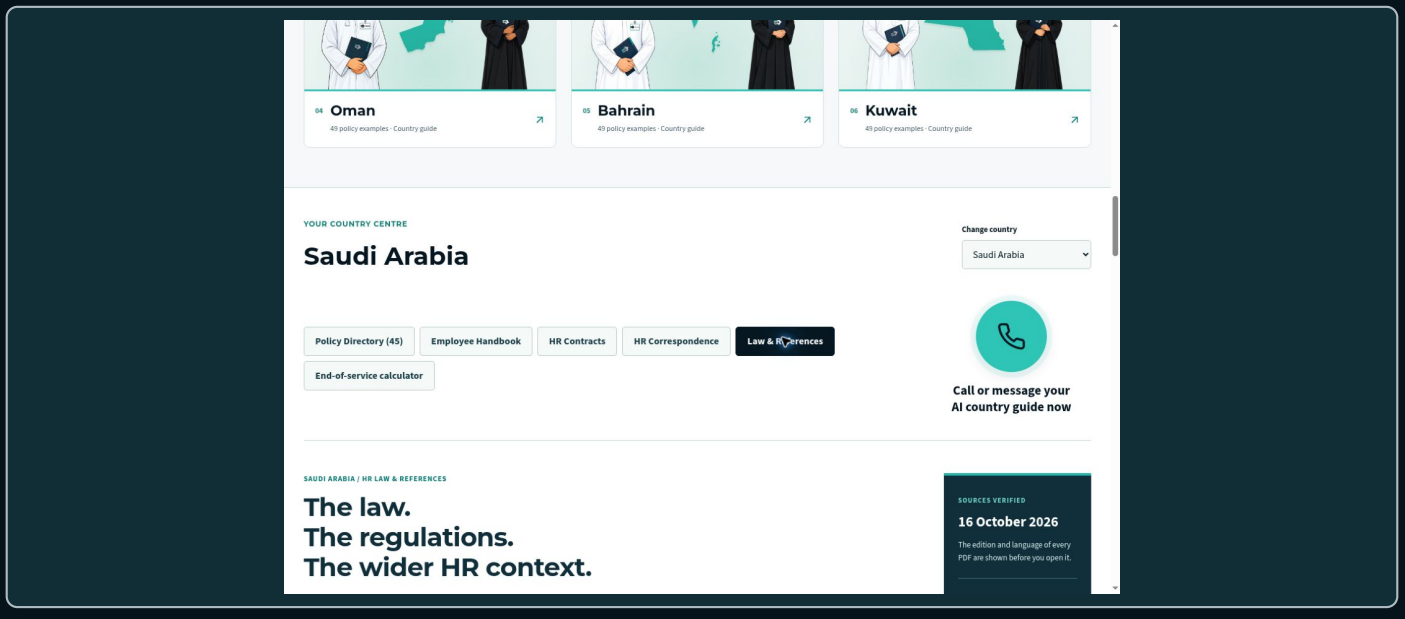
Country reference libraries, in view

Start with the relevant jurisdiction and use its source references to inform the document or question being reviewed.



Law and reference library entries · counts, not client outcomes

The reviewed libraries list 84 country law and reference entries across the six Gulf countries. Coverage varies by country and is a navigation aid; entry counts do not measure legal completeness or replace current professional review.

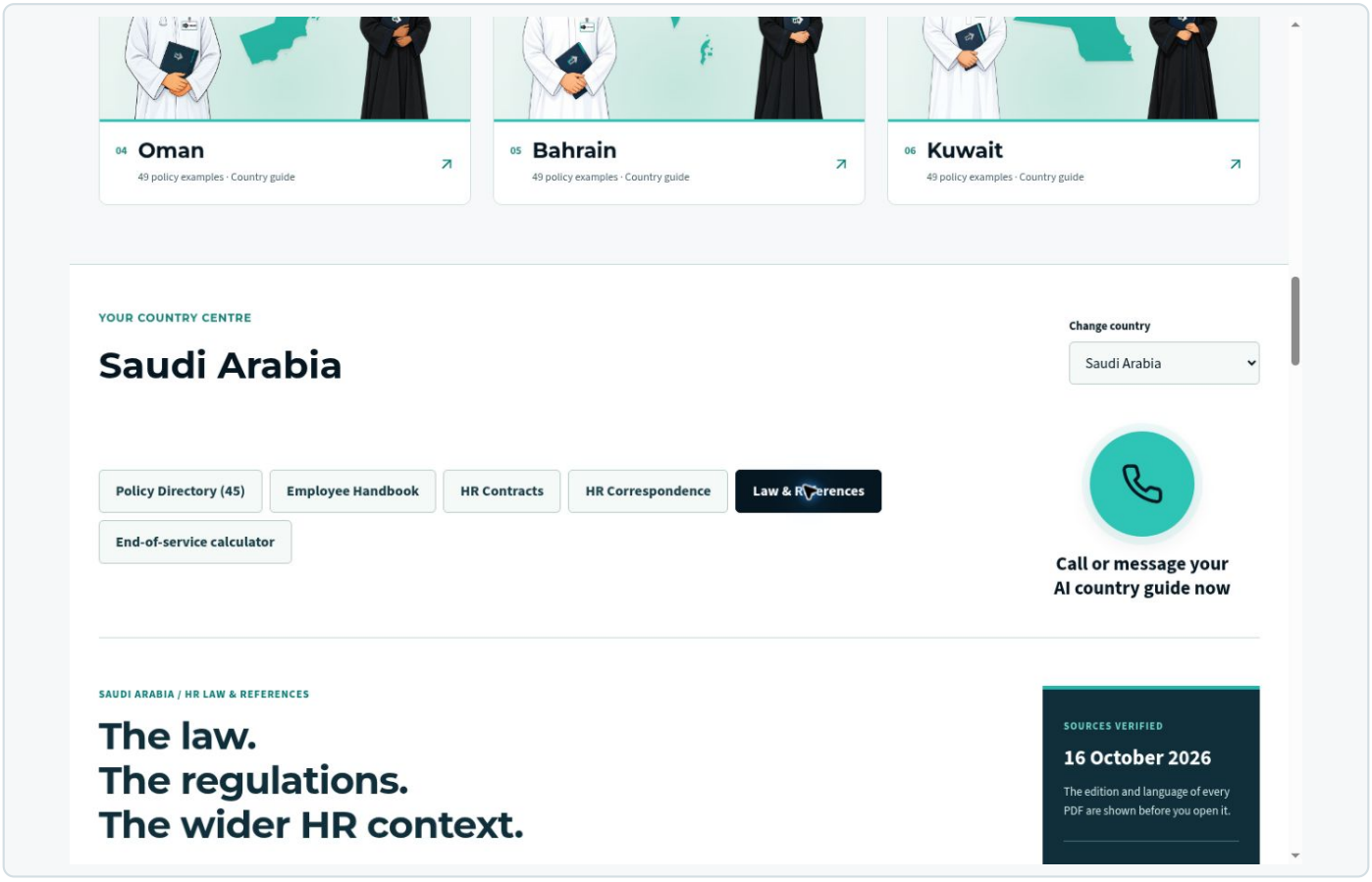


WEBSITE SCREEN / Live Saudi law-reference interface and source-review date.

H1 · YOUR CLIENT EXPERIENCE

Country reference libraries, in view

Start with the relevant jurisdiction and use its source references to inform the document or question being reviewed.



WEBSITE SCREEN / Live Saudi law-reference interface and source-review date.

WHAT IT GIVES YOU

The reviewed libraries list 84 country law and reference entries across the six Gulf countries. Coverage varies by country and is a navigation aid; entry counts do not measure legal completeness or replace current professional review.

THE CLIENT VALUE

Observed reference entries: Saudi Arabia 15, Qatar 13, UAE 14, Oman 18, Bahrain 15 and Kuwait 9. Confirm current source text before application.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a regional HR lead compares the six country libraries before planning a document-refresh project. She uses the catalogue counts to understand the available starting material, then checks the actual documents and editions needed for each country rather than treating volume as coverage assurance. Which specific documents do we need to locate and review in each country?

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

H1 · YOUR CLIENT EXPERIENCE

Six country teams keep the legal context visible

Choose the country governing the work and use its policy and employment-law guides to locate relevant references.

WHAT IT GIVES YOU

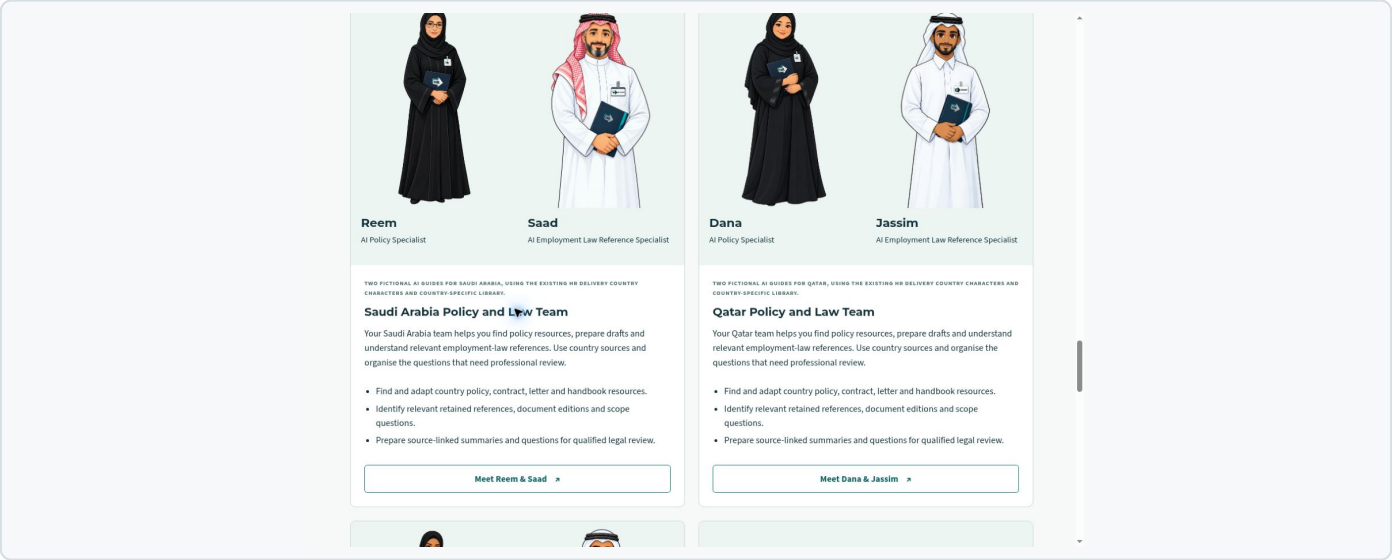
Each Gulf country has a pair of virtual specialists associated with its document library. Their profiles help you find policies, contracts, letters and handbook resources, while retaining the country, source edition and questions that require qualified professional judgement.

THE CLIENT VALUE

Your document preparation starts in the appropriate jurisdiction and keeps source context visible as the work moves toward review.

YOUR OUTPUTS

- Saudi Arabia and Qatar routes
- UAE and Oman routes
- Bahrain and Kuwait routes



RELATED SERVICE VIEW / Saudi Arabia Policy and Law Team profile

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a group operating in three Gulf countries uses the specialist directory to organise separate country briefs. Each brief identifies its document, employment context and source questions, then goes through Lama to the human team with the relevant country profile as a starting point. Which country team and resource collection best match this employment question?

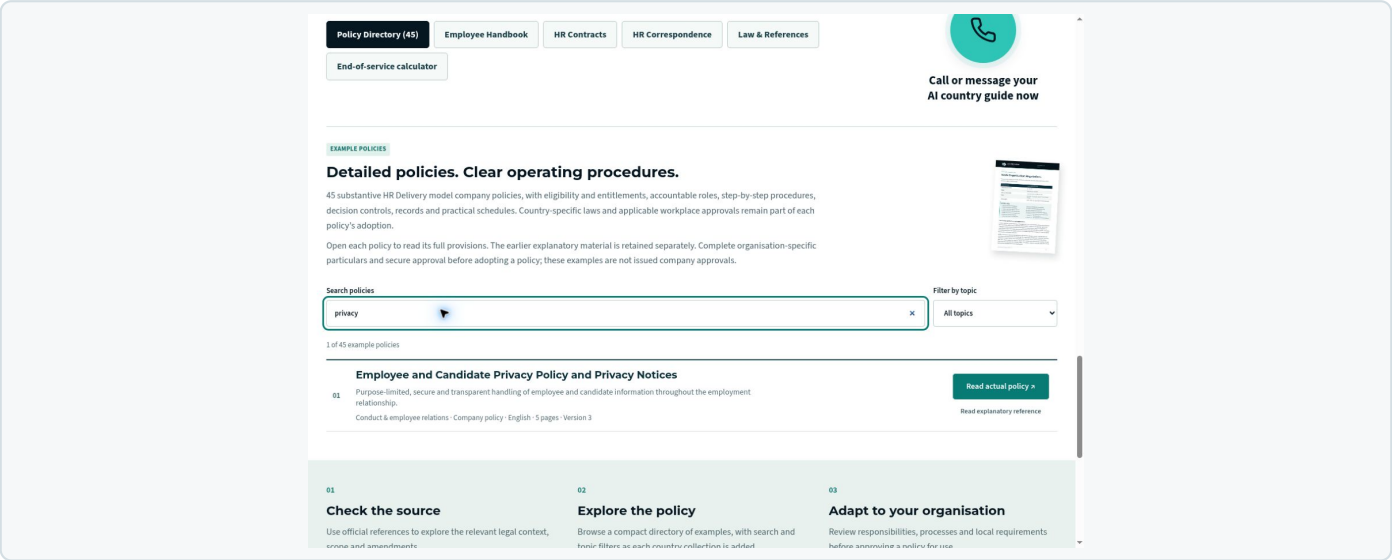
SERVICE CONTEXT / Profiles are available; country AI communication still requires provider activation.

SOURCE: HR.DELIVERY / AI SPECIALISTS

START WITH THE COUNTRY AND SITUATION

Searchable Gulf-country document libraries

Find the country-specific reference that fits an HR question, then retain its purpose, edition and source context when preparing your organisation's response.



WEBSITE SCREEN / Live Saudi policy directory filtered for privacy, showing the search controls and matching policy.

WHAT IT GIVES YOU

Choose Saudi Arabia, Qatar, the UAE, Oman, Bahrain or Kuwait and search policies, handbooks, contracts, correspondence and law references. Topic and group filters help narrow the collection; the listed totals describe directory entries rather than unique files across editions.

THE CLIENT VALUE

A focused search helps HR teams move from a broad question to relevant material and identify what must be adapted or reviewed for their organisation.

YOUR OUTPUTS

- Country-filtered reference list
- Policy, contract and correspondence models
- Source and edition information

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR adviser searches a country library for a leave-policy starting point. She compares the purpose, language and source details, records the version she intends to use, and prepares the organisation-specific choices that its reviewer will need to consider. What search terms, country and document purpose will narrow this task most effectively?

SERVICE CONTEXT / Public libraries; models require local review

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

KEEP BOTH LANGUAGE VERSIONS IN CONTEXT

Bilingual contracts and correspondence

Work from English and Arabic document models together, retaining the country, purpose and edition when preparing employment documentation for readers using both languages.

WHAT IT GIVES YOU

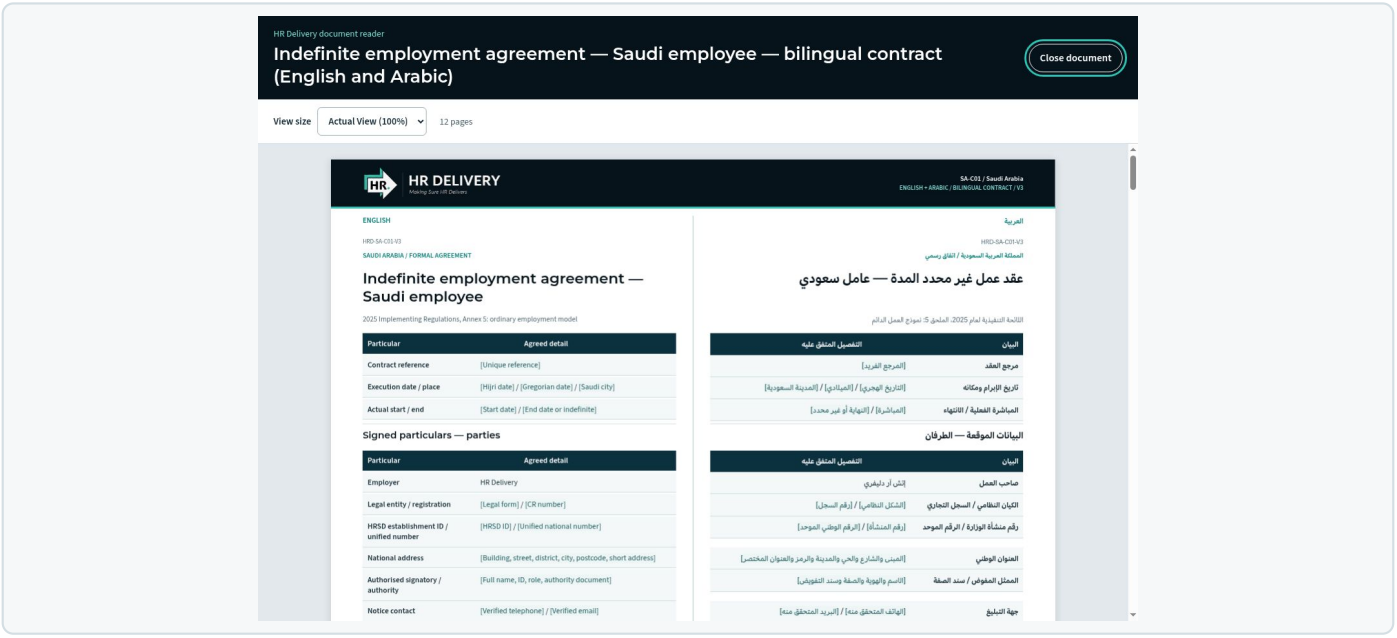
Contract and letter cards offer separate English and bilingual reading links. Bilingual models place the two languages alongside one another, providing a practical preparation reference. The Saudi indefinite employment agreement example is presented as a twelve-page bilingual model.

THE CLIENT VALUE

Parallel presentation helps reviewers compare the wording and identify completion questions before the organisation relies on a document in a particular employment matter.

YOUR OUTPUTS

- Parallel-language document model
- Country, purpose and edition context
- A basis for language-alignment review



WEBSITE SCREEN / Live 12-page bilingual Saudi contract reader, showing model particulars in English and Arabic without real employee information.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a people team prepares a bilingual contract discussion. It places the English and Arabic model together, identifies the particulars to complete and records wording questions for language and legal review, keeping both versions connected throughout the organisation's approval process. Who will confirm that the two language versions express the intended agreement consistently?

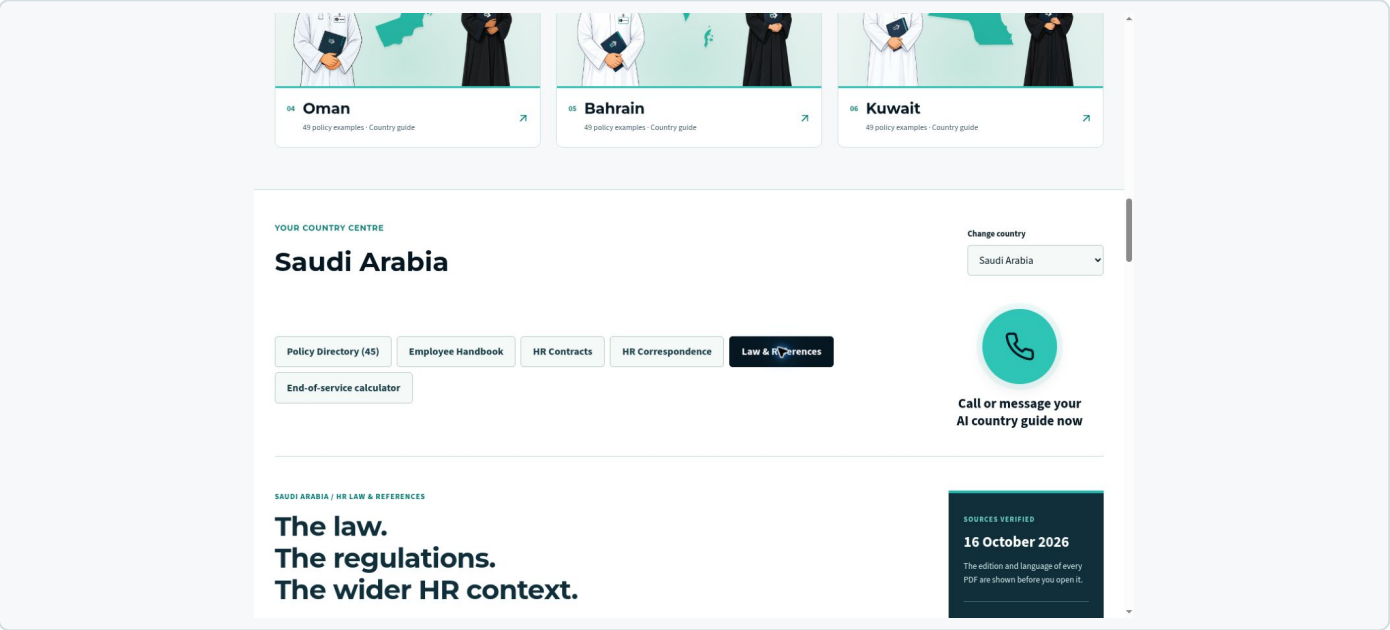
SERVICE CONTEXT / Bilingual models; professional language and legal review

SOURCE: HR.DELIVERY / DOCUMENT VIEWER

TRACE THE SOURCE BEHIND THE DOCUMENT

Country law and reference libraries

Find the source material behind an HR question and check its country, edition and language status before using it to inform a decision.



WEBSITE SCREEN / Live Saudi law-reference interface and source-review date.

WHAT IT GIVES YOU

The six libraries list 84 law-reference entries, with official-publisher links, document readers and source-review context; some include article lookup. They distinguish official English text from labelled working translations, helping clients understand what they are consulting and where it originated.

THE CLIENT VALUE

Source visibility helps HR teams prepare a more precise question for qualified review and avoid treating an undated or translated reference as universally applicable.

YOUR OUTPUTS

- Law-reference catalogue
- Official-source links and document readers
- Edition and translation-status information

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR manager attaches the cited country reference to a policy-review brief. She notes its edition and relevant topic, then asks the appropriate reviewer to confirm current applicability before the organisation relies on the proposed wording in practice. Which current official source and employment scope should our reviewer confirm?

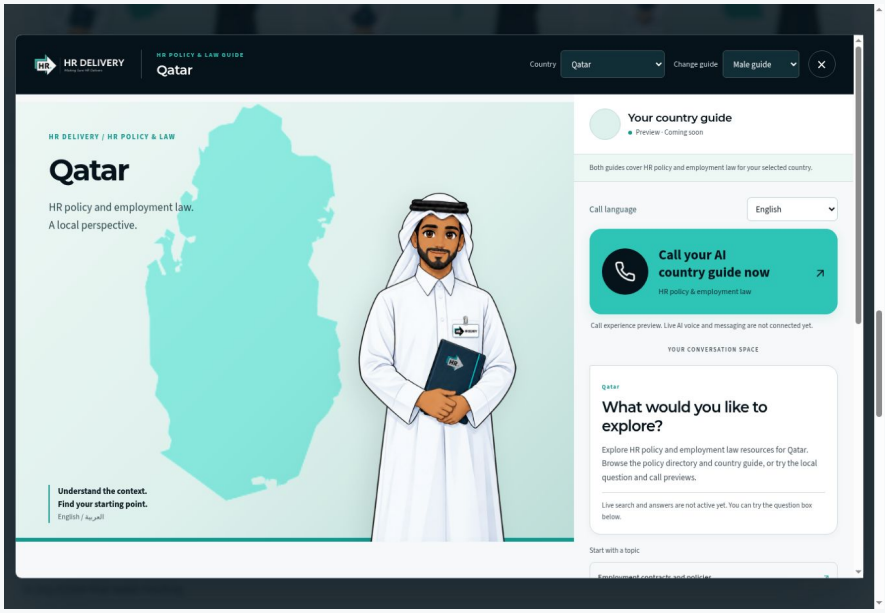
SERVICE CONTEXT / Reference library; check current official text and scope

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

PREPARE A FOCUSED COUNTRY ENQUIRY

Gulf country AI-team interfaces

Use the country guide and suggested topics to organise a policy or law question before arranging the appropriate support through HR Delivery.



WEBSITE SCREEN / Live Qatar country-guide preview explicitly states that AI voice, messaging, search and answers are not connected.

WHAT IT GIVES YOU

Each country has a fictional specialist pair with country, guide and call-language selectors, suggested topics and resource links. The communication screen is a local preview; live search, answers, AI voice and messaging still require their external provider connections.

THE CLIENT VALUE

Clients can organise the context of an enquiry and locate useful starting resources while the specialist communication services await their external connections.

YOUR OUTPUTS

- Country and topic selection
- Relevant resource links
- A focused question for the human team

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a client explores the country-guide topics to organise an employment question. He records the relevant document and context, then contacts Lama about human support, checking which communication routes are enabled rather than assuming the local preview will provide live advice. Which support route is enabled for this question, and who will respond?

SERVICE CONTEXT / Local preview; live AI channels not connected

SOURCE: HR.DELIVERY / DEPARTMENT HR POLICY LAW

A GULF-FOCUSED HR BRIEFING

HR Law Newsletter

Use the newsletter as a regular reading route into Gulf HR policy and law topics, then follow the references relevant to your organisation.

WHAT IT GIVES YOU

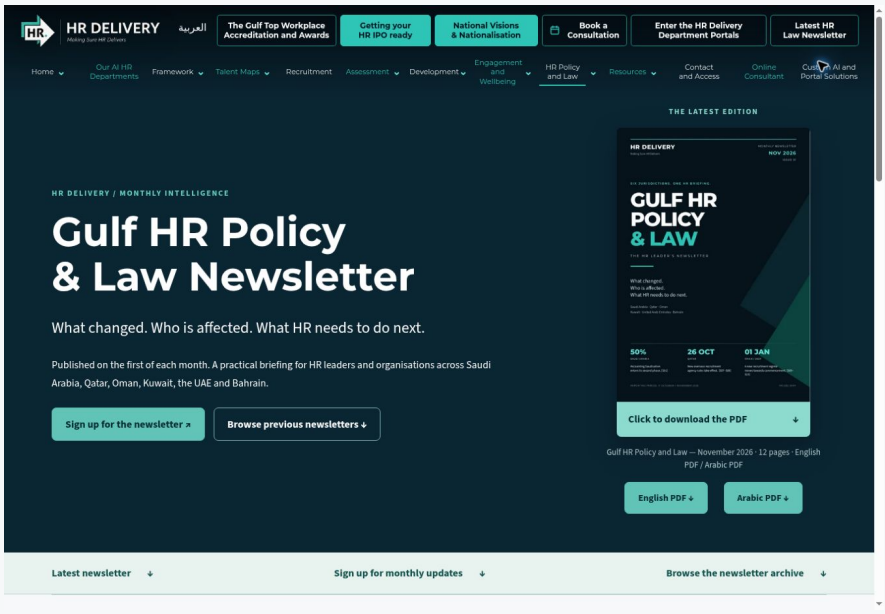
The public page brings together the current issue, English and Arabic PDFs, signup and archive navigation. November 2026 Issue 01 is a twelve-page edition covering changes, affected groups, practical HR actions, dates and sources across the six countries.

THE CLIENT VALUE

A concise briefing helps HR leaders identify questions worth investigating and bring a more focused set of issues into internal discussion or professional review.

YOUR OUTPUTS

- Published newsletter issue
- Country-relevant reading and source references
- Links to language editions and signup



WEBSITE SCREEN / Live public newsletter page displaying the November 2026 first issue and English/Arabic download choices.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR director reads the current newsletter before a team meeting. She selects an item relevant to the organisation, records the linked source and turns it into a question for review, without assuming the newsletter itself settles the employment matter. Which newsletter topic should we follow through to its source and organisational implications?

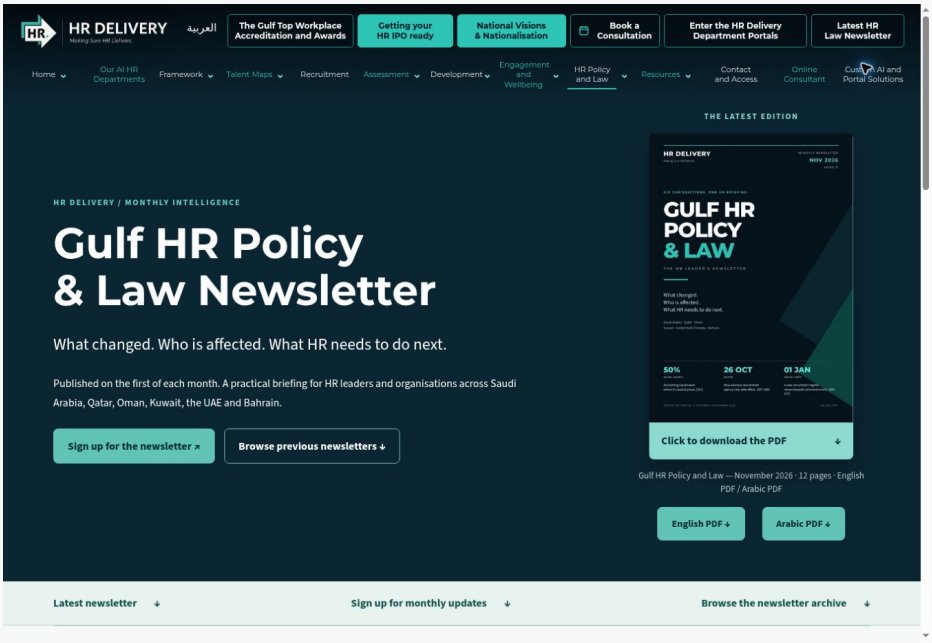
SERVICE CONTEXT / Website edition available; outbound delivery awaits configuration

SOURCE: HR.DELIVERY / HR LAW NEWSLETTER

CHOOSE THE READING LANGUAGE

English and Arabic newsletter editions

Select the newsletter edition that suits the reader while keeping the issue date, subject context and source references attached to any subsequent discussion.



WEBSITE SCREEN / Live newsletter language-download panel.

WHAT IT GIVES YOU

The latest-issue panel and archive provide separate PDF routes for English and Arabic. Both belong to the same published issue context, supporting bilingual access to the briefing; website downloads remain separate from the external service needed for automated email distribution.

THE CLIENT VALUE

Language-specific editions make the briefing easier to share with relevant colleagues while keeping everyone's discussion connected to the same publication and its date.

YOUR OUTPUTS

- English newsletter PDF
- Arabic newsletter PDF
- Issue month and number

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a bilingual HR team uses the English and Arabic newsletter editions for a shared discussion. Members identify the same topic in both versions, retain the issue reference and agree the questions they will take to a qualified reviewer. Which edition and language will help our intended readers follow the discussion?

SERVICE CONTEXT / Published PDFs available; email distribution is separate

SOURCE: HR.DELIVERY / HR LAW NEWSLETTER

RETURN TO THE RELEVANT EDITION

Newsletter issue archive

Locate a published newsletter by its issue context and return to its reference links when following up an earlier HR question or briefing.

WHAT IT GIVES YOU

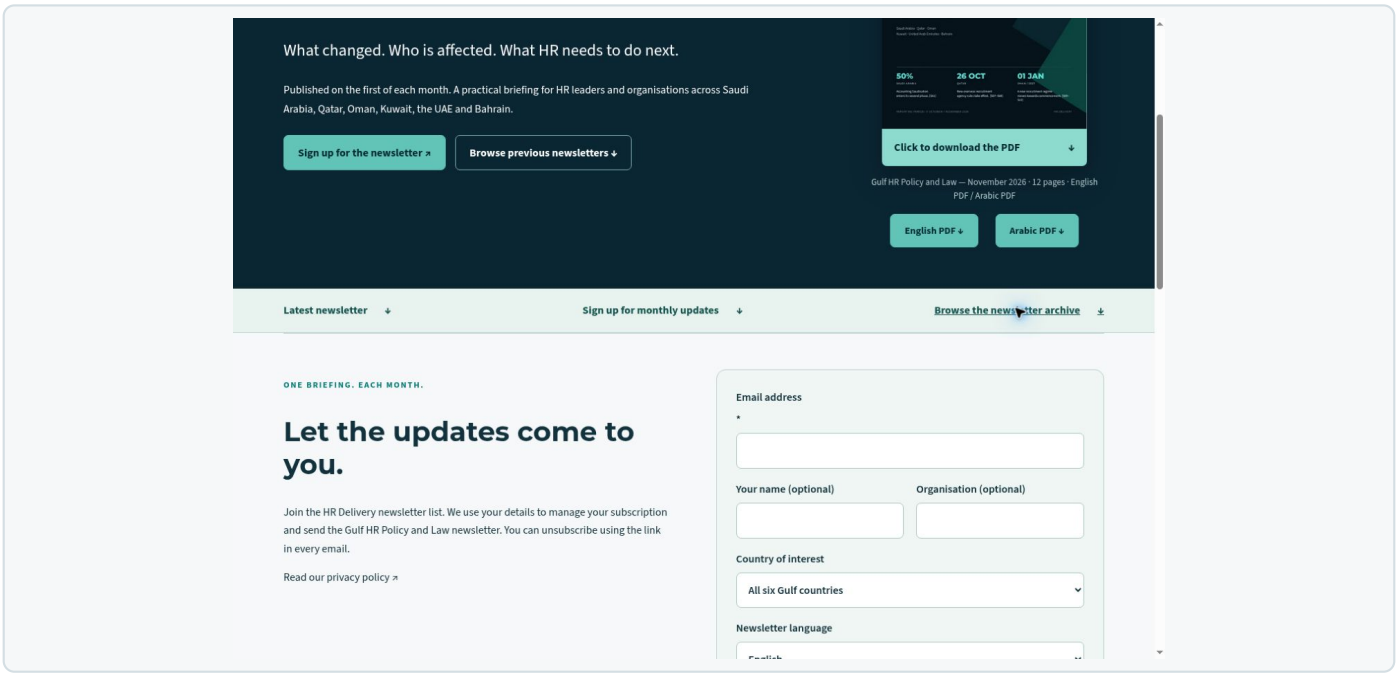
Archive cards identify the month, issue number and subject summary, with English and Arabic PDF links. The reviewed archive contains November 2026 Issue 01, establishing the archive structure; it should not be presented as a populated historic back catalogue.

THE CLIENT VALUE

A dated archive provides continuity for readers and helps teams distinguish an earlier briefing from the current information needed for a decision.

YOUR OUTPUTS

- Issue-based archive entry
- English and Arabic reading routes
- Publication-date context



WEBSITE SCREEN / Live newsletter page with archive navigation and signup area.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR practitioner returns to a newsletter item used in an earlier briefing. She checks the issue date and archive availability, retrieves the relevant edition where provided and confirms whether newer official information changes the question being considered. Which issue did we rely on, and does its source context still apply?

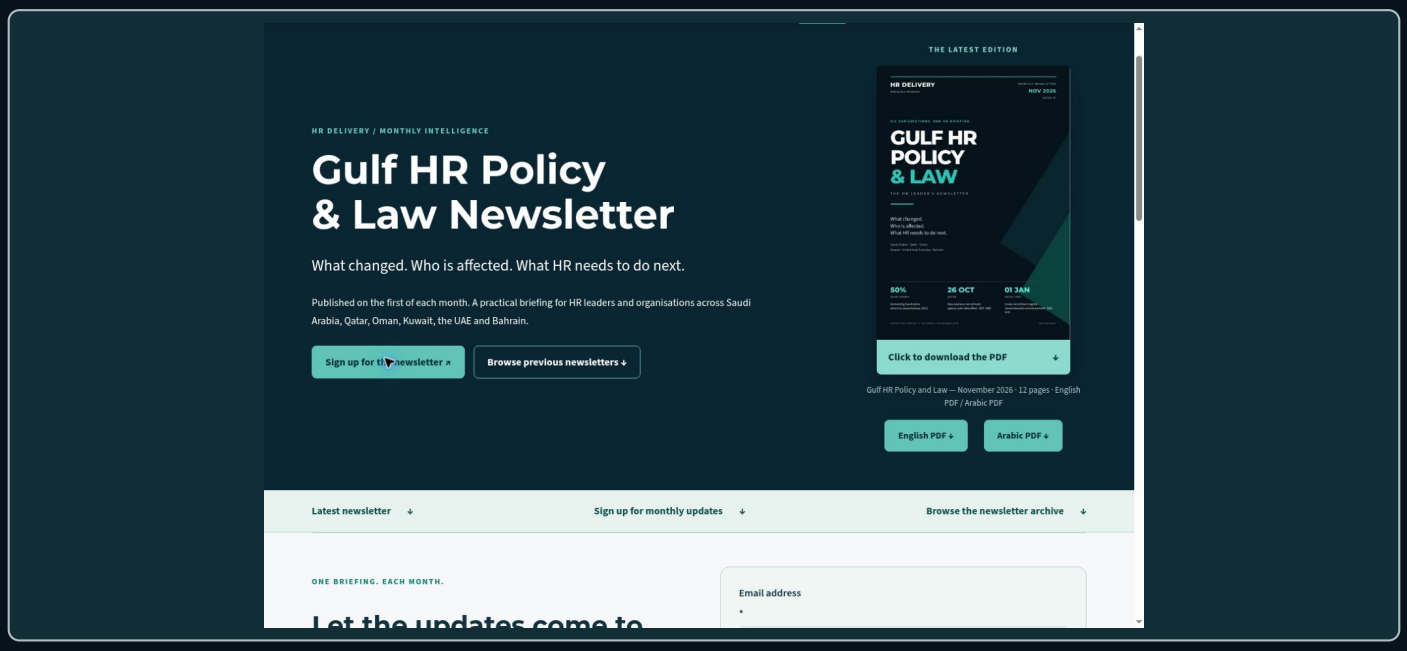
SERVICE CONTEXT / Archive structure available; one published issue at review

SOURCE: HR.DELIVERY / HR LAW NEWSLETTER

STATE YOUR COUNTRY AND LANGUAGE INTERESTS

Newsletter signup and preferences

Register interest in the newsletter with clear country and language preferences so HR Delivery has the context needed to manage the intended audience.



WEBSITE SCREEN / Live newsletter page and signup entry point.

WHAT IT GIVES YOU

The public form requests email, optional name and organisation, country of interest, preferred language and explicit subscription consent. Subscriber storage is included in the supplied scope; actual outbound newsletter delivery remains dependent on external service configuration.

THE CLIENT VALUE

Clear preferences help the administration team understand the reader's interests and prepare the audience for future approved issues when distribution is configured.

YOUR OUTPUTS

- Newsletter interest registration
- Country and language preferences
- Explicit subscription-consent choice

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a subscriber chooses country and language interests through the public signup route. The HR team treats this as a recorded subscription preference and separately confirms whether outbound delivery has been configured before expecting a future issue by email. Have our preferences been recorded, and what delivery route has actually been confirmed?

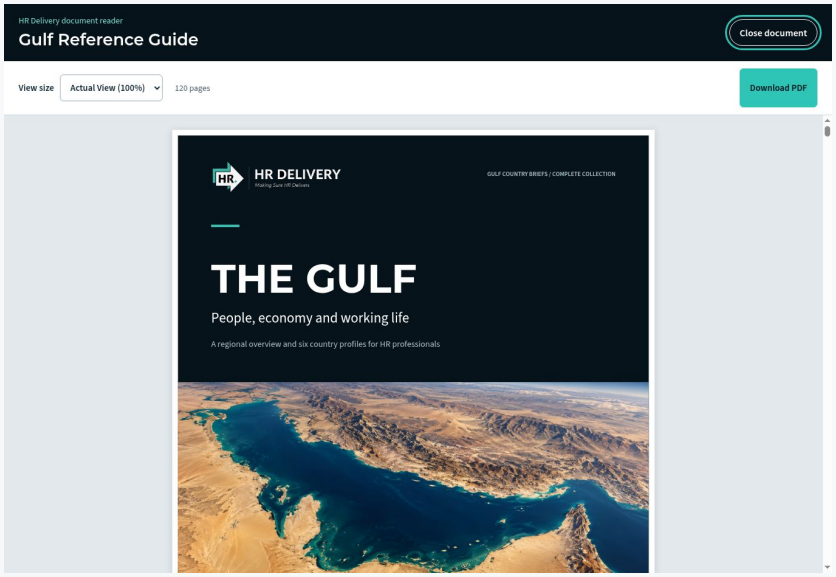
SERVICE CONTEXT / Signup interface available; outbound delivery pending

SOURCE: HR.DELIVERY / HR LAW NEWSLETTER

UNDERSTAND THE OPERATING CONTEXT

Gulf country guides

Begin a people-management assignment with the relevant Gulf-country context before selecting workforce, recruitment, development or organisational approaches for the work ahead.



WEBSITE SCREEN / Integrated document reader showing the Gulf Reference Guide

WHAT IT GIVES YOU

The collection provides a regional introduction and individual guides for Saudi Arabia, Qatar, the UAE, Oman, Bahrain and Kuwait. Connected national-vision, nationalisation and research publications help clients explore the wider context before defining the questions their project must address.

THE CLIENT VALUE

A stronger country brief helps teams ask better questions and identify which assumptions need checking before adapting a people practice across Gulf markets.

YOUR OUTPUTS

- Regional Gulf Reference Guide
- Six country reading routes
- Connected context and research publications

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a regional people team reads a Gulf country guide while preparing an expansion brief. It uses the guide to identify contextual questions and relevant references, then separates those background observations from the current employment requirements that professional advisers must confirm. What country-context questions should we resolve before designing our HR arrangements?

SERVICE CONTEXT / Public context resources; check current requirements separately

SOURCE: HR.DELIVERY / DOCUMENT VIEWER

CONNECT NATIONAL PRIORITIES WITH PEOPLE PLANNING

National visions and nationalisation guidance

Explore how a Gulf country's long-term direction relates to recruitment, skills, retention and progression priorities when framing an organisational people plan or assignment.

WHAT IT GIVES YOU

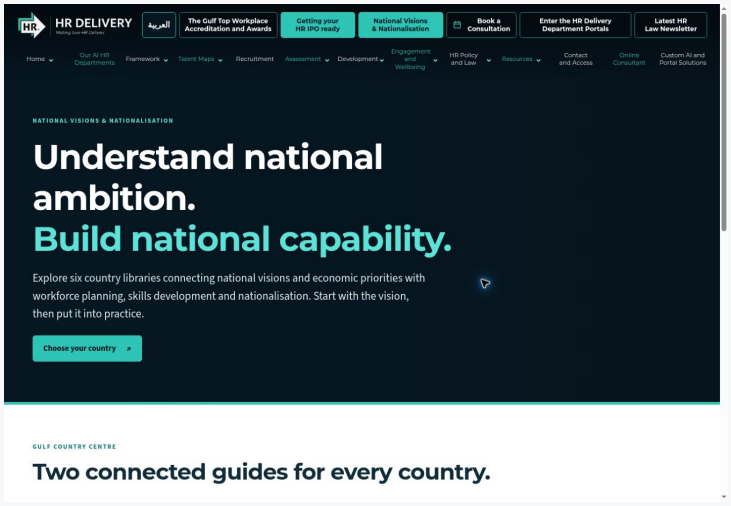
Each country has a National Vision guide and a Nationalisation guide, providing twelve English reading editions with Arabic navigation. The paired routes connect strategic context with practical national-talent questions, supporting informed discussion rather than replacing checks of current organisational obligations.

THE CLIENT VALUE

Clients can connect national context with practical talent questions and prepare a more relevant brief for workforce planning, development or professional advice.

YOUR OUTPUTS

- Six National Vision guides
- Six Nationalisation guides
- Country-aware workforce discussion prompts



WEBSITE SCREEN / National visions and nationalisation guidance

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR leader preparing a workforce strategy reviews the relevant national vision and nationalisation guidance. She identifies themes for discussion, records the sources and asks the organisation's advisers to verify the current requirements applicable to its particular workforce and activity. Which current requirements apply to our organisation, and which material is broader strategic context?

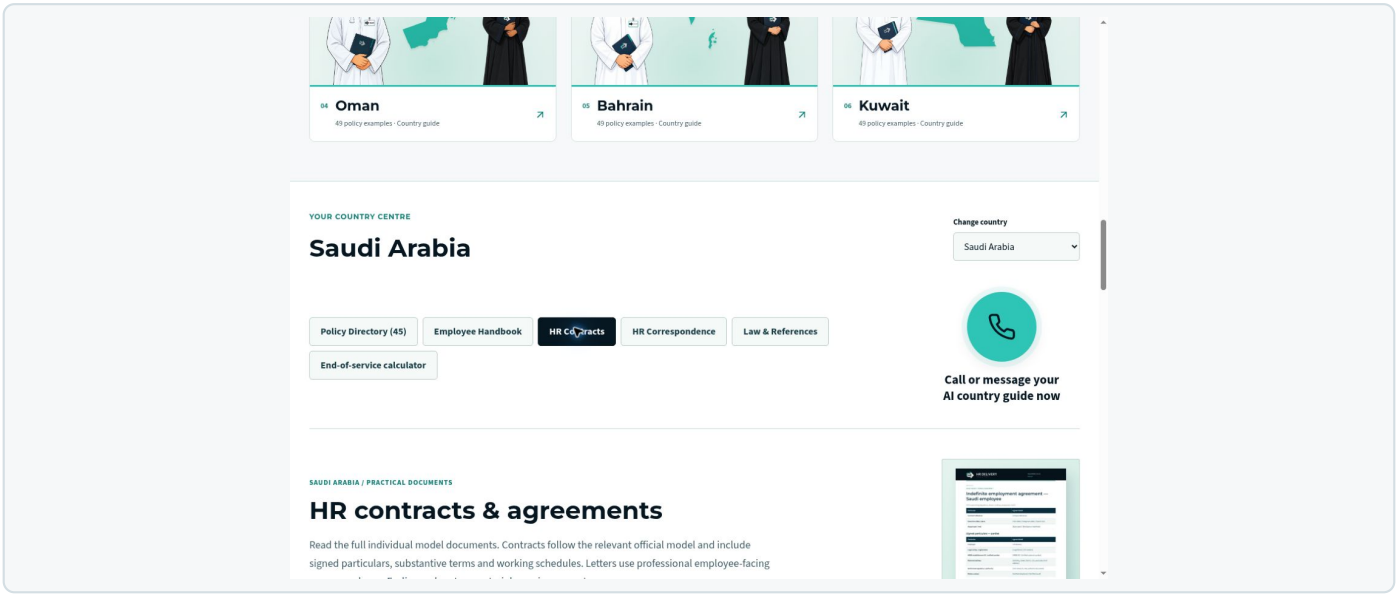
SERVICE CONTEXT / Public guidance; verify current applicable requirements

SOURCE: HR.DELIVERY / NATIONALISATION

COUNTRY RESOURCE CENTRE

Saudi Arabia Policy and Law resources

Bring your Saudi Arabia HR question into a country-specific resource collection, then select the policy, agreement or correspondence model relevant to the situation.



WEBSITE SCREEN / Live Saudi Arabia country resource view; the counts in the explanation come from its six inspected tabs.

WHAT IT GIVES YOU

The Saudi collection brings policy examples, contract models, correspondence, official-reference routes and a bilingual employee handbook into one country centre. Navigation links the resource groups with search and an end-of-service tool so users can prepare a focused drafting brief.

YOUR OUTPUTS

- 45 policy examples
- 13 contract models and 44 correspondence models
- 57-page bilingual handbook
- 15 law-reference entries and an end-of-service route

THE CLIENT VALUE

A country-focused starting point helps HR narrow the search, prepare relevant organisational details and retain the source context needed for professional review.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a Saudi HR team prepares a policy-update brief by finding the relevant country model and handbook reference. It records existing practice, proposed changes and source details, then routes the working draft through its agreed organisational and professional review process. Which Saudi document and employment context should guide the starting draft?

SERVICE CONTEXT / Public country resources; adapt and review before use

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

ORGANISE THE FACTS BEFORE ESTIMATING

Saudi Arabia end-of-service calculator

Prepare an end-of-service planning estimate in SAR by first establishing the relevant employment context, service information and pay assumptions for review.

WHAT IT GIVES YOU

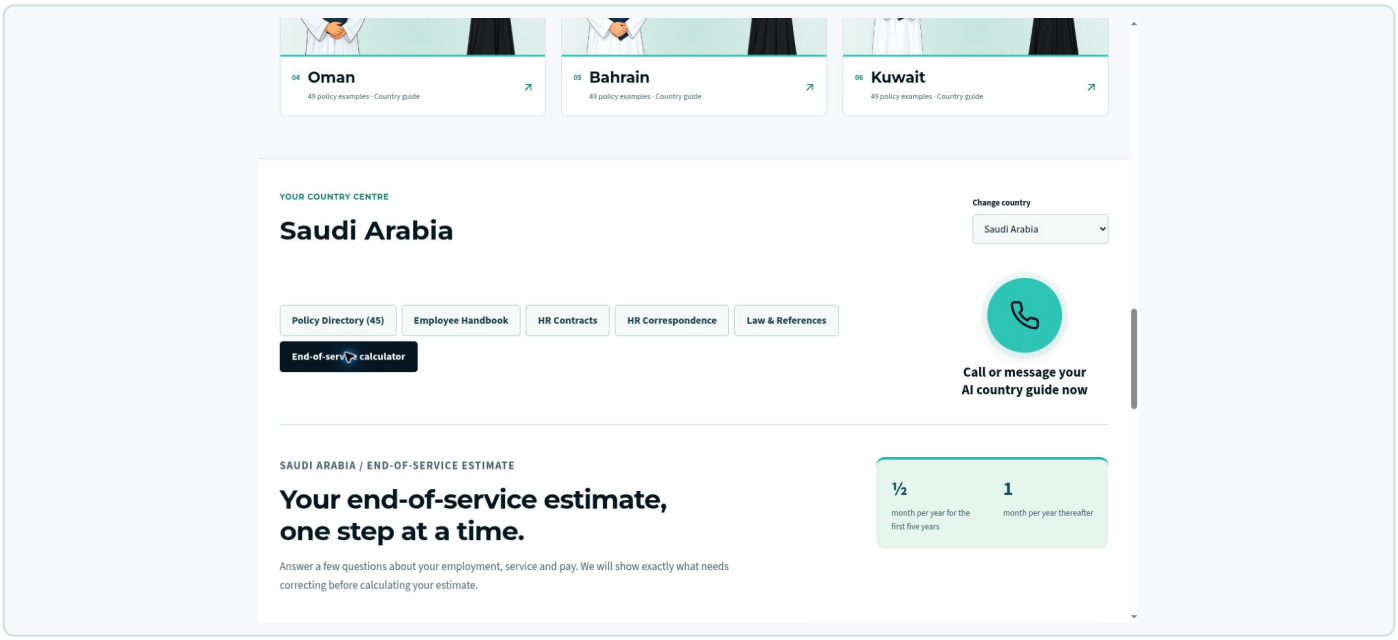
The starting form asks about employment, service and pay, with scope prompts covering ordinary private-sector employment, contract type, ending reason and who initiates the ending. These questions help identify whether the chosen route fits before an estimate is relied upon.

THE CLIENT VALUE

A structured starting point helps HR organise the facts, identify scope questions and prepare a clearer professional-review discussion about the estimate.

YOUR OUTPUTS

- Planning estimate in SAR
- Employment-scope and input prompts
- Questions to resolve with an appropriate adviser



WEBSITE SCREEN / Live Saudi Arabia end-of-service calculator in its empty starting state.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR manager assembles service dates, pay information and employment-context details before exploring the Saudi estimate tool. The resulting planning question is taken to an appropriate reviewer, with the inputs retained and no estimate treated as a final entitlement determination. What employment scope and input assumptions must be confirmed before an estimate is relied upon?

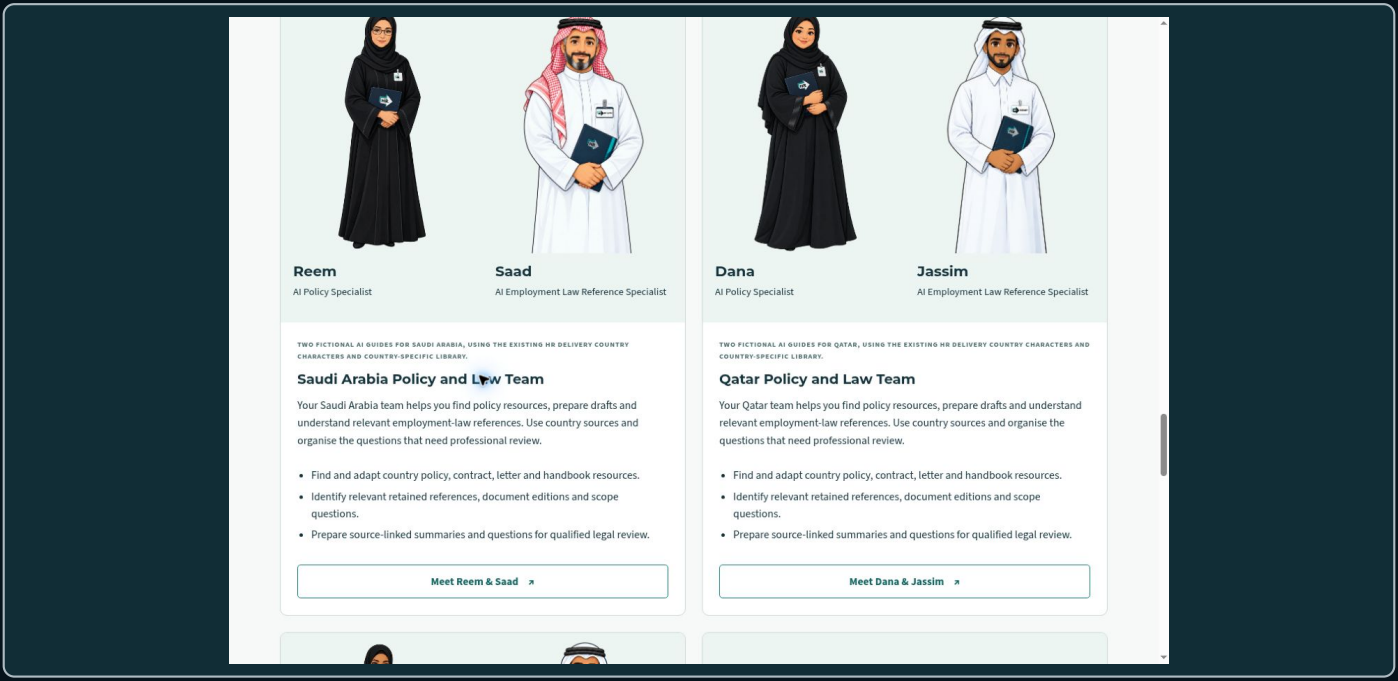
SERVICE CONTEXT / Estimate only; confirm the applicable regime

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

MEET THE COUNTRY RESOURCE GUIDES

Saudi Arabia: Reem and Saad

Use the Saudi Arabia specialist profiles to identify policy resources, employment-law references and the questions to prepare for a focused HR Delivery enquiry.



WEBSITE SCREEN / Saudi Arabia Policy and Law Team profile

WHAT IT GIVES YOU

Reem is presented as the fictional policy guide and Saad as the employment-law reference guide. Their country area points clients towards policies, contracts, letters and handbook resources, helping organise the context before professional review or human support.

THE CLIENT VALUE

The profiles make the country offer easier to navigate and help clients bring a clearer question, source reference and employment context to the human team.

YOUR OUTPUTS

- Country-specific resource starting points
- A source-linked question or drafting brief

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a client uses Reem and Saad's profiles to distinguish a Saudi policy-drafting question from a request to review an employment-law reference. The client records the document and facts, then asks Lama to coordinate the relevant human support. Is our immediate need a policy starting point, source clarification or a broader review assignment?

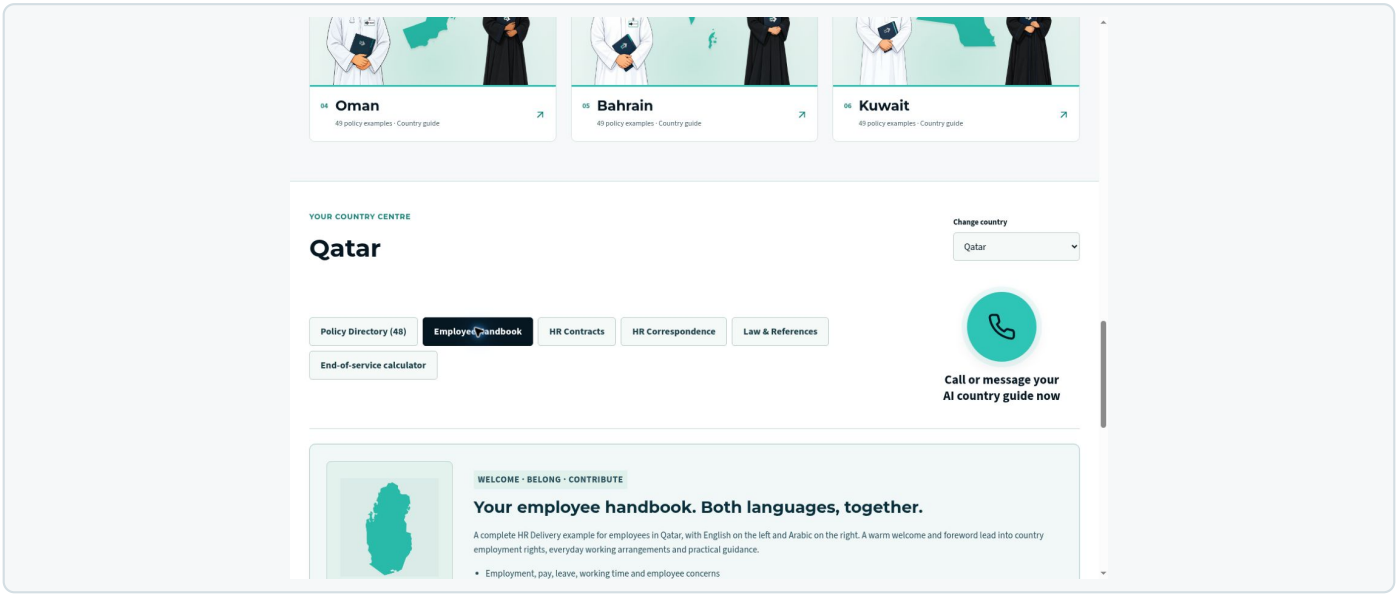
SERVICE CONTEXT / Fictional AI guides; live communication pending

SOURCE: HR.DELIVERY / AI SPECIALISTS

COUNTRY RESOURCE CENTRE

Qatar Policy and Law resources

Bring your Qatar HR question into a country-specific resource collection, then select the policy, agreement or correspondence model relevant to the situation.



WEBSITE SCREEN / Live Qatar country resource view; the counts in the explanation come from its six inspected tabs.

WHAT IT GIVES YOU

The Qatar collection connects policies, contracts, correspondence, a bilingual handbook and law references within a country-specific navigation structure. Clients can compare a model's purpose and source context before deciding which resource fits the employment situation and relevant regime.

YOUR OUTPUTS

- 48 policy examples
- 16 contract models and 48 correspondence models
- 58-page bilingual handbook
- 13 law-reference entries and an end-of-service route

THE CLIENT VALUE

A country-focused starting point helps HR narrow the search, prepare relevant organisational details and retain the source context needed for professional review.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a Qatar organisation is replacing inconsistent joining letters. HR compares the country correspondence resources, identifies the intended document purpose and collects the actual organisational particulars, producing a focused brief for appropriate review before any new wording is issued. What must the Qatar letter achieve, and which facts and approvals are required?

SERVICE CONTEXT / Public country resources; adapt and review before use

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

ORGANISE THE FACTS BEFORE ESTIMATING

Qatar end-of-service calculator

Prepare an end-of-service planning estimate in QAR by first establishing the relevant employment context, service information and pay assumptions for review.

WHAT IT GIVES YOU

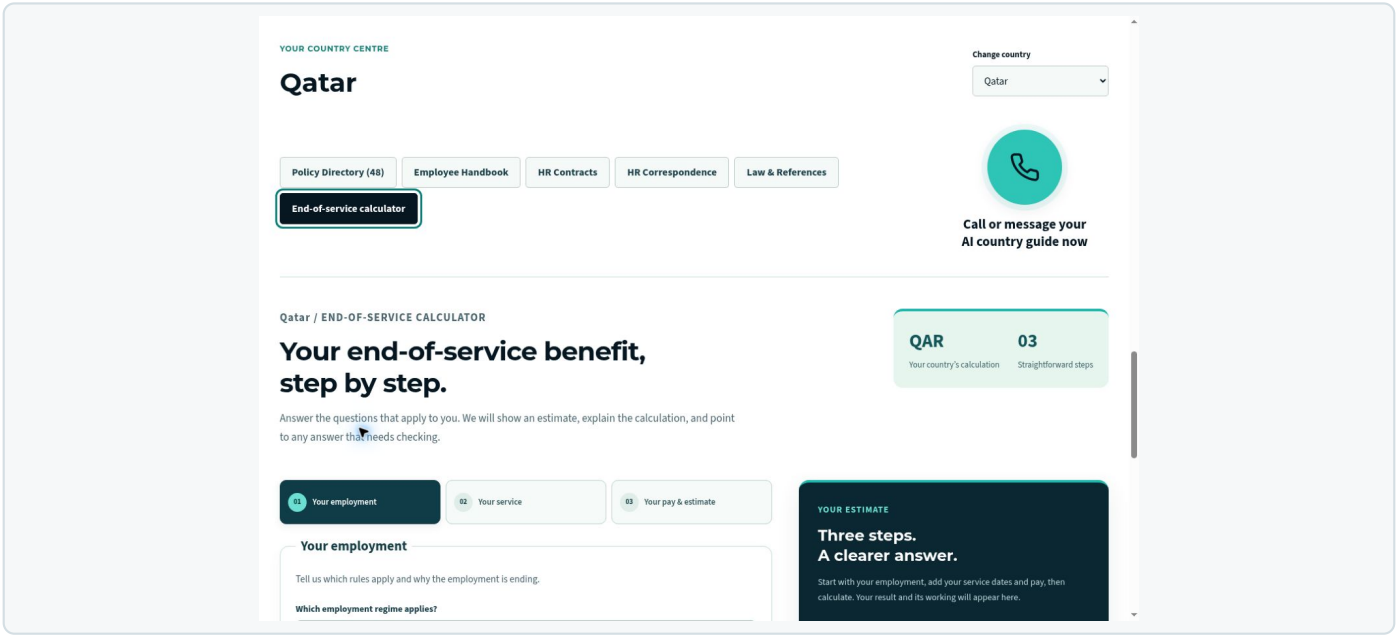
The starting form asks about employment, service and pay, with scope prompts covering ordinary Labour Law, QFC, domestic work, public service and free-zone or special regimes. These questions help identify whether the chosen route fits before an estimate is relied upon.

THE CLIENT VALUE

A structured starting point helps HR organise the facts, identify scope questions and prepare a clearer professional-review discussion about the estimate.

YOUR OUTPUTS

- Planning estimate in QAR
- Employment-scope and input prompts
- Questions to resolve with an appropriate adviser



WEBSITE SCREEN / Live Qatar end-of-service calculator in its empty starting state.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a Qatar HR adviser prepares an end-of-service planning discussion using verified service and pay records. The tool helps frame the inputs and estimate questions, while the applicable employment regime and final treatment remain matters for appropriate professional confirmation. Which verified records and scope decisions should accompany the planning estimate?

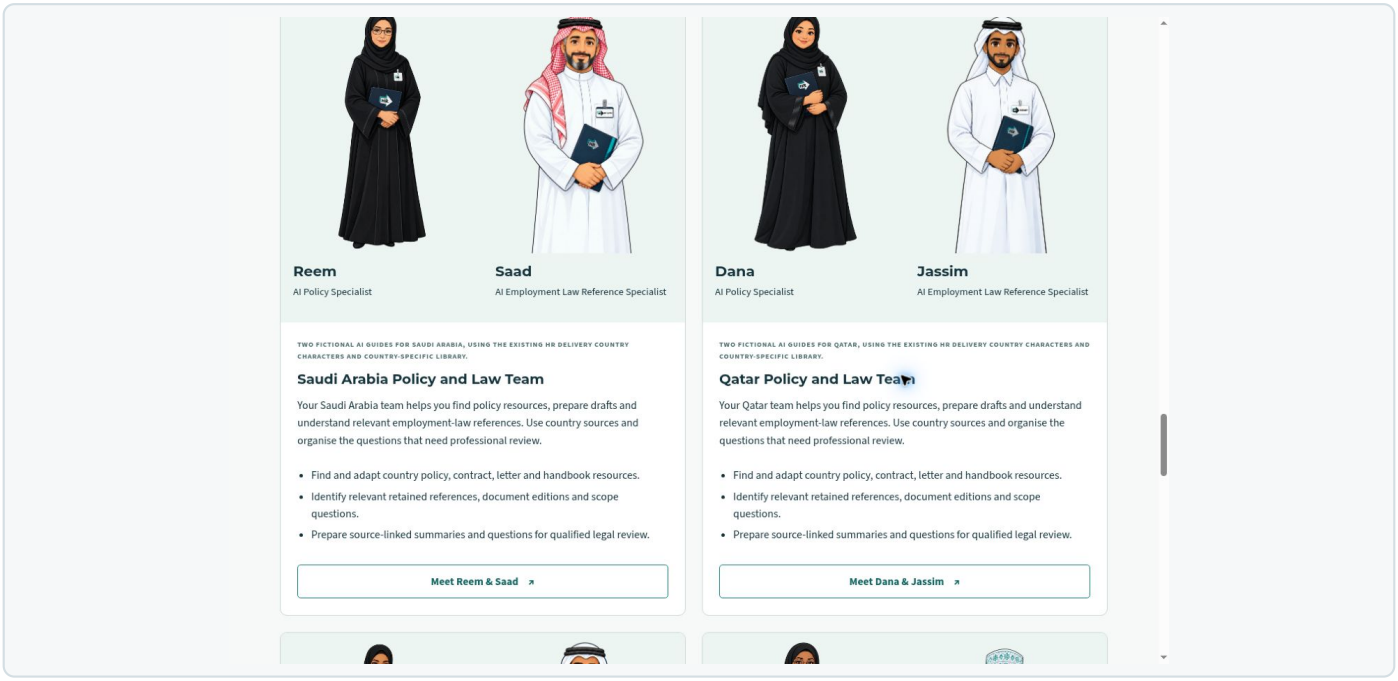
SERVICE CONTEXT / Estimate only; confirm the applicable regime

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

MEET THE COUNTRY RESOURCE GUIDES

Qatar: Dana and Jassim

Use the Qatar specialist profiles to identify policy resources, employment-law references and the questions to prepare for a focused HR Delivery enquiry.



WEBSITE SCREEN / Qatar Policy and Law Team profile

WHAT IT GIVES YOU

Dana is presented as the fictional policy guide and Jassim as the employment-law reference guide. Their country area points clients towards policies, contracts, letters and handbook resources, helping organise the context before professional review or human support.

THE CLIENT VALUE

The profiles make the country offer easier to navigate and help clients bring a clearer question, source reference and employment context to the human team.

YOUR OUTPUTS

- Country-specific resource starting points
- A source-linked question or drafting brief

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a Qatar client reads Dana and Jassim's profiles while preparing a handbook enquiry. She separates the organisational policy choices from the source questions, then brings both to Lama so the human team can understand the support required. What document and source questions should we include in our Qatar enquiry?

SERVICE CONTEXT / Fictional AI guides; live communication pending

SOURCE: HR.DELIVERY / AI SPECIALISTS

COUNTRY RESOURCE CENTRE

United Arab Emirates Policy and Law resources

Bring your United Arab Emirates HR question into a country-specific resource collection, then select the policy, agreement or correspondence model relevant to the situation.

WHAT IT GIVES YOU

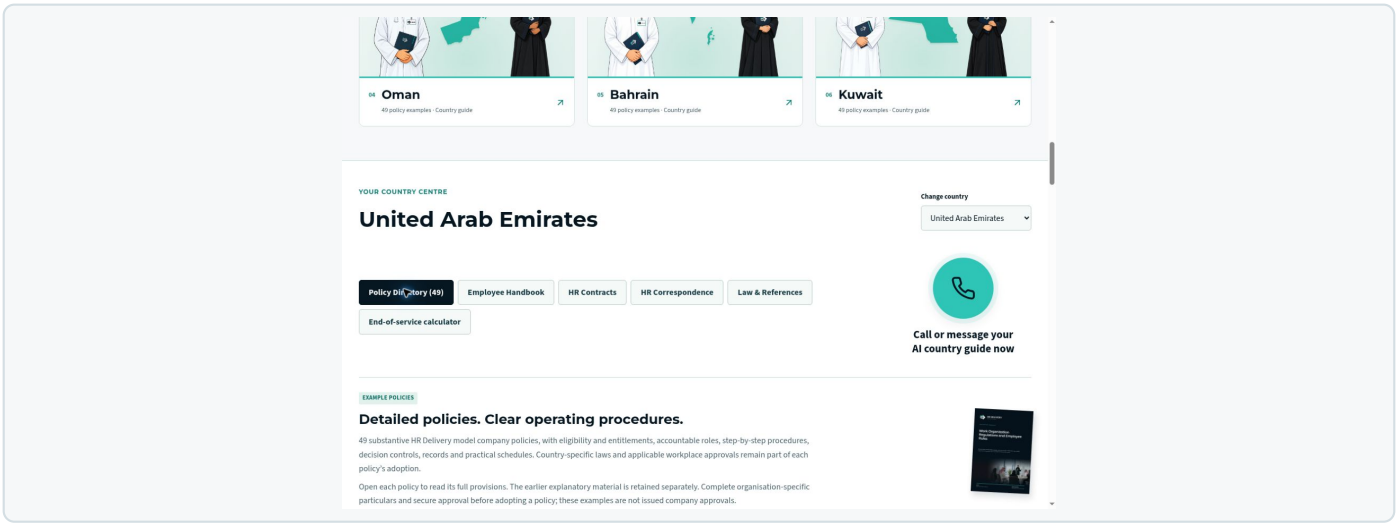
The UAE collection provides policies, contracts, correspondence, law references and a bilingual handbook through linked country tabs. Begin with the employer and employment context, then use the resource descriptions and source links to identify a suitable starting document.

THE CLIENT VALUE

A country-focused starting point helps HR narrow the search, prepare relevant organisational details and retain the source context needed for professional review.

YOUR OUTPUTS

- 49 policy examples
- 13 contract models and 55 correspondence models
- 58-page bilingual handbook
- 14 law-reference entries and an end-of-service route



WEBSITE SCREEN / Live United Arab Emirates country resource view; the counts in the explanation come from its six inspected tabs.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a UAE people team begins a contract review by establishing the relevant employment context. It then examines the country document collection, records the candidate model and its scope, and prepares the factual particulars and open questions for review. Which employment context should be established before we select a UAE model?

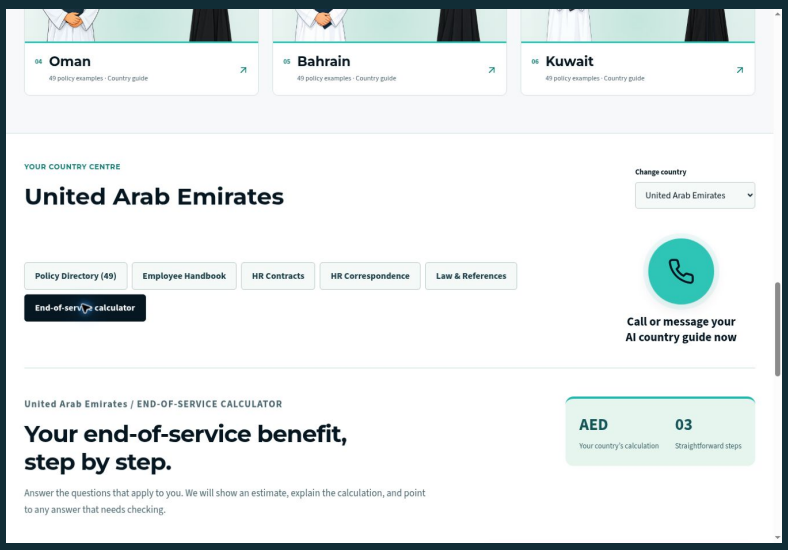
SERVICE CONTEXT / Public country resources; adapt and review before use

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

ORGANISE THE FACTS BEFORE ESTIMATING

United Arab Emirates end-of-service calculator

Prepare an end-of-service planning estimate in AED by first establishing the relevant employment context, service information and pay assumptions for review.



WEBSITE SCREEN / Live United Arab Emirates end-of-service calculator in its empty starting state.

WHAT IT GIVES YOU

The starting form asks about employment, service and pay, with scope prompts covering federal private-sector, DIFC, ADGM, domestic work, public service and independent services. These questions help identify whether the chosen route fits before an estimate is relied upon.

THE CLIENT VALUE

A structured starting point helps HR organise the facts, identify scope questions and prepare a clearer professional-review discussion about the estimate.

YOUR OUTPUTS

- Planning estimate in AED
- Employment-scope and input prompts
- Questions to resolve with an appropriate adviser

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an organisation prepares a UAE end-of-service estimate request. HR first identifies the relevant employment regime, service history and pay basis, then records the assumptions requiring review so the estimate can be discussed without implying a confirmed entitlement. Which regime and pay assumptions need professional confirmation for this employee situation?

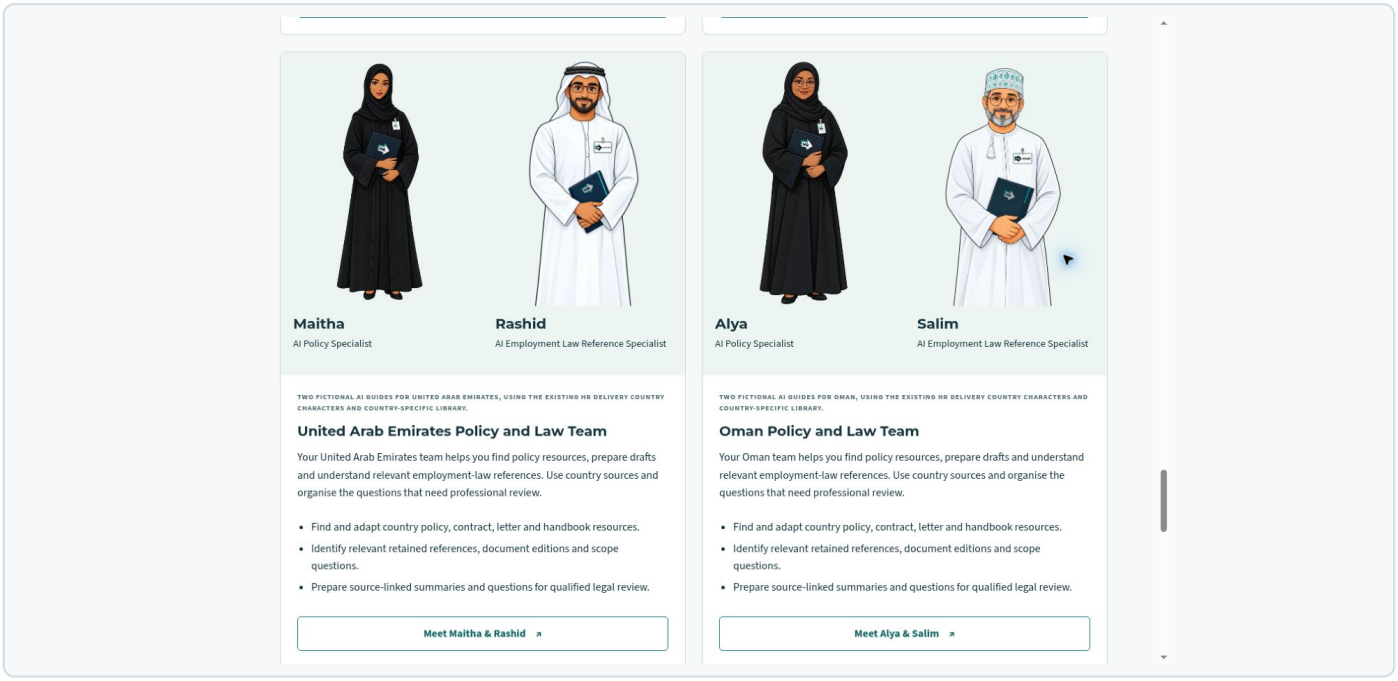
SERVICE CONTEXT / Estimate only; confirm the applicable regime

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

MEET THE COUNTRY RESOURCE GUIDES

United Arab Emirates: Maitha and Rashid

Use the United Arab Emirates specialist profiles to identify policy resources, employment-law references and the questions to prepare for a focused HR Delivery enquiry.



WEBSITE SCREEN / United Arab Emirates Policy and Law Team profile

WHAT IT GIVES YOU

Maitha is presented as the fictional policy guide and Rashid as the employment-law reference guide. Their country area points clients towards policies, contracts, letters and handbook resources, helping organise the context before professional review or human support.

THE CLIENT VALUE

The profiles make the country offer easier to navigate and help clients bring a clearer question, source reference and employment context to the human team.

YOUR OUTPUTS

- Country-specific resource starting points
- A source-linked question or drafting brief

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a client uses Maitha and Rashid's UAE profiles to organise a policy and contract enquiry. The brief identifies the employment context, existing documents and unresolved source questions, while Lama confirms the appropriate human support and enabled communication route. What context will help the team distinguish the relevant UAE resource route?

SERVICE CONTEXT / Fictional AI guides; live communication pending

SOURCE: HR.DELIVERY / AI SPECIALISTS

COUNTRY RESOURCE CENTRE

Oman Policy and Law resources

Bring your Oman HR question into a country-specific resource collection, then select the policy, agreement or correspondence model relevant to the situation.

WHAT IT GIVES YOU

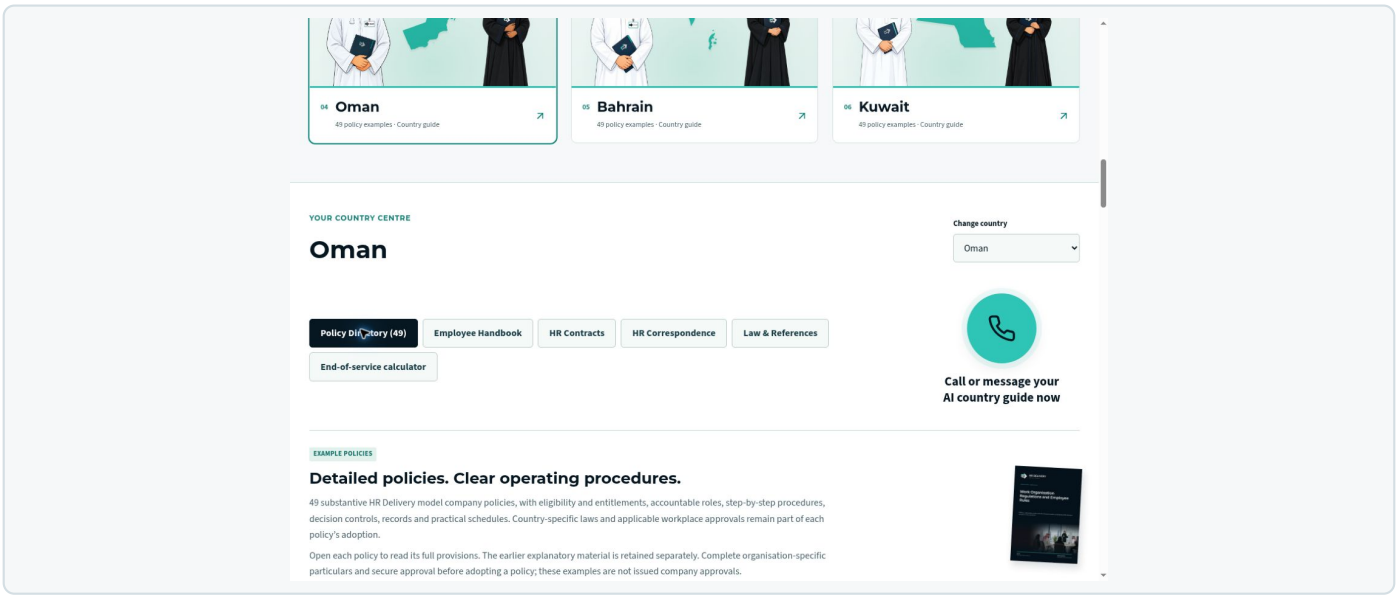
The Oman collection joins policies, agreement models, correspondence, a bilingual handbook and law-reference entries in one country centre. Its linked resources help HR move from a broad employment question towards a more specific document or source-review task.

THE CLIENT VALUE

A country-focused starting point helps HR narrow the search, prepare relevant organisational details and retain the source context needed for professional review.

YOUR OUTPUTS

- 49 policy examples
- 12 contract models and 66 correspondence models
- 57-page bilingual handbook
- 18 law-reference entries and an end-of-service route



WEBSITE SCREEN / Live Oman country resource view; the counts in the explanation come from its six inspected tabs.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an Oman HR manager prepares a handbook refresh by locating the country handbook and related policy resources. She compares the model with actual organisational arrangements, lists the required changes and agrees who will review language, applicability and final wording. Which existing practices must the Oman handbook explain accurately?

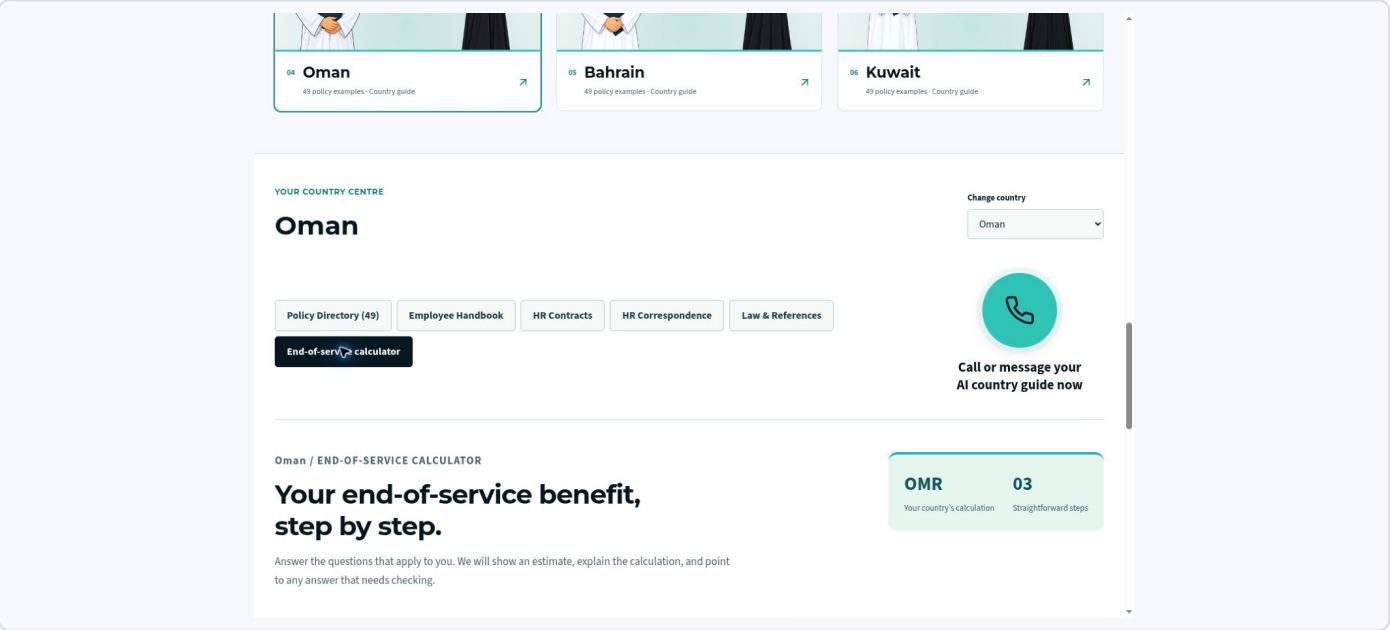
SERVICE CONTEXT / Public country resources; adapt and review before use

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

ORGANISE THE FACTS BEFORE ESTIMATING

Oman end-of-service calculator

Prepare an end-of-service planning estimate in OMR by first establishing the relevant employment context, service information and pay assumptions for review.



WEBSITE SCREEN / Live Oman end-of-service calculator in its empty starting state.

WHAT IT GIVES YOU

The starting form asks about employment, service and pay, with scope prompts covering ordinary Labour Law, domestic work, public service and special statutory regimes. These questions help identify whether the chosen route fits before an estimate is relied upon.

THE CLIENT VALUE

A structured starting point helps HR organise the facts, identify scope questions and prepare a clearer professional-review discussion about the estimate.

YOUR OUTPUTS

- Planning estimate in OMR
- Employment-scope and input prompts
- Questions to resolve with an appropriate adviser

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an Oman organisation gathers service dates and pay records for a planning discussion. HR reviews the estimate tool's employment-scope prompts, records the assumptions used and seeks appropriate confirmation before treating any indicative figure as a settled payment position. Does the selected employment route fit the situation and the records we hold?

SERVICE CONTEXT / Estimate only; confirm the applicable regime

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

MEET THE COUNTRY RESOURCE GUIDES

Oman: Alya and Salim

Use the Oman specialist profiles to identify policy resources, employment-law references and the questions to prepare for a focused HR Delivery enquiry.

WHAT IT GIVES YOU

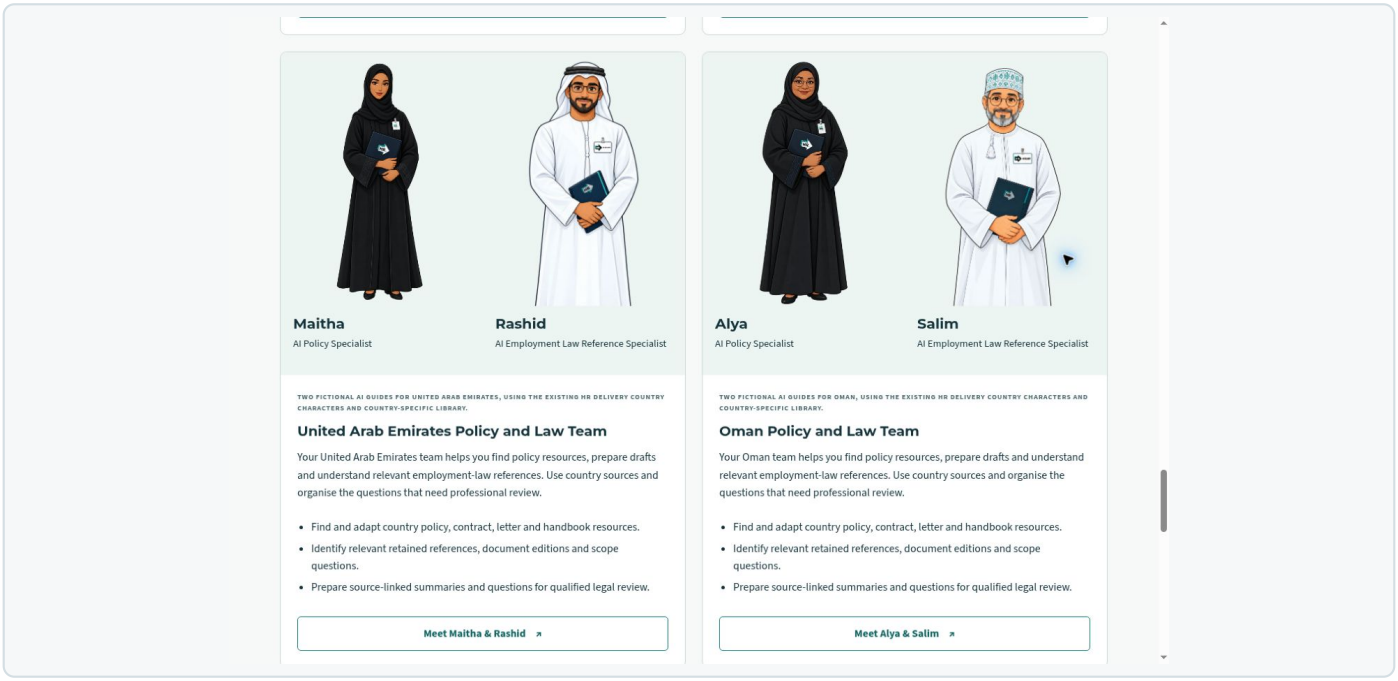
Alya is presented as the fictional policy guide and Salim as the employment-law reference guide. Their country area points clients towards policies, contracts, letters and handbook resources, helping organise the context before professional review or human support.

THE CLIENT VALUE

The profiles make the country offer easier to navigate and help clients bring a clearer question, source reference and employment context to the human team.

YOUR OUTPUTS

- Country-specific resource starting points
- A source-linked question or drafting brief



WEBSITE SCREEN / Oman Policy and Law Team profile

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR team reads Alya and Salim's Oman profiles before requesting support with a policy update. It uses the profile topics to frame the document purpose and source questions, then asks Lama to arrange the relevant human conversation. Which Oman policy or reference question should we prioritise in the first discussion?

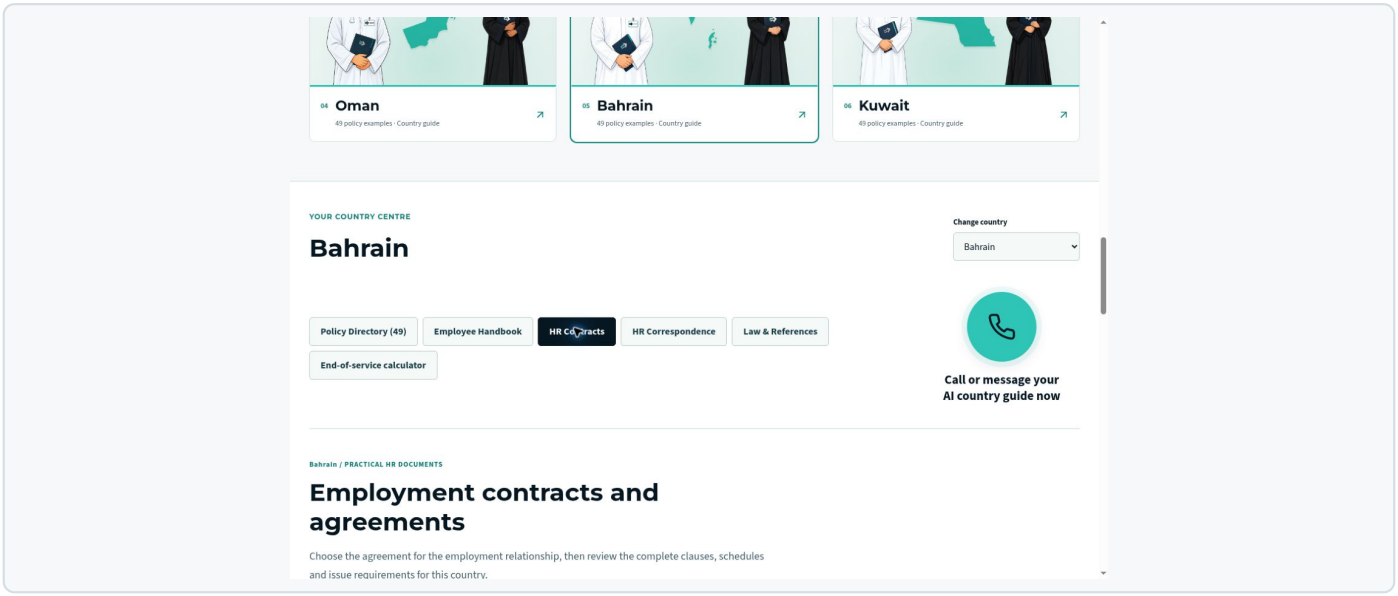
SERVICE CONTEXT / Fictional AI guides; live communication pending

SOURCE: HR.DELIVERY / AI SPECIALISTS

COUNTRY RESOURCE CENTRE

Bahrain Policy and Law resources

Bring your Bahrain HR question into a country-specific resource collection, then select the policy, agreement or correspondence model relevant to the situation.



WEBSITE SCREEN / Live Bahrain country resource view; the counts in the explanation come from its six inspected tabs.

WHAT IT GIVES YOU

The Bahrain collection provides country policy examples, agreement and letter models, a bilingual handbook and law references. Use the country tabs and document descriptions to identify the relevant preparation route, retaining the employer context and source edition for review.

THE CLIENT VALUE

A country-focused starting point helps HR narrow the search, prepare relevant organisational details and retain the source context needed for professional review.

YOUR OUTPUTS

- 49 policy examples
- 12 contract models and 60 correspondence models
- 57-page bilingual handbook
- 15 law-reference entries and an end-of-service route

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a Bahrain employer prepares a correspondence-review brief using the country library. HR identifies the model's purpose, gathers the relevant facts and records the intended communication outcome, then takes the draft through the organisation's appropriate review and approval route. What factual situation and intended outcome should the Bahrain correspondence address?

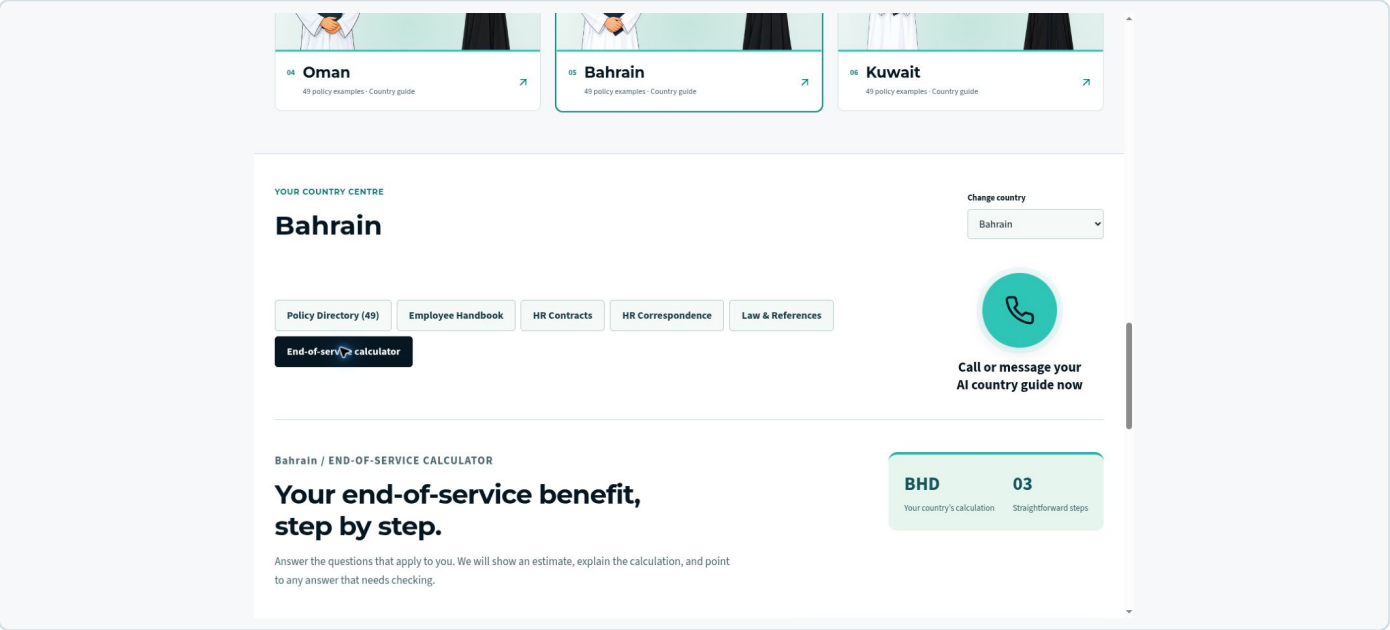
SERVICE CONTEXT / Public country resources; adapt and review before use

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

ORGANISE THE FACTS BEFORE ESTIMATING

Bahrain end-of-service calculator

Prepare an end-of-service planning estimate in BHD by first establishing the relevant employment context, service information and pay assumptions for review.



WEBSITE SCREEN / Live Bahrain end-of-service calculator in its empty starting state.

WHAT IT GIVES YOU

The starting form asks about employment, service and pay, with scope prompts covering private-sector Labour Law and an uninsured Article 116 route requiring applicability confirmation. These questions help identify whether the chosen route fits before an estimate is relied upon.

THE CLIENT VALUE

A structured starting point helps HR organise the facts, identify scope questions and prepare a clearer professional-review discussion about the estimate.

YOUR OUTPUTS

- Planning estimate in BHD
- Employment-scope and input prompts
- Questions to resolve with an appropriate adviser

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a Bahrain HR team reviews the calculator's scope prompts before entering a planning case. It flags any uninsured-route or applicability question for professional confirmation and retains the input records, keeping the estimate separate from the final employment decision. Which applicability questions need to be resolved before we use this estimate route?

SERVICE CONTEXT / Estimate only; confirm the applicable regime

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

MEET THE COUNTRY RESOURCE GUIDES

Bahrain: Lulwa and Hamad

Use the Bahrain specialist profiles to identify policy resources, employment-law references and the questions to prepare for a focused HR Delivery enquiry.

WHAT IT GIVES YOU

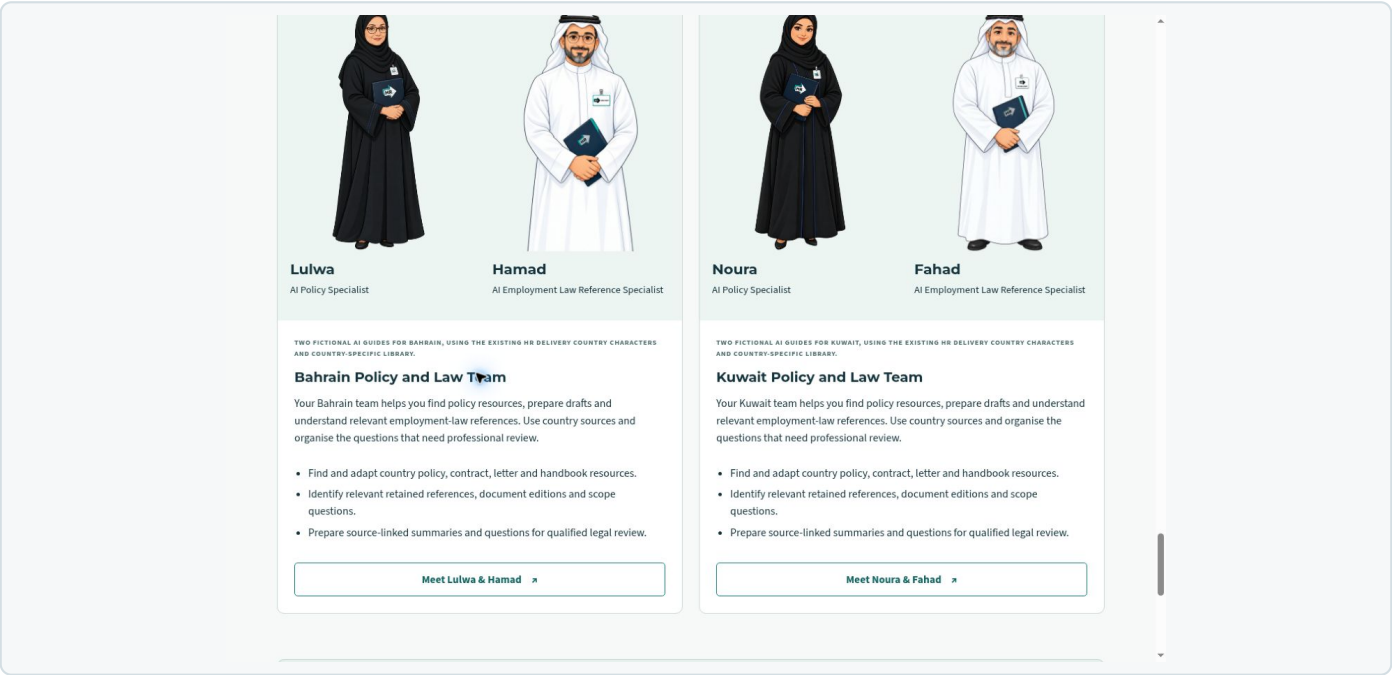
Lulwa is presented as the fictional policy guide and Hamad as the employment-law reference guide. Their country area points clients towards policies, contracts, letters and handbook resources, helping organise the context before professional review or human support.

THE CLIENT VALUE

The profiles make the country offer easier to navigate and help clients bring a clearer question, source reference and employment context to the human team.

YOUR OUTPUTS

- Country-specific resource starting points
- A source-linked question or drafting brief



WEBSITE SCREEN / Bahrain Policy and Law Team profile

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a Bahrain client uses Lulwa and Hamad's profiles to prepare a country-specific support request. The client brings the document reference, employment context and questions that need review, while checking the agreed route for a response through Lama. What would make our Bahrain enquiry specific enough for a useful first response?

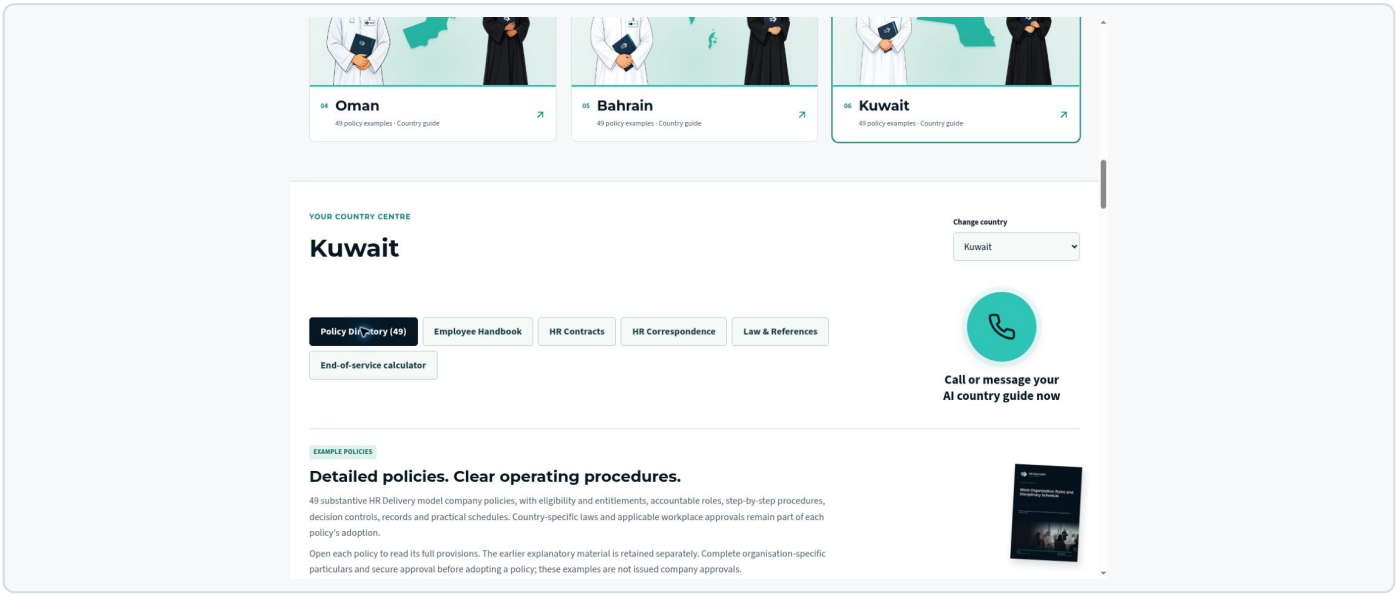
SERVICE CONTEXT / Fictional AI guides; live communication pending

SOURCE: HR.DELIVERY / AI SPECIALISTS

COUNTRY RESOURCE CENTRE

Kuwait Policy and Law resources

Bring your Kuwait HR question into a country-specific resource collection, then select the policy, agreement or correspondence model relevant to the situation.



WEBSITE SCREEN / Live Kuwait country resource view; the counts in the explanation come from its six inspected tabs.

WHAT IT GIVES YOU

The Kuwait collection connects policy models, contracts, letters, a bilingual employee handbook and law-reference entries. Resource descriptions and country navigation support a focused search, helping HR identify what to read, complete or clarify for the employment matter.

THE CLIENT VALUE

A country-focused starting point helps HR narrow the search, prepare relevant organisational details and retain the source context needed for professional review.

YOUR OUTPUTS

- 49 policy examples
- 10 contract models and 59 correspondence models
- 57-page bilingual handbook
- 9 law-reference entries and an end-of-service route

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a Kuwait HR team searches for an agreement model to support a review project. It records the document's purpose, source and language, compares it with the organisation's current arrangements and prepares the questions its reviewers need to resolve. Which Kuwait model fits the intended document purpose and employment context?

SERVICE CONTEXT / Public country resources; adapt and review before use

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

ORGANISE THE FACTS BEFORE ESTIMATING

Kuwait end-of-service calculator

Prepare an end-of-service planning estimate in KWD by first establishing the relevant employment context, service information and pay assumptions for review.

WHAT IT GIVES YOU

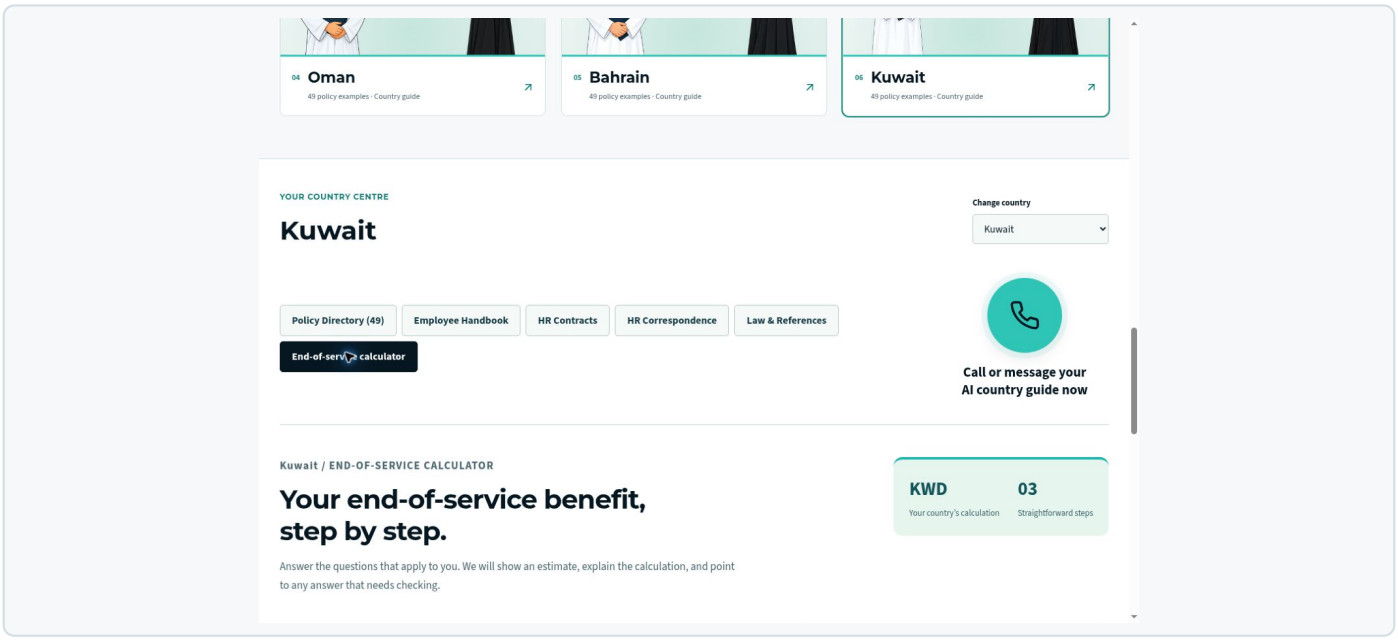
The starting form asks about employment, service and pay, with scope prompts covering ordinary private-sector, oil-sector, domestic work, public service and independent services. These questions help identify whether the chosen route fits before an estimate is relied upon.

THE CLIENT VALUE

A structured starting point helps HR organise the facts, identify scope questions and prepare a clearer professional-review discussion about the estimate.

YOUR OUTPUTS

- Planning estimate in KWD
- Employment-scope and input prompts
- Questions to resolve with an appropriate adviser



WEBSITE SCREEN / Live Kuwait end-of-service calculator in its empty starting state.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR adviser assembles a Kuwait planning estimate with the employment category, service dates and relevant pay details. Scope questions remain visible alongside the figures, and the organisation obtains appropriate confirmation before relying on the result in a final discussion. Which employment category and source records should be confirmed for this case?

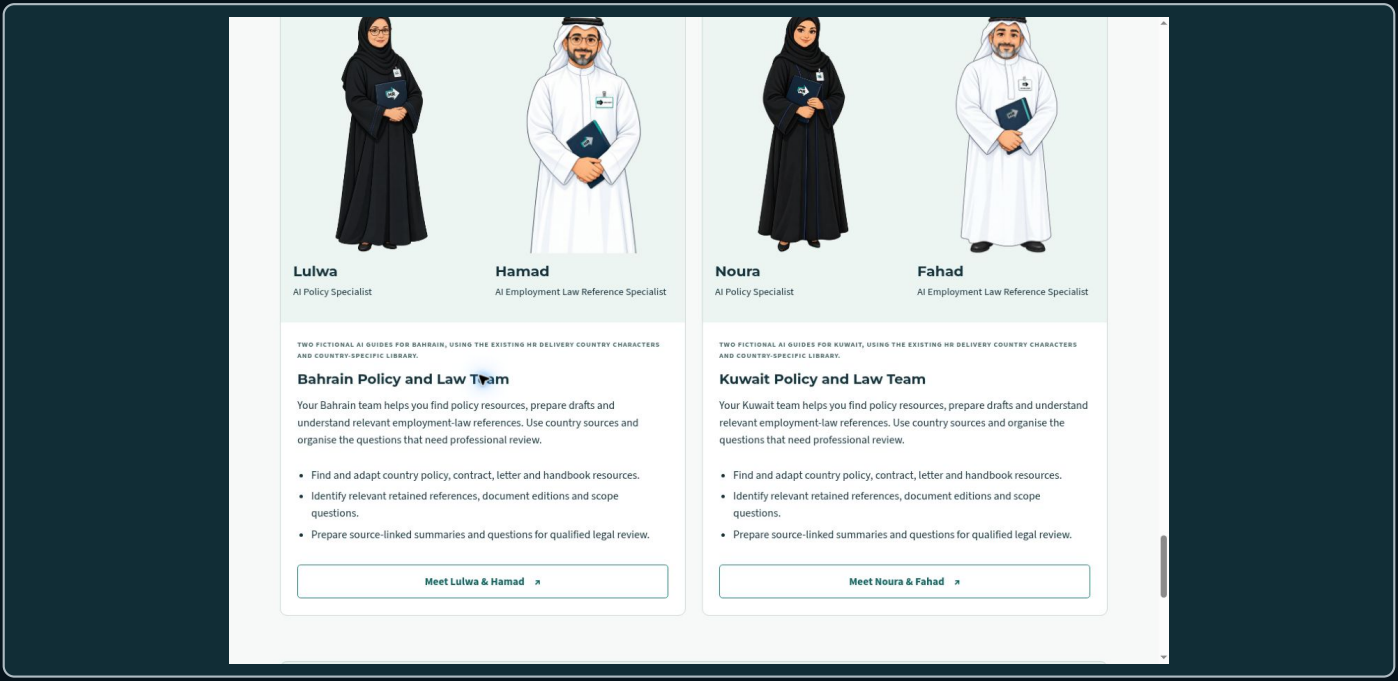
SERVICE CONTEXT / Estimate only; confirm the applicable regime

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

MEET THE COUNTRY RESOURCE GUIDES

Kuwait: Noura and Fahad

Use the Kuwait specialist profiles to identify policy resources, employment-law references and the questions to prepare for a focused HR Delivery enquiry.



WEBSITE SCREEN / Kuwait Policy and Law Team profile

WHAT IT GIVES YOU

Noura is presented as the fictional policy guide and Fahad as the employment-law reference guide. Their country area points clients towards policies, contracts, letters and handbook resources, helping organise the context before professional review or human support.

THE CLIENT VALUE

The profiles make the country offer easier to navigate and help clients bring a clearer question, source reference and employment context to the human team.

YOUR OUTPUTS

- Country-specific resource starting points
- A source-linked question or drafting brief

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a Kuwait organisation reads Noura and Fahad's profiles while preparing a contract-and-letter enquiry. It identifies the documents involved, clarifies the organisational facts and brings the source questions to Lama for a scoped discussion with the human team. Which Kuwait document, version and factual question should we bring to the team?

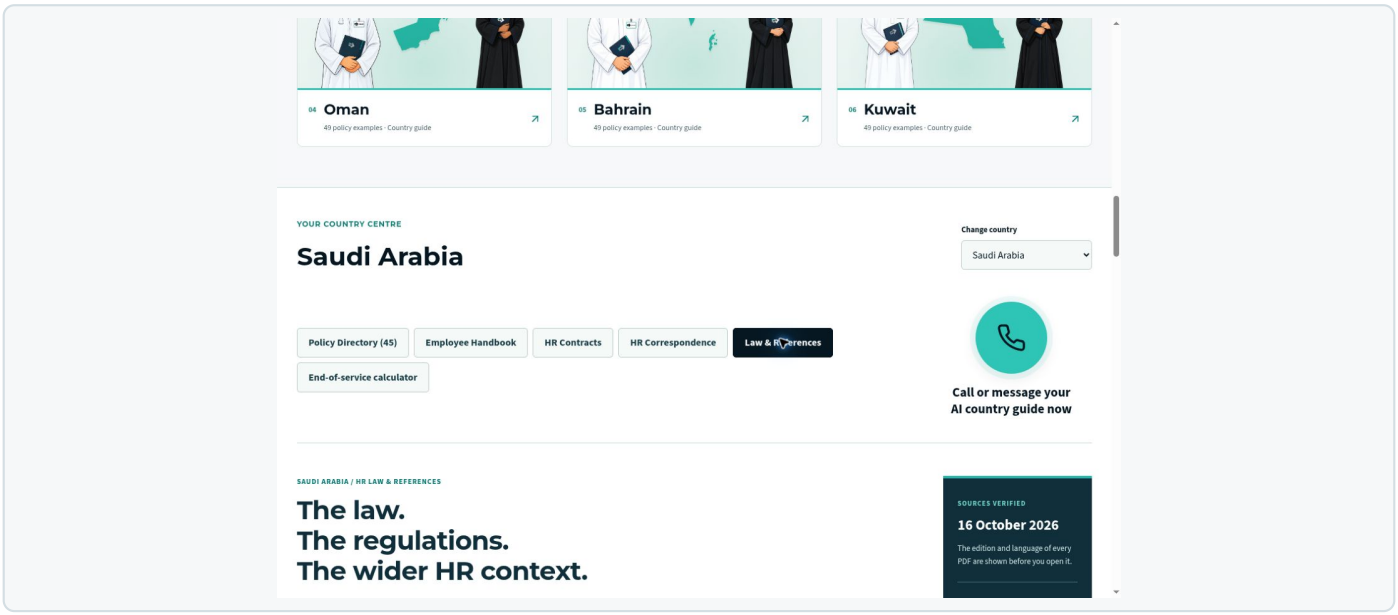
SERVICE CONTEXT / Fictional AI guides; live communication pending

SOURCE: HR.DELIVERY / AI SPECIALISTS

FACTS, SOURCE CONTEXT AND UNRESOLVED QUESTIONS

Prepare a focused employment-query brief

Organise the employment context and relevant documents before seeking advice so the discussion can focus on the questions that matter.



RELATED SERVICE VIEW / Live Saudi law-reference interface and source-review date.

WHAT IT GIVES YOU

Confirm country, employer regime and situation, then gather relevant documents and facts. Retain law-reference context and any estimate assumptions as questions for qualified review rather than a final determination.

YOUR OUTPUTS

- Country and employment-context brief
- Relevant documents and source references
- Questions and estimate assumptions for review

HOW TO USE IT

1. **Set the context.** Identify the country, employer regime and employment situation requiring review.
2. **Gather the records.** Bring the relevant agreement, policy, service and pay facts together.
3. **Prepare the questions.** Retain official-source context and identify assumptions that need professional confirmation.

WHY THIS HELPS

A focused evidence brief helps HR explain the matter and gives the adviser a more useful starting point.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR manager prepares a single-page employment-query brief containing the country, situation, relevant documents and unresolved questions. Any estimate is labelled with its assumptions, giving the reviewer a coherent record rather than a disconnected collection of attachments. What does the reviewer need to understand before considering the employment question?

SERVICE CONTEXT / References and estimates support preparation, not a legal determination

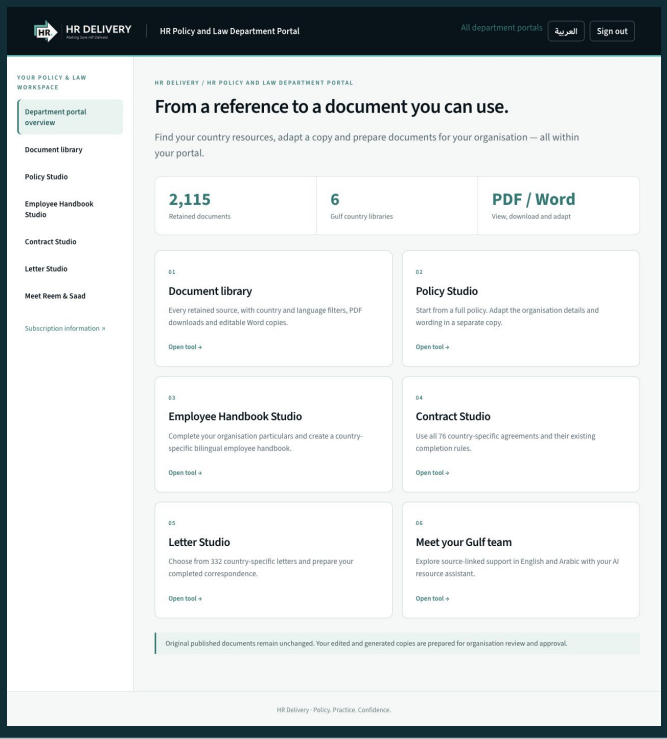
SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

H / POLICY & LAW

02

Put the portal to work

Adapt policies, handbooks, contracts and correspondence into documents ready for professional and organisational review.



PUBLISHED WORKSPACE DEMONSTRATION / Official HR Policy and Law portal demonstration; all six public country library tabs were separately reviewed.

PORTAL / THE WORKING SEQUENCE

Move from a reference model to a reviewable document

The Policy and Law portal is described as connecting country libraries with Policy, Employee Handbook, Contract and Letter Studios. Your agreed access and service scope determine the working route. Begin with the appropriate model, complete the organisation and employment particulars, and retain the source and language context with the draft. PDF or Word outputs, where provided, support review and handover. The organisation remains responsible for arranging the appropriate professional review, approval and final communication.

01

Establish the context

Confirm country, employment scope, purpose, audience and the authority responsible for the document.

02

Prepare the working copy

Select the relevant model and complete the organisation-specific facts and proposed wording.

03

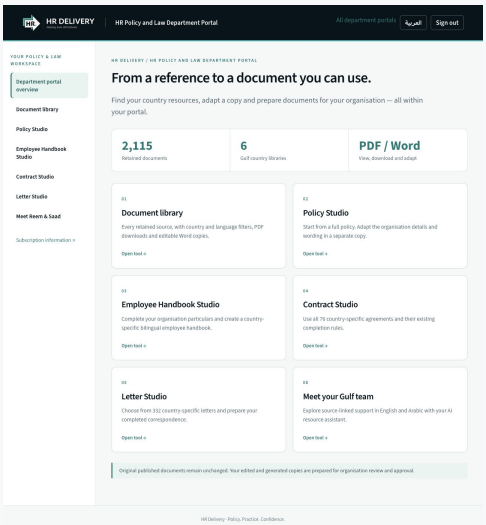
Review meaning and applicability

Resolve source, language and employment-context questions with the appropriate organisational and professional reviewers.

04

Approve and hand over

Retain the approved edition, record its purpose and explain the agreed communication or implementation step.



PUBLISHED WORKSPACE DEMONSTRATION / Official HR Policy and Law portal demonstration; all six public country library tabs were separately reviewed.

BRING TO THE WORKSPACE

- Existing document and source reference
- Confirmed organisational and employment particulars
- Required English or Arabic versions
- Review owners, approval route and intended issue date

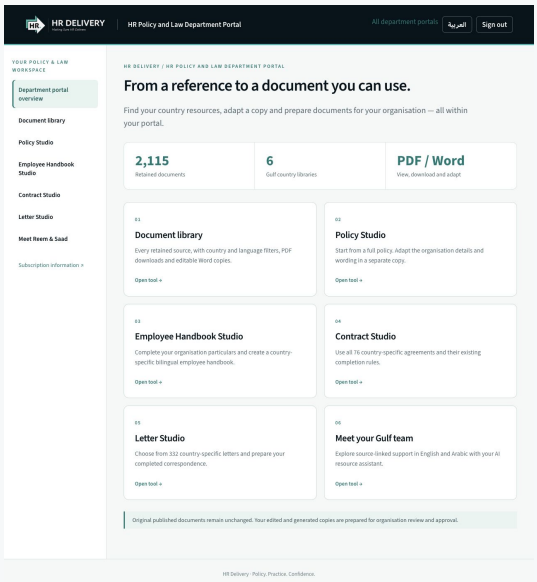
WORK TOWARDS THESE OUTPUTS

- An organisation-specific working draft
- Recorded source, edition and scope context
- Open questions for the relevant reviewers
- The agreed document format and handover route

H2 · YOUR CLIENT EXPERIENCE

Country-specific studios for your employment documents

Bring policy, handbook, contract and correspondence preparation together with country reference material and a defined review process.



PUBLISHED WORKSPACE DEMONSTRATION / Official HR Policy and Law portal demonstration; all six public country library tabs were separately reviewed.

WHAT IT GIVES YOU

Choose Saudi Arabia, Qatar, UAE, Oman, Bahrain or Kuwait. The portal is described as adding editable copies and Policy, Handbook, Contract and Letter Studios to the country libraries, supported by reference resources, country teams and the HR Law Newsletter.

THE CLIENT VALUE

Your HR team can start from a structured country resource and prepare documents for the organisation’s approval and professional review.

YOUR OUTPUTS

- Editable document drafts
- Country-specific source context
- PDF or Word outputs where provided

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a regional HR team plans a document-refresh assignment across two countries. It identifies the policy, handbook and correspondence tasks, confirms the appropriate portal access with HR Delivery and agrees the drafting, professional-review and approval responsibilities before work begins. Which studios, country resources and review responsibilities belong in our agreed scope?

SOURCE: HR.DELIVERY / PORTALS

ADAPT A REFERENCE TO YOUR ORGANISATION

Policy Studio

Turn a country policy model into an organisation-specific working draft, with the relevant details, responsibilities and wording prepared for review and approval.

WHAT IT GIVES YOU

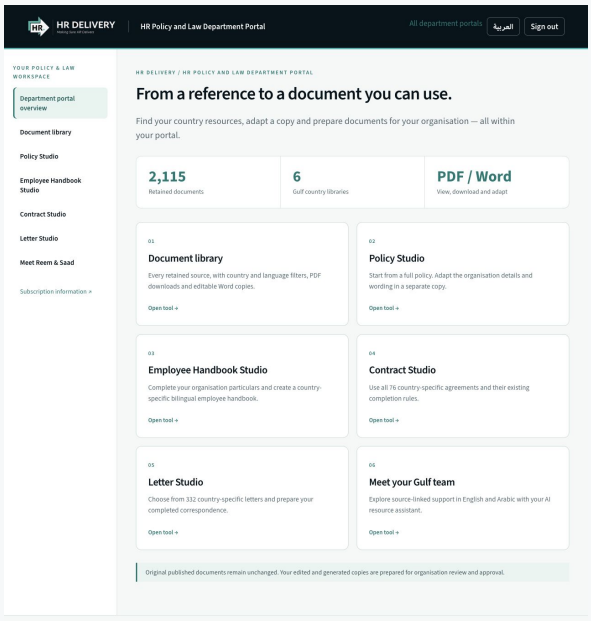
Policy Studio is the described drafting layer above the retained library. Users work on editable copies while keeping source resources available, with PDF and Word export included in the supplied workflow for moving the draft through review.

THE CLIENT VALUE

HR teams can begin with a complete structure and concentrate their review on the choices, responsibilities and operational wording that the organisation needs.

YOUR OUTPUTS

- Organisation-specific policy copy
- PDF and Word export formats
- Source reference for the approval discussion



PUBLISHED WORKSPACE DEMONSTRATION / Published demonstration of the Policy and Law portal.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR manager starts with a country policy model and replaces generic organisational details with the proposed internal process. She retains source context and outstanding questions, creating a working copy for review before the organisation approves or communicates the policy. Which organisational choices must be decided before this policy draft is ready for review?

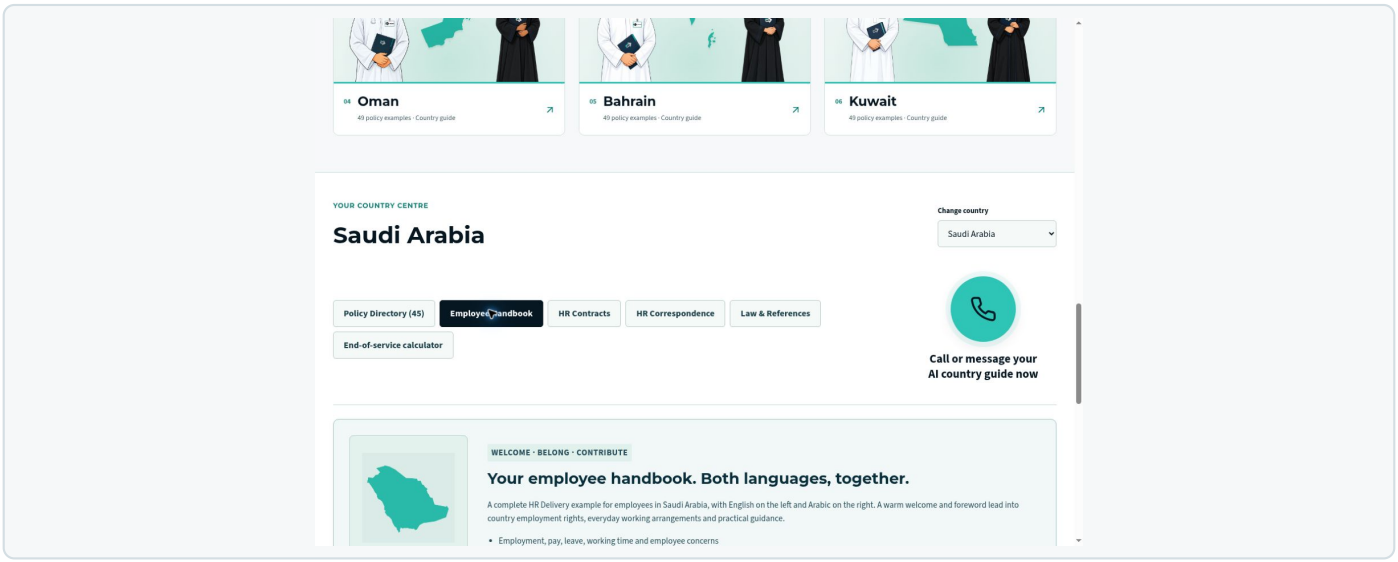
SERVICE CONTEXT / Private drafting workspace; approval required before issue

SOURCE: HR.DELIVERY / DEPARTMENT HR POLICY LAW

MAKE EVERYDAY ARRANGEMENTS UNDERSTANDABLE

Employee Handbook Studio

Bring essential employment information into a country-specific handbook that employees can navigate, with the organisation's choices and bilingual content considered together during preparation.



WEBSITE SCREEN / Live Saudi bilingual handbook tab.

WHAT IT GIVES YOU

Public handbook examples place English and Arabic side by side and cover welcome information, employment, conduct, safety, privacy and responsible AI. The described studio supports organisation-specific completion, with links to detailed policies and official sources for further context.

THE CLIENT VALUE

A coherent handbook helps employees find everyday information and supports a more consistent explanation of working arrangements across the organisation's managers and HR team.

YOUR OUTPUTS

- Organisation-specific handbook draft
- Parallel English and Arabic content
- Links to detailed policies and references

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a people team prepares a handbook that employees can navigate during joining and everyday work. It gathers the organisation's approved arrangements, links detailed policies and identifies English and Arabic requirements, then agrees how the completed handbook will be reviewed and issued. What should employees be able to find and understand in the handbook?

SERVICE CONTEXT / Public examples; private drafting and local review

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

SELECT THE RIGHT STARTING AGREEMENT

Contract Studio

Prepare an employment-agreement draft from a country-specific model, beginning with the employment facts, applicable regime and terms that need to be agreed.

WHAT IT GIVES YOU

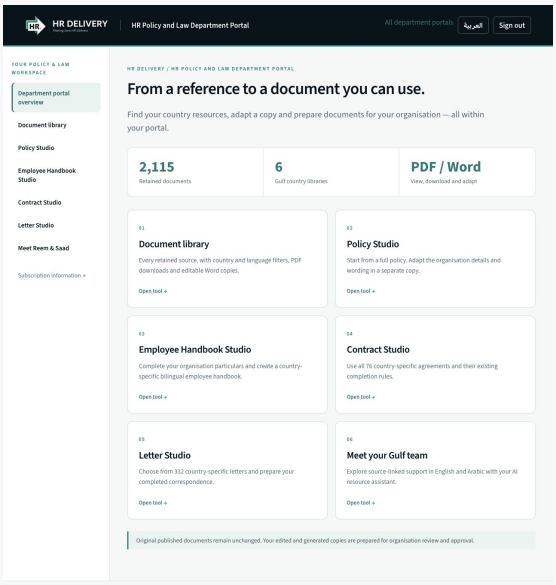
The country libraries list 76 contract models with purpose, edition, source references and English or bilingual reading routes. Contract Studio is the described place to complete relevant particulars and prepare an organisation-specific copy for appropriate professional review.

THE CLIENT VALUE

A structured starting agreement helps HR identify the decisions and missing information that need attention before an employment document is approved and issued.

YOUR OUTPUTS

- Selected country agreement model
- Completed particulars for a draft
- English or bilingual review document



PUBLISHED WORKSPACE DEMONSTRATION / Published demonstration of the Policy and Law portal.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: HR prepares a contract draft from the relevant country model using confirmed organisational and employment particulars. The team records unresolved terms and language questions, then routes the document for appropriate review before any agreement is approved or presented. Which particulars and proposed terms require confirmation before the contract can be reviewed?

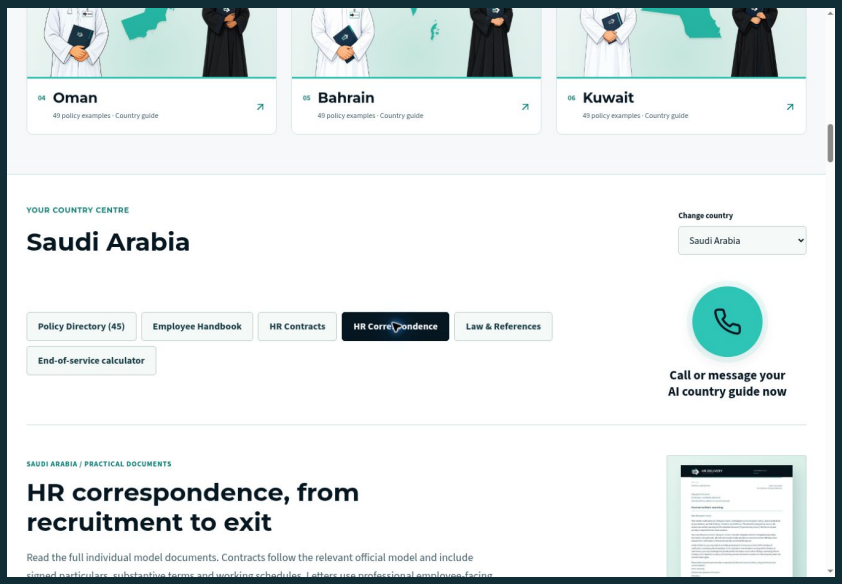
SERVICE CONTEXT / Country models; confirm regime and obtain appropriate review

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

MATCH THE LETTER TO THE SITUATION

HR Correspondence and Letter Studio

Choose a country correspondence model that reflects the actual employee situation, then complete the factual details and take the draft through the organisation's review.



WEBSITE SCREEN / Live Saudi correspondence directory.

WHAT IT GIVES YOU

The collection covers recruitment, joining, probation, contract changes, leave, performance, concerns, investigations and separation. Public cards describe purpose, references and bilingual alternatives; the supplied studio workflow supports completing a selected model for the intended employment process.

THE CLIENT VALUE

HR teams gain a consistent preparation structure while keeping the final wording, process and communication decision grounded in the circumstances of the case.

YOUR OUTPUTS

- Situation-specific letter draft
- Relevant factual particulars
- English or bilingual correspondence model

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR adviser selects a correspondence model that matches the actual employee situation. She checks the intended purpose, factual details and audience, then prepares a draft for the organisation's agreed review and communication process rather than issuing unreviewed template wording. What factual situation, purpose and approval route should this letter reflect?

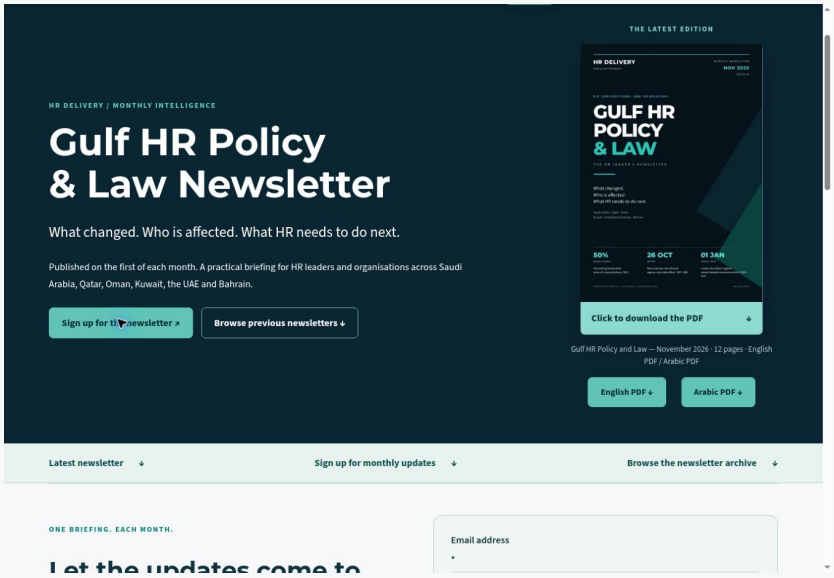
SERVICE CONTEXT / Private drafting workspace; review before communication

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

KEEP AUDIENCE PREFERENCES ORGANISED

Newsletter mailing-list administration

Understand how HR Delivery's authorised staff manage the audience context behind newsletter signup, including the country and language preferences readers have provided.



WEBSITE SCREEN / Supporting public signup form.

WHAT IT GIVES YOU

The supplied staff workspace includes mailing-list administration associated with the public subscription form. It is intended to support review and maintenance of subscriber information before an approved issue is distributed, connecting audience preparation with the service's delivery arrangements.

THE CLIENT VALUE

Readers' stated interests can remain connected to newsletter administration, helping staff coordinate the intended communication without presenting the back-office controls as client self-service.

YOUR OUTPUTS

- Staff-managed subscriber records
- Country and language preference context
- Audience preparation for approved issues

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a subscriber updates country and language preferences through the public route. Authorised staff manage the associated audience records, while the client confirms the available delivery arrangement; the mailing-list administration itself remains a staff function rather than a subscriber workspace. What preferences should be recorded, and who can confirm the delivery arrangement?

SERVICE CONTEXT / Staff administration; outbound service connection pending

SOURCE: HR.DELIVERY / HR LAW NEWSLETTER

PREPARE THE ISSUE BEFORE RELEASE

Newsletter drafts and publication preparation

See how newsletter content moves through staff preparation and source review before it appears as an approved reader edition on the website.

WHAT IT GIVES YOU

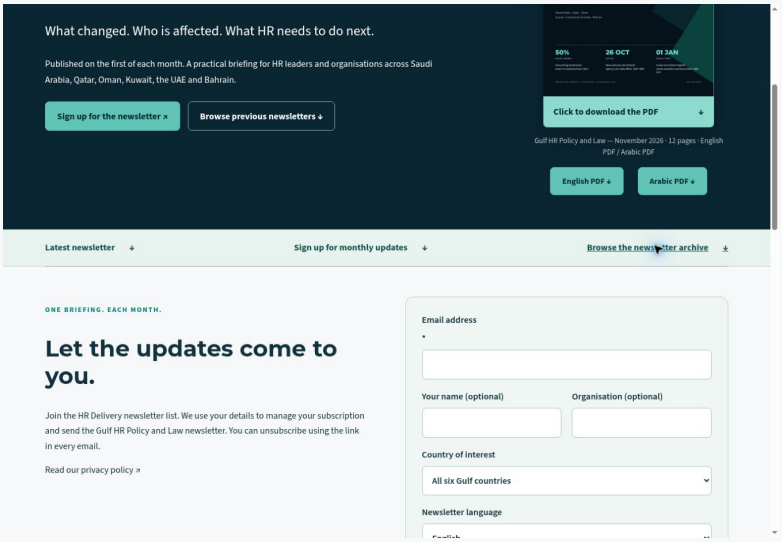
The inventory describes a draft area for preparing an issue and arranging the intended approval process. Public publishing refers to approved editions appearing on scheduled dates; draft preparation, website publication and external email distribution are separate stages of the service.

THE CLIENT VALUE

Separating preparation from publication helps the team check meaning, source context and practical relevance before presenting the newsletter to its intended readers.

YOUR OUTPUTS

- Working newsletter draft
- Sources and practical-action review
- Approved edition for publication planning



WEBSITE SCREEN / Live newsletter page with archive navigation and signup area.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: the team prepares a newsletter draft around a source-linked employment topic. Content review, approval for publication and external email distribution are treated as separate steps, so the organisation can confirm the intended edition and communication route before announcing availability. Who approves the edition, and which publication and delivery steps have been confirmed?

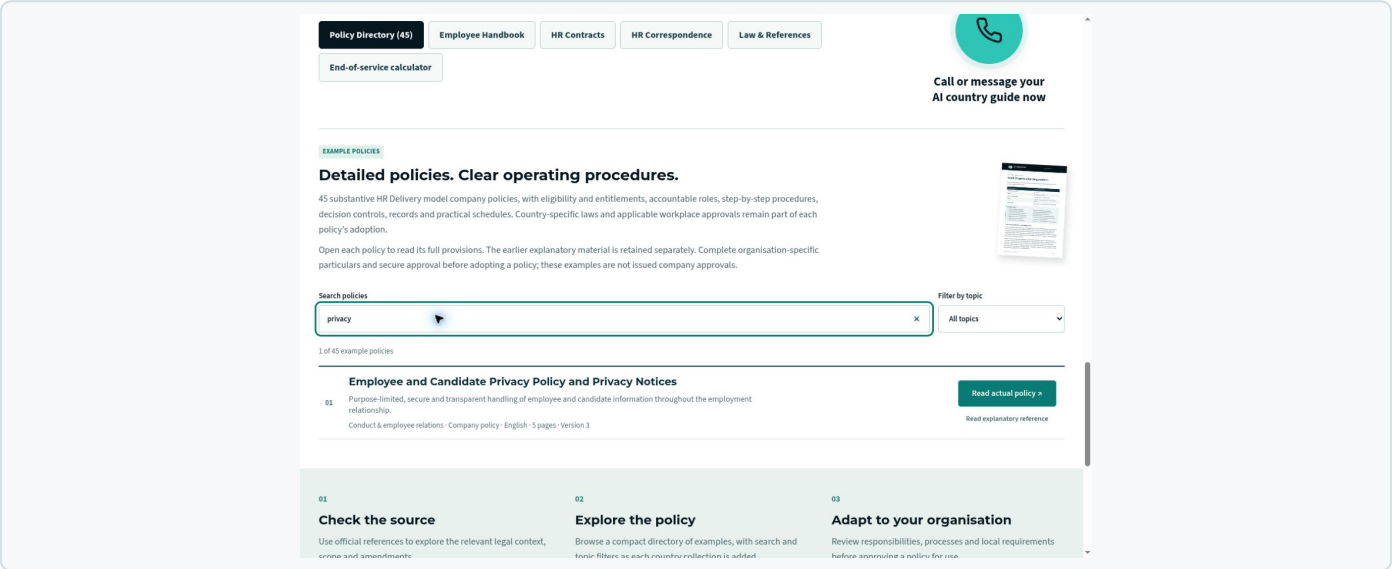
SERVICE CONTEXT / Staff drafting; outbound email connection pending

SOURCE: HR.DELIVERY / HR LAW NEWSLETTER

FROM REFERENCE MODEL TO AN APPROVED DRAFT

Adapt a country policy for organisational use

Prepare a policy that reflects the organisation's arrangements while retaining the country, source and review context needed before it is issued.



RELATED SERVICE VIEW / Live Saudi policy directory filtered for privacy, showing the search controls and matching policy.

WHAT IT GIVES YOU

Select the country model, adapt responsibilities and organisation details, then check related handbook content. Focus professional and internal review on the choices that must be approved before issue.

YOUR OUTPUTS

- Organisation-specific policy draft
- Source and edition context
- Approval and communication requirements

HOW TO USE IT

1. **Select the model.** Check the country, purpose, edition and applicable employment context first.
2. **Complete the draft.** Adapt the responsibilities and wording to the organisation's actual arrangements.
3. **Review and approve.** Check sources and related documents before agreeing issue and communication.

WHY THIS HELPS

A defined preparation route helps HR concentrate on operational meaning and consistency while ensuring the final policy reflects the organisation's reviewed and approved arrangements.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a country policy model becomes a working organisational draft after HR confirms the process owner, operating arrangements and intended audience. Reviewers check source context and wording, and the approved version is retained with a clear communication and implementation plan. Which decisions must be made by the organisation before this model becomes its policy?

SERVICE CONTEXT / Country models require appropriate review before issue

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

MATCH THE MODEL, FACTS AND LANGUAGE

Prepare employment documents for review

Prepare a contract or correspondence draft matched to the country, employment facts and intended purpose of the communication.

WHAT IT GIVES YOU

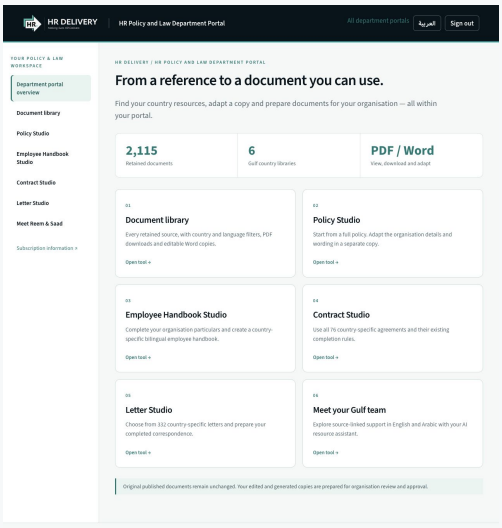
Select the agreement or letter by purpose, confirm the regime and complete the particulars. Review both language versions where relevant before agreeing approval and the intended communication route.

YOUR OUTPUTS

- Completed contract or letter draft
- Factual particulars and open questions
- Bilingual review requirements where applicable

HOW TO USE IT

1. **Choose the correct model.** Match country, employment context and document purpose to the situation.
2. **Complete the particulars.** Use verified facts and identify decisions or details still requiring confirmation.
3. **Review both meaning and process.** Check language alignment and the appropriate approval and communication route.



PUBLISHED WORKSPACE DEMONSTRATION / Published demonstration of the Policy and Law portal.

WHY THIS HELPS

A structured draft makes missing facts and wording questions clearer before the organisation issues documents for an employment matter.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a team prepares an employment letter and supporting agreement together. It checks that the factual particulars, intended change and language versions align, records unresolved questions and follows the agreed professional-review and approval sequence before communicating either document to the employee. Do the related documents describe the same intended arrangement consistently?

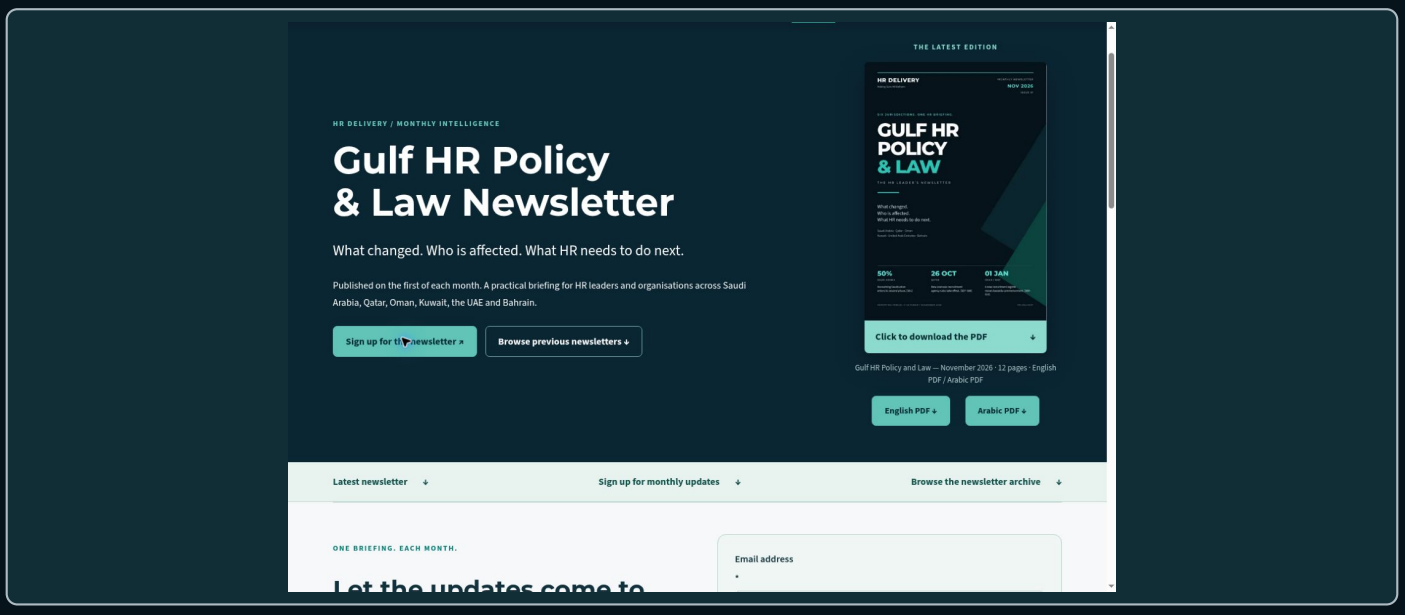
SERVICE CONTEXT / Confirm scope and obtain appropriate professional review

SOURCE: HR.DELIVERY / HR POLICY LAW CENTRE

H2 · YOUR CLIENT EXPERIENCE

Newsletter preparation connects content with its audience

Private mailing-list administration supports the preparation of issues and subscriber records around the public HR Law Newsletter.



WEBSITE SCREEN / Live public HR Law Newsletter signup area; private mailing-list administration was not inspected.

WHAT IT GIVES YOU

The website provides signup, current-issue downloads and an archive. Staff administration is described as supporting subscriber storage, mailing lists and saved newsletter drafts before delivery is arranged through a configured external service.

THE CLIENT VALUE

Readers have a defined subscription route, while the team can prepare the content and intended audience in an organised way.

YOUR OUTPUTS

- Maintained subscriber records
- Newsletter drafts
- An issue prepared for distribution

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: HR Delivery prepares an issue for a defined readership using maintained subscription preferences and an approved draft. The intended audience, publication edition and sending arrangement are confirmed separately, so a saved subscriber record is not mistaken for a completed newsletter delivery. Which audience, approved edition and sending route should be connected for this issue?

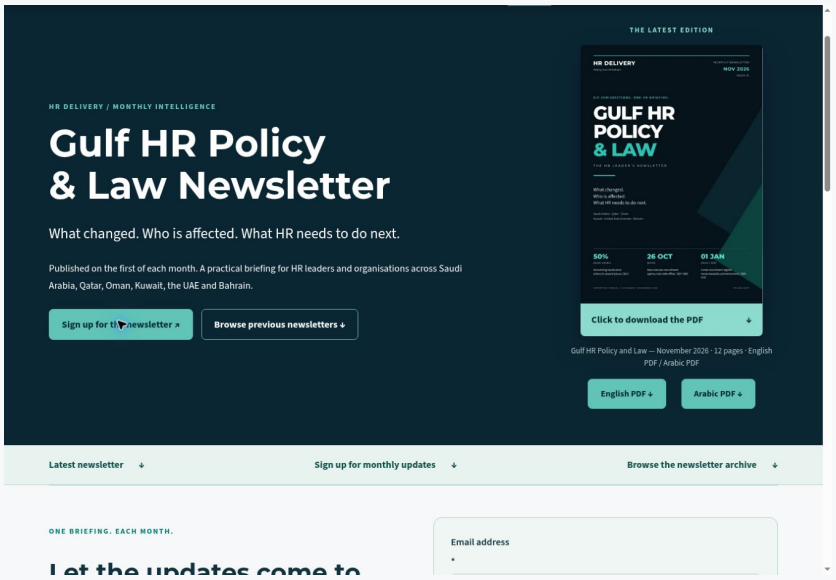
SERVICE CONTEXT / Outbound newsletter delivery still awaits provider configuration.

SOURCE: HR.DELIVERY / CONNECTED WORKSPACE

H2 · YOUR CLIENT EXPERIENCE

Read the newsletter now; confirm the delivery route

Newsletter downloads, signup and subscriber storage are separate from sending a campaign to an external email audience.



WEBSITE SCREEN / Live HR Law Newsletter signup; submission and outbound delivery were not tested.

WHAT IT GIVES YOU

Use the public page to access available issues and register your interest. Outbound delivery awaits configuration, so subscribing should not be treated as evidence that scheduled issues are already being sent through an active provider.

THE CLIENT VALUE

You can access the published material immediately and understand what remains to be activated for regular email delivery.

YOUR OUTPUTS

- Available issue downloads
- A stored subscription request
- A future configured delivery route

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a reader downloads the published newsletter and registers interest in future editions. She can use the available material immediately while checking the confirmed delivery route, without assuming signup has activated scheduled email distribution to her external mailbox. Where can we read the current issue, and how will future delivery be confirmed?

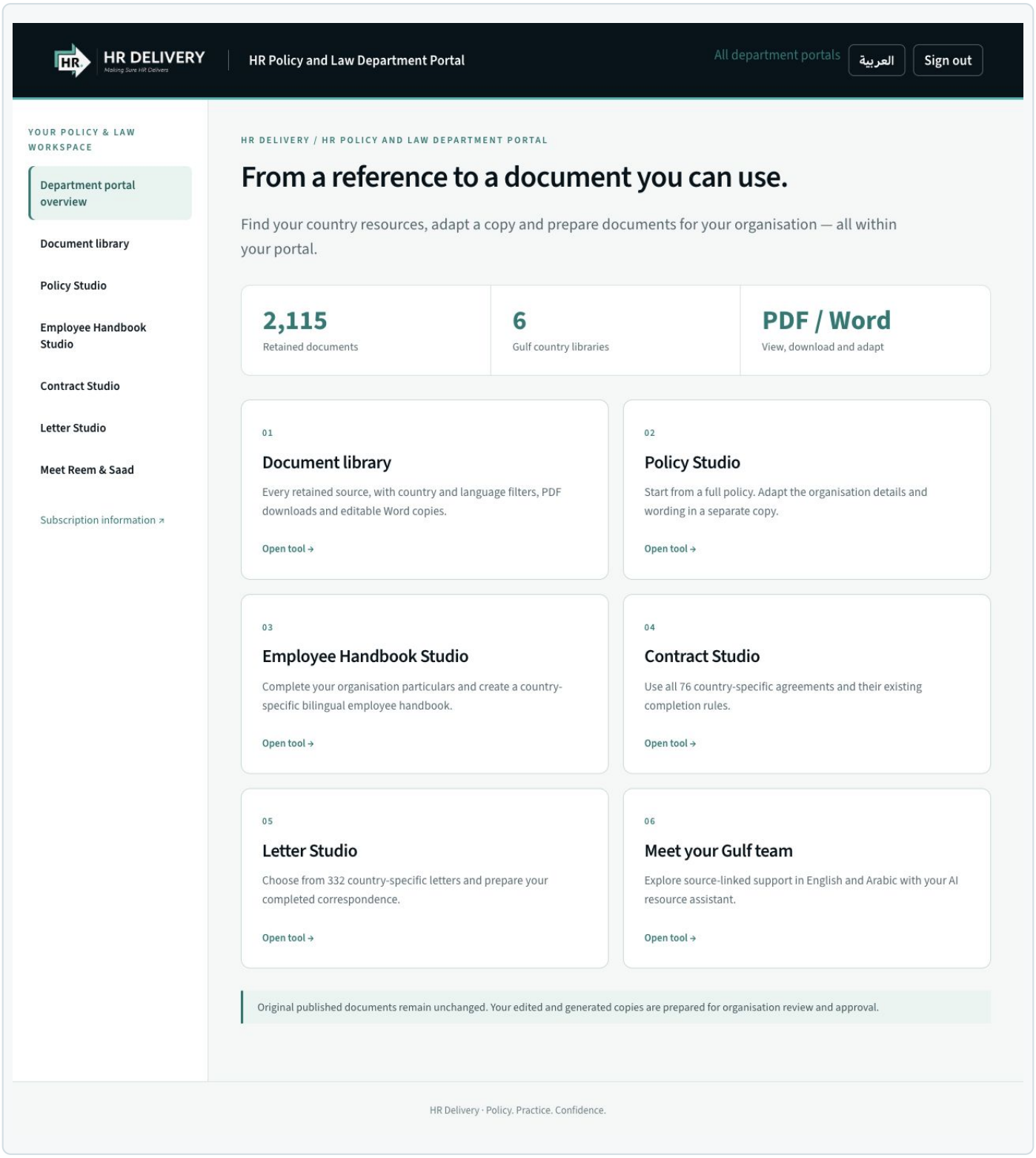
SERVICE CONTEXT / Readiness and scope to confirm for the client engagement.

SOURCE: HR.DELIVERY / HR LAW NEWSLETTER

THE SERVICE ON SCREEN

A closer look at the workspace

The complete published demonstration is shown at a larger scale. Use the feature pages to connect this view with your own service requirements.



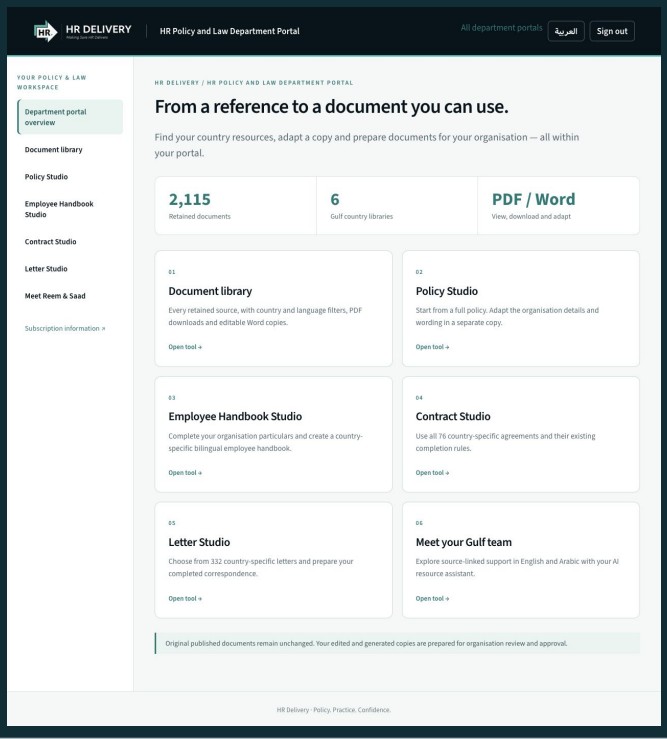
PUBLISHED WORKSPACE DEMONSTRATION / Official HR Policy and Law portal demonstration; all six public country library tabs were separately reviewed.

H / POLICY & LAW

03

See the service in practice

Two illustrative client journeys connect the tools with a business need, a working sequence and useful outputs.



PUBLISHED WORKSPACE DEMONSTRATION / Official HR Policy and Law portal demonstration; all six public country library tabs were separately reviewed.

CLIENT JOURNEY / 01

Refresh a policy and connect it to the handbook

Illustrative scenario: a growing Qatar organisation wants consistent joining arrangements across two departments. Its HR manager has an older policy and a handbook section with different wording. The first task is to establish one agreed process and identify the documents requiring coordinated review before issue.

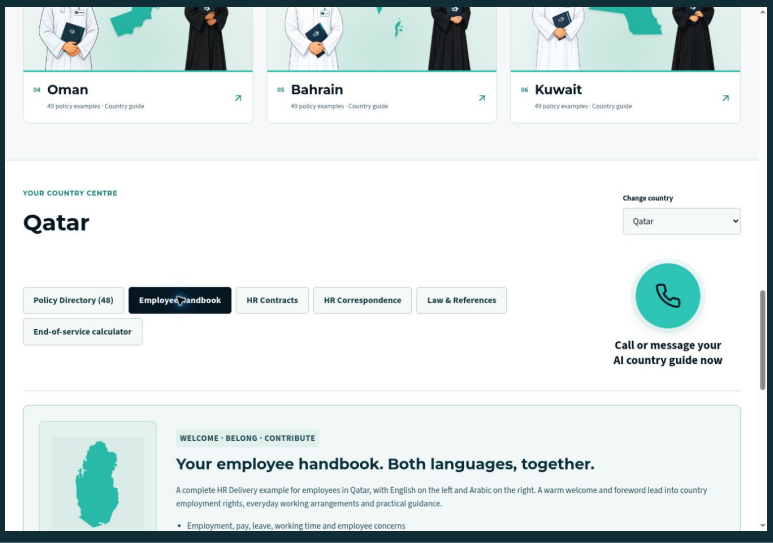
1. **Gather the current position.** Bring both documents, the actual joining process and the differences managers have identified.
2. **Select the country references.** Use the Qatar library to identify relevant policy and handbook starting points and source context.
3. **Prepare linked drafts.** Adapt the policy and handbook wording together, retaining unresolved language or applicability questions.
4. **Agree review and issue.** Have the responsible reviewers confirm the final wording, then plan the employee communication and retained version.

WHAT THE WORK PRODUCES

- A coordinated policy and handbook draft
- A record of decisions and questions for review
- An agreed approval and communication sequence

THE VALUE FOR YOUR TEAM

The organisation can discuss one coherent process, understand the choices behind the wording and prepare both documents for a consistent, properly reviewed employee experience across departments.



WEBSITE SCREEN / Live Qatar country resource view; the counts in the explanation come from its six inspected tabs.

EXPLORE NEXT / Qatar Policy and Law resources (p028) · Policy Studio (p047) · Employee Handbook Studio (p048)

CLIENT JOURNEY / 02

Prepare a country-specific employment document request

Illustrative scenario: a UAE people team needs a contract variation and a related employee letter. Before drafting, it establishes the employment context, the proposed change and the parties involved. It then assembles the references and questions needed for appropriate professional review and a clear communication.

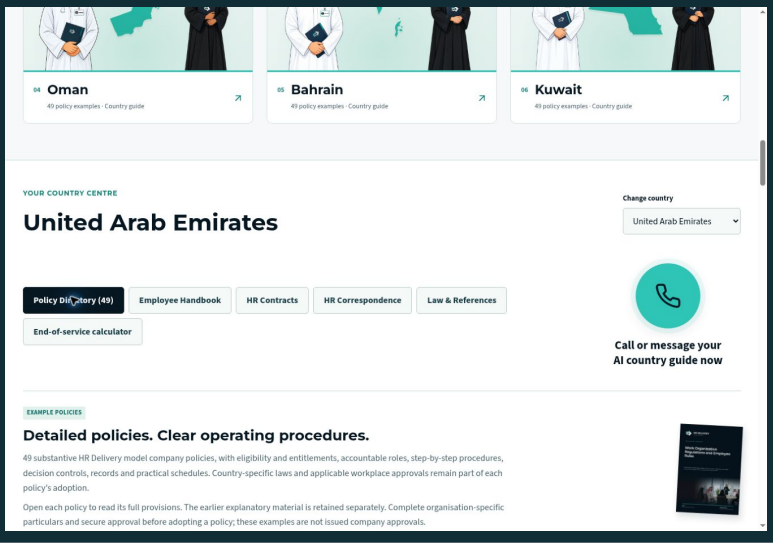
1. **Define the situation.** Record the employment context, the proposed change and the intended effect of each document.
2. **Identify the document routes.** Review the country contract and correspondence collections for a suitable starting model and its stated scope.
3. **Complete the particulars.** Prepare the factual details and compare language versions, recording anything that remains unresolved.
4. **Review before communication.** Confirm the appropriate review, approval and issue sequence with the responsible organisational owners.

WHAT THE WORK PRODUCES

- A focused contract-and-letter brief
- Confirmed particulars and language requirements
- A review and communication checklist

THE VALUE FOR YOUR TEAM

The team can give reviewers a clearer account of the intended change, reducing ambiguity between the supporting records, the draft documents and the employee communication process.



WEBSITE SCREEN / Live United Arab Emirates country resource view; the counts in the explanation come from its six inspected tabs.

EXPLORE NEXT / United Arab Emirates Policy and Law resources (p031) · Contract Studio (p049) · HR Correspondence and Letter Studio (p050)

SERVICE ARRANGEMENTS

A clear handover helps your team start well

Agree the people, workspaces, outputs and service connections required for your assignment.

SCOPE AND RESPONSIBILITY

Confirm the business question, participating colleagues, outputs and the decisions that remain with your authorised team.

ACCESS AND COMMUNICATION

Lama can coordinate the relevant portal route and service setup. Specialist AI profiles are virtual characters; enabled chat, call, email and Telegram channels depend on the agreed provider connections.

SCREENS AND EXAMPLES

Screens show the public website, published workspace demonstrations or related service views, as labelled. Examples in this brochure are illustrative; they do not report client results or completed private transactions.

REVIEW AND RELEASE

Adapt models and documents to the assignment. Agree professional review, approval, release and record-handling arrangements before organisational use.

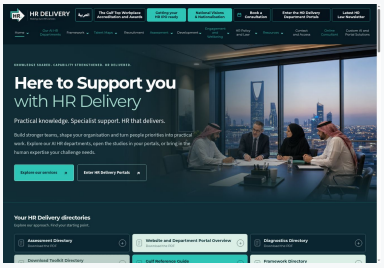
USEFUL DIRECT ROUTES

Speak with Lama

Explore the portal directory

Request a conversation with Dr Phillip

Contact HR Delivery



Source basis: the approved HR Delivery Client Guide and its linked site review, expanded with client applications. Mission, vision and pledges were checked against HR Delivery's public site in November 2026. Catalogue counts refer to the stated inventory, not a promise of future totals.

YOUR NEXT STEP

Bring one document. Agree one clear next step.

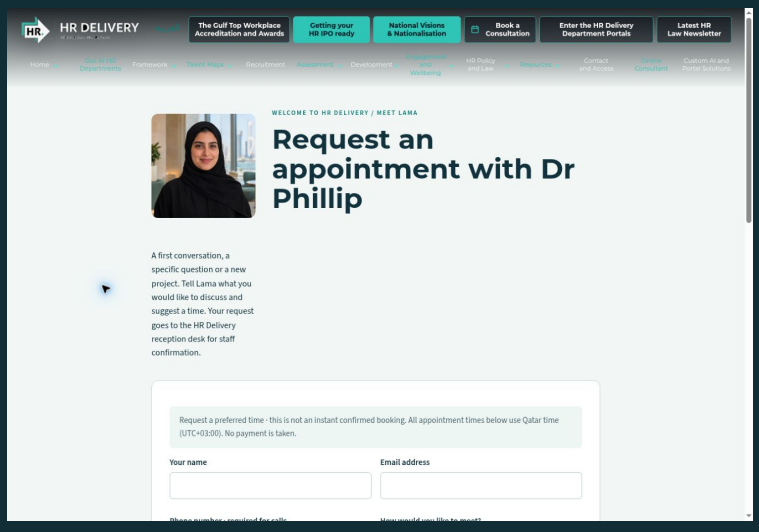
Begin with the employment question your organisation needs to resolve. Explore the relevant country library, collect the existing document and identify the facts, language and review requirements. Lama can help arrange a focused conversation about the resources and support appropriate to the work. Agree the scope, enabled communication route and approval responsibilities before drafting or issuing documents. A clear brief makes the next stage easier for everyone involved.

A PRACTICAL START

- Choose the country and document purpose.
- Prepare the existing wording and questions for review.
- Ask Lama to coordinate the appropriate support conversation.

A STARTING BRIEF YOU CAN ADAPT

We need help preparing or reviewing [document] for [country and employment context]. Its purpose is [outcome]. We have [existing material], need [language and format], and would like to agree [review responsibilities and timing] before the document is approved and communicated.



WEBSITE SCREEN / Public appointment-request route: requests are reviewed by the team.

Start with Lama

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