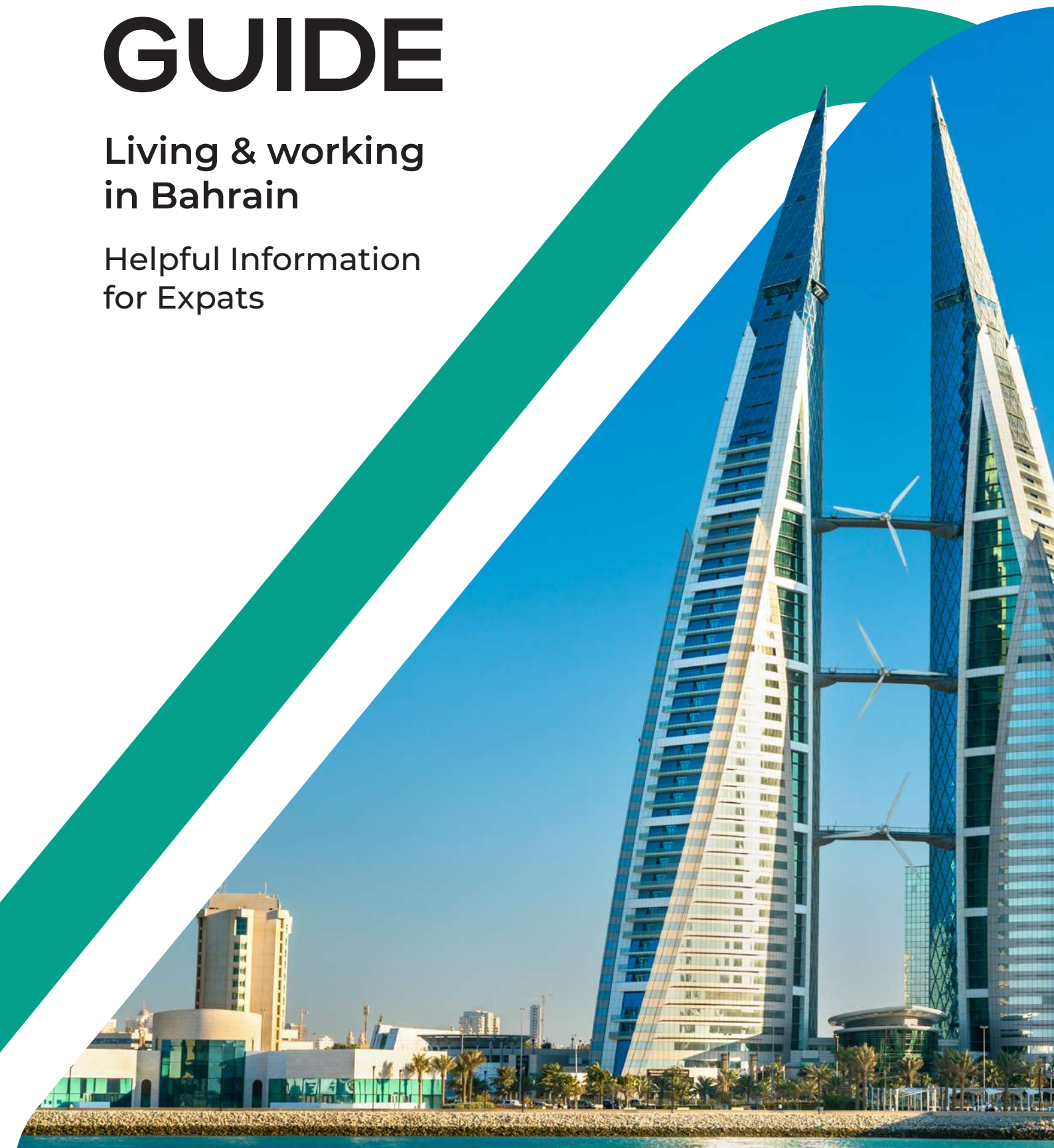




COUNTRY GUIDE

Living & working
in Bahrain

Helpful Information
for Expats





■ Largest City

Manama

■ Capital City

Manama

■ Currency

Bahraini Dinar (BHD)

■ Ex-Pat Population

0.8 million (approx.)



INTRODUCTION TO BAHRAIN

Part of the GCC, the Kingdom of Bahrain is an island nation situated on the Persian Gulf, between Qatar and the northeastern coast of Saudi Arabia, to which it is connected by the King Fahd Causeway. It comprises a small archipelago made up of over 30 islands, and centered on Bahrain Island, where the majority of its population lives, and where its capital city Manama is located. Bahrain is classified as the third smallest nation in Asia.

BAHRAIN'S ECONOMY

AND BUSINESS LANDSCAPE

Although Bahrain's economy is still heavily dependent on oil and gas, it is recognized as having developed the first post-oil economy in the Gulf, the result of decades of investing in the banking and tourism sectors, and many of the world's largest financial institutions have a presence in the country's capital.

Bahrain has implemented a series of reforms aimed at attracting foreign investment. The most notable of these is the Bahrain Economic Vision 2030, which seeks to transform the nation into a financial and business hub. The vision's pillars include sustainable growth, competitiveness, and high living standards.

Bahrain's business environment and strategic location, together with its reputation for having one of the more liberal cultures in the region, make it a very attractive destination for organizations looking to expand into the GCC, as well as for talented professionals seeking to build a successful career.





KEY FACTS

& FIGURES

Official Language

Arabic

Second Language

English

Religion

Islam

Population

1.5 million (approx.)

GDP Total 2022

US **\$44.39 billion** (Source: World Bank)

GDP per capita

US **\$24,395** (approx.)

VAT

10% (applied to most goods & services)

Time Zone

UTC **+3.00**

Whether you are starting a new job with a new employer, or pursuing a relocation opportunity with your current one, you will find moving to Bahrain an exciting and enriching experience. However, it is important to be mindful of the unique cultural and practical aspects of living and working in this diverse and dynamic country.

Respect the Culture

Bahrain has a more liberal culture and lifestyle than many other Gulf states, but is still an Islamic country, and it is important to respect its local customs and traditions. Dress modestly in public, particularly in more traditional areas, and during religious events. Always ask for permission before taking pictures of people, especially women, and avoid public displays of affection. However, be rest assured that in most private places, such as hotels and restaurants, you will feel at home and can enjoy Bahrain's unique blend of international hospitality, alongside middle eastern traditions.

Learn Some Arabic Phrases

While English is widely spoken, learning basic Arabic phrases can go a long way in building relationships and showing respect to the local culture. It is also helpful for everyday interactions, like shopping and transportation.

YOUR NEW HOME



Cultural Sensitivity

Building strong relationships is essential in Bahrain. Be patient, polite, and avoid confrontational behavior. Business meetings often begin with social pleasantries and small talk, so take the time to get to know your colleagues and clients.

Cultural Diversity

Bahrain is a melting pot of cultures, with a significant expatriate population, so embrace its diversity and be open to making friends from different nationalities. You will never be bored and there are always new cultures and people to get to know, and delicious new cuisines to try!



Respect for Ramadan

During the holy month of Ramadan, Muslims fast from dawn to sunset. As a sign of respect, it's essential to avoid eating or drinking openly in front of those who are observing the fast, and to be considerate of the altered schedules and increased devotion to prayer and reflection that many Muslims adopt during this period.

AUXILIUM: YOUR EMPLOYER OF RECORD

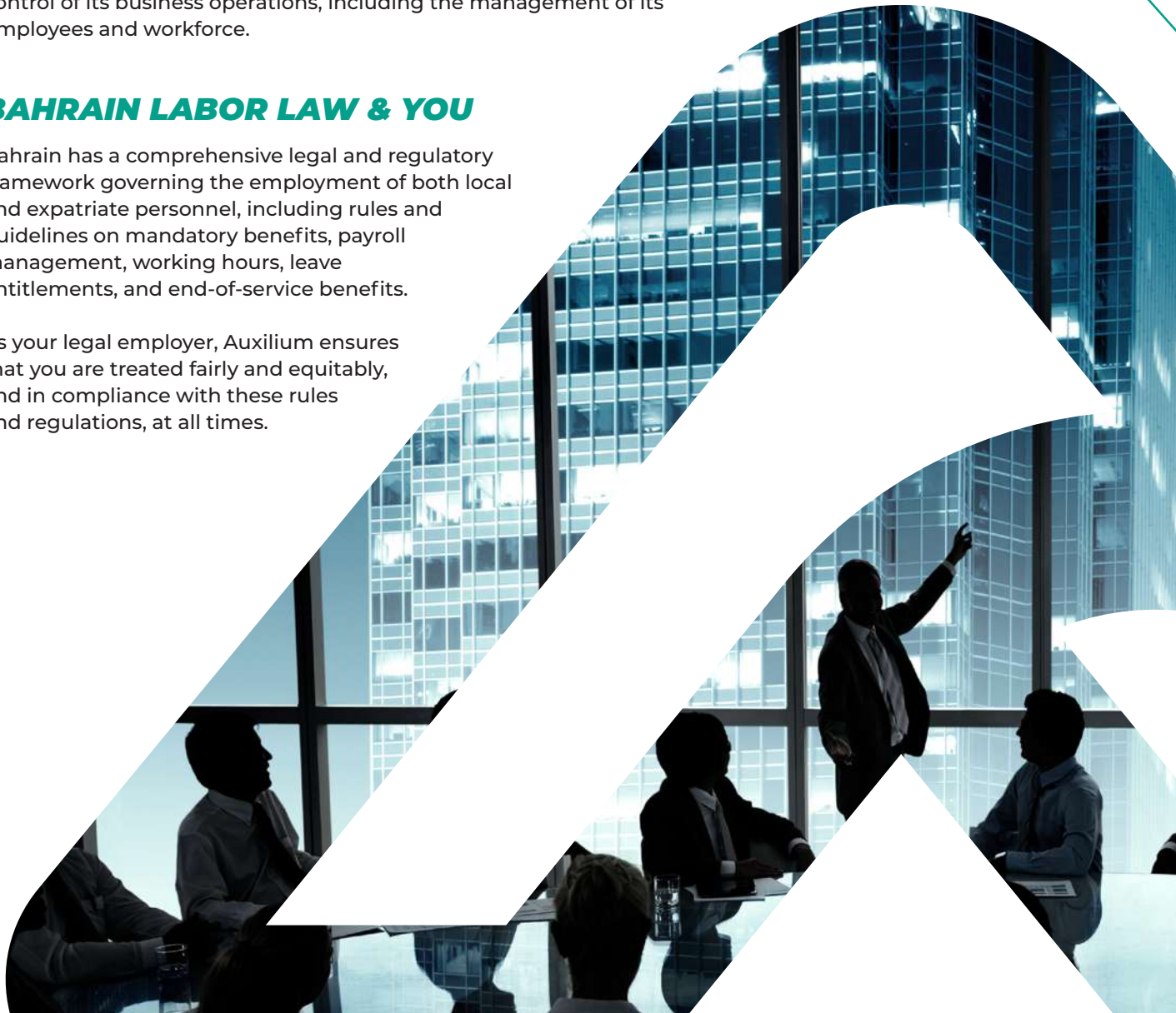
An Employer of Record (EOR) is a third-party organization that acts as the legal employer of a company's workforce and takes on all essential employer-related and HR management functions on its behalf, allowing the company to hire and engage employees in new countries and territories, legally and compliantly, without having to set up local entities.

As your company's EOR partner, Auxilium is your legal employer, and carries the responsibility for managing the entire employment lifecycle during your service with the company. We ensure that you are legally and fairly employed, and that the company's employment and HR functions are fully compliant with all prevailing Saudi laws and regulations. At the same time, we enable your company to retain full control of its business operations, including the management of its employees and workforce.

BAHRAIN LABOR LAW & YOU

Bahrain has a comprehensive legal and regulatory framework governing the employment of both local and expatriate personnel, including rules and guidelines on mandatory benefits, payroll management, working hours, leave entitlements, and end-of-service benefits.

As your legal employer, Auxilium ensures that you are treated fairly and equitably, and in compliance with these rules and regulations, at all times.



AUXILIUM: YOUR EMPLOYMENT LIFECYCLE

01

ONBOARDING

Contract Signing
Visa Processing
Social Insurance Registration

04

OFFBOARDING

Full and Final Settlement
Visa & Insurance Cancellation
Repatriation

PAYROLL

Payroll Processing
Leave Management
Expense Management

02

HR SUPPORT

Document Issuance
HR Liaison & Guidance
Statutory Benefit Provision

03

IMPORTANT EMPLOYEE INFORMATION

Employment Contract

Auxilium will provide you with an Employment Contract, containing detailed information, terms and conditions, regarding your employment, including: Job Title & Description; Probation Period; Remuneration; Benefits; and Notice Period. You should retain one signed copy of the Contract, the other will be held on file by Auxilium.

Employment Visa

Auxilium will manage the process for obtaining your visa, which is the first step in obtaining your Iqama.

Bahrain ID/Residency Permit

Auxilium will manage the process for obtaining your Bahrain ID/Residency Permit. The Bahrain ID acts as the standard form of identification in Bahrain, and you will need it to undertake tasks such as entering into telecom, utility and lease agreements, as well as for opening personal bank accounts.

Nationalization Programs

All GCC countries have nationalization initiatives and programs that are aimed at increasing the participation of their citizens in the workforce. These initiatives are considered very important to the future of the region, and include a mix of regulations, targets and incentives, together with innovative education and skills training reforms. To find out if and how the nationalization programs impact your organization, please speak to your Auxilium Customer Success Manager.

Medical Insurance

It is mandatory for employers to provide all their employees with free medical insurance cover. At Auxilium, in accordance with your company's policies will offer a range of policies, from ones that provide basic cover to meet all mandatory requirements, to more comprehensive policies, with higher annual limits and worldwide coverage, together with options for dental, optical and maternity cover.

Leave Entitlement

Employees in Bahrain are entitled to annual leave, sick leave, maternity leave, parental leave and leave to complete Hajj. By law, employees with one or more years of service, are entitled to 30 working days of annual leave.

Salary Payments

Salaries must be paid in accordance with the rules and regulations of the Wages Protection System (WPS). Payments are made monthly, typically on the last day of the month, and must be paid into a Bahraini bank account. At Auxilium, we provide our clients with end-to-end fully compliant payroll management services, that ensure you are paid on time and in full.

Family Sponsorship

Foreign nationals living and working in Bahrain, can sponsor their dependents, provided they meet the minimum salary requirements (currently BHD 400 per month). Dependents include spouses, and children, as follows: unmarried daughters, with no restriction on age; sons up until 18 years of age. To find out more about how to sponsor your dependents, please speak to your Auxilium Customer Success Manager.

End of Service Benefits

Employees are entitled by law to a set of End of Service Benefits (EoS), including gratuity.

EoS are paid after the termination of the employment contract on an accumulated basis for the tenure served, and include:

- Any unpaid wages or overtime payments due
- Encashment of unutilized leave entitlements
- Any repatriation expenses applicable as per the employment contract and/or Bahraini Labor Law
- End of service gratuity

Gratuity payments are calculated as follows for employees who are paid monthly:

- Less than 1 year service: No gratuity entitlement
- 1 to 3 years' service: 15 days' gross salary per year of service
- Over 4 years' service: 30 days' gross salary per year of service

There is no limit on the total gratuity amount.

HR Administrative Support

A key part of Auxilium's role is to provide ongoing support to our employees. This includes advice and guidance on all employment issues, as well as providing any regulatory or other documents you might require, including salary certificates and No Objection Certificates (NOCs). Please speak to your Auxilium Customer Success Manager for any help or support you require, or email info@auxiliumservices.com



HELPFUL INFORMATION

Changing jobs and relocating to a foreign country can be a daunting and challenging experience. At Auxilium we are here to help you settle into your new home and new way of life.

Below, you will find some helpful advice and guidance. If you require additional information, or have specific questions on these or other topics, please contact us direct at: info@auxiliumservices.com If we don't know the answer, we are certain we will know someone who does.

Relocating to My New Home

There are a number of specialist companies in Bahrain that can assist you with shipping your possessions to your new home. However, many people find it is often simpler to appoint an international shipping company in their home country, who then liaises with local partners for the safe delivery of their possessions.

Finding a Great Place to Live

Expats can buy property in Bahrain in certain areas, but most people prefer to rent and there is a vast amount of choice to suit all budgets and preferences. Most properties are let unfurnished and on an annual lease basis. To enter into a lease agreement, you will need the following:

To enter into a lease agreement, you will need the following:

- **Documents:**

Passport Copy

Bahrain ID Copy

- **Payments:**

Rent: Normally paid quarterly, through post-dated cheques

Security Deposit: Typically, 5% payable on signing

Agents Fees: Typically, 5% payable on signing

Finding the Best Schools for My Children

Bahrain offers a diverse range of international schools to cater to the expat community, reflecting the country's multicultural landscape and commitment to providing high-quality education. One of the most popular curricula is the British system, with many schools offering a well-rounded education based on the UK curriculum, and often including elements of the International Baccalaureate (IB) program. Finding the right school can be a challenge, and it is often helpful to speak to colleagues and other expats to get a feel for what is available near you.



Setting Up My Personal Bank

You will need a Bahraini bank account for your salary payments, and opening a personal account is relatively simple.

To open an account, you will typically need:

- **Passport Copy**
- **Copy of your Bahrain ID**

Some banks may also ask for the following documents:

- **Copy of Tenancy Lease Agreement**
- **Up to 6 Passport Photos**

Useful Resources

There are a number of websites and other resources available that give helpful advice and guidance to expats living in Bahrain.

These include:

- **ExpatWoman: The Best Global Expat Website**
- **Expat.com: the expatriate community**
- **Living in Bahrain: What You Need to Know Before You Move (internations.org)**
- **Gulf News Expats**

Disclaimer

This publication is intended as a guide only. While every effort is taken to ensure that the details it contains are accurate at the time of publication, Auxilium cannot accept responsibility or liability for any inaccuracies, or subsequent changes to the information it describes. In addition, this publication, or any information contained herein, does not constitute or represent an agreement or contract, in full or in part, with Auxilium.





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Need More Assistance?

The Team at Auxilium is always available to help you, whether you need advice on where to find specific services, or you have a question related to your employment.

You can contact us at: info@auxiliumservices.com



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