



Ministry of Human Resource  
and Social Development  
Kingdom of Saudi Arabia

# **The Implementing Regulations of Labor Law and its Annexes**



**Annex No. (1)**  
**Unified Form of Work Regulations**



## Work Regulations

### Introduction

The regulations has been developed in implementation of Article (12/1) of the Labor Law that is issued under the Royal Decree No. (M/51) dated 23/ 08/ 1426 H, and amended under the Royal Decree No. (M/24) dated 12/ 05/ 1434 H, and Royal Decree No. (M/46) dated 05/ 06/ 1436 H. Every employer shall develop a regulation to organize the work in its establishment as per this form.

### Establishment Data

**Establishment Name:**

**Head Office:**

**Number of workers:**

**Activity:**

**Address:**

**P. O. Box:                      Postal Code:**

**Wasel Post No.**

**Telephone:**

**Fax:**

**E-mail:**

**Commercial Register No.:**

**Commercial Register Issue Date: / /**

## Generals

### Article (1)

The word "establishment" whenever used in the regulations means:

The word "worker" means, whenever used in the regulations, every natural person working for an establishment and under its management or supervision for a wage, even if not under its direct control.

### Article (2)

The evaluation adopted in this establishment is ....

### Article (3)

1. The provisions of the regulations shall be applied to all workers of the establishment and its branches.
2. The provisions of these Regulations may not prejudice the workers' rights. These regulations are deemed supplementary to the employment contracts and may not prejudice the said rights.
3. The establishment shall inform the worker of these Regulations upon signing the contract and that shall be stipulated in the employment contract.

### Article (4)

1. The establishment may issue special decisions and policies under which the workers are given better rights than what is included in the Regulations.
2. The establishment is entitled to include additional terms and conditions in the Regulations without prejudice to the workers' rights acquired under the Labor Law, its Implementing Regulations, and relevant decisions. Such amendments and additions may not be valid unless approved by the Ministry of Labor and Social Development.
3. Every text added to the Regulations in contradiction with the Labor Law, its Implementing Regulations, and the relevant decisions shall be deemed null and void.

## Employment

### Article (5)

Workers are employed for jobs with certain titles and specifications. The following requirements shall be considered upon employment:

1. The job applicant shall be Saudi.
2. The job applicant shall have scientific qualifications and expertise required for the job.

3. The job applicant shall successfully pass the tests and personal interviews developed by the establishment for such job.
4. The job applicant shall be medically fit under a medical certificate issued by the entity to be determined by the establishment.
5. Non-Saudis may be excluded from employment as per the terms and conditions included in Articles (26), (32), and (33) of the Labor Law.

### **Employment Contract**

#### **Article (6)**

The worker is employed under an employment contract made of two copies as per the standard form developed by the Ministry; one delivered to the worker and the other kept in the worker's file with the establishment. The contract shall include the employer's name, worker's name, nationality, original address, original address, kind of work, place of work, agreed basic wage, and any other agreed concessions. Furthermore, it shall determine whether it is a fixed-term contract or not and whether it is signed for the performance of certain work or not as well as it shall include the probationary period, date of work commencement, and any other information required. The contract may be executed in another language beside the Arabic language, provided that the Arabic text shall be always adopted.

#### **Article (7)**

Subject to the date specified in the employment contract, the establishment is entitled to terminate the contract of the worker who fails to perform his duties without reasonable excuse. Such termination shall take place within (7) days from the date of signing the contract between both parties if it was signed inside KSA, or from the date of arriving to KSA if the contract was signed outside KSA.

#### **Article (8)**

1. The establishment may not transfer the worker from the original place of work to another one requiring the change of the residence place without his written approval.
2. if necessary, the establishment may assign the worker with a work in a place other than the place agreed upon without the worker's approval for a period of at most (30) days a year, provided that the establishment shall provide all costs of transportation and residence during this period.

## Transportation

### Article (9)

The obligation of the transportation costs of the worker or his family members shall be determined as per the following controls:

1. At the beginning of the contract, as agreed in the employment contract.
2. When the worker enjoys his annual leave, as agreed in the employment contract.
3. When the worker's service is ended, as per Article (40/1) of the Labor Law.
4. The establishment may not bear the costs of returning the worker to his country if he was not eligible to work during the probationary period or if desired to return without a legitimate reason or committed a violation that caused his departure under an administrative or court decision.

### Article (10)

The worker transferred from his original workplace to another one that entails a change in his place of residence is entitled to get the transportation expenses for himself and his family members who are living with him at the date of transfer including the expenses of luggage transfer, unless the transportation was based on the worker's desire.

## Training and Qualification

### Article (11)

The establishment incurs all costs required for qualifying and training non-Saudis. If the place of qualification or training was not within the establishment, the establishment, then, shall bear the flight tickets (return tickets) of the class determined by the establishment. The establishment, either, provides food, housing, and internal transportation. Instead, it may provide the worker allowances as well as it shall provide him with the wage specified throughout the probationary and training period.

### Article (12)

1. The establishment may terminate the qualification or training contract without the worker's approval if the reports issued from the entity in charge of training reveals that the worker is unable to complete the training productively.
2. The trainee, excluding workers, or his guardian is entitled to end the training or qualification program if the reports issued from the entity in charge of training or qualification reveals his inability to productively complete the training programs.

3. In either case, the party who desires to terminate the contract shall notify the other party at least one-week prior to termination.
4. The establishment may oblige the trainee or the person subject to qualification, excluding the workers, to work with it for a similar period after full performance of the training or qualification period.
5. The establishment may oblige the trainee or the person subject to qualification, excluding workers, to pay all or part of the costs of training or qualification incurred if he rejected to work with it for a similar period.

### Article (13)

- I. The establishment may ask the person subject to training or qualification to work with it for a similar period not exceeding the period of training or qualification program having fully performed the training or qualification period. The above shall be applied if the employment contract term is not fixed or if the remaining period of the employment contract is fixed or less than the training period.
- II. The establishment may end the training or qualification program and oblige the worker to pay all or part of the training costs it incurred in the following cases:
  1. If the worker decided to end the training or qualification program before the date specified without a legitimate reason.
  2. If the employment contract is terminated as per any of the cases included in Article (80) of the Labor Law, excepting paragraph (6) thereof, during the training or qualification period.
  3. If the worker resigned from the work for any case other than those included in Article (81) thereof during training or qualification period.
- III. The establishment may oblige the worker to pay all or part of the costs of training or qualification it incurs if the worker resigned from the work, for any case other than those included in Article (81) thereof, before the expiration of the training or qualification period.

## Wages

### Article (14)

Subject to any procedures or arrangements stipulated in Wages Protection Program, the worker's wages shall be paid in the official currency of the countries in the dates specified and deposited with the workers' accounts of the banks accredited in KSA.

**Article (15)**

Overtime wages that is due to the worker shall be paid at the end of the month in question.

**Article (16)**

If the day of payment coincides with the weekly day of rest or with official holiday, the payment shall be made on the previous business day.

**Performance Reports**

**Article (17)**

The establishment prepares performance reports periodically, at least once a year, for all workers as per the form designated, provided that such reports include the following:

1. Ability to work and efficiency of work.
2. The worker's behavior, its cooperation with the heads, colleagues and the establishment's clients.
3. Attendance

**Article (18)**

The worker's performance shall be evaluated in the report according to the establishment's estimates, provided to follow a scale of 1-5.

**Article (19)**

The report shall be prepared under the knowledge of the direct head of the worker and approved by (the authority holder). The worker shall be provided with a copy of the report once approved. The worker is entitled to appeal against the report as per the grievance rules stipulated herein.

**Bonuses**

**Article (20)**

1. The establishment may grant the workers annual bonuses to be determined in light of the establishment's financial position.
2. The worker shall be eligible for bonuses once reordered an average level in his periodic report in the form developed by the establishment, and after one year from joining the work or from obtaining previous bonuses.
3. The establishment's department may grant the worker exceptional bonus per the controls developed in this regard.

## Promotions

### Article (21)

The establishment develops a career ladder for its jobs determining the number and titles of the jobs, level of each job, occupation requirements, and its starting pay per the Saudi vocational Classification Guide. The worker shall be eligible for high-position promotion whenever the following conditions are met:

1. The higher post is vacant.
2. The worker meets the qualifications of the position he is supposed to promote to upon nomination.
3. The worker gets above-average level in his latest periodic report.
4. The approval of the authority holder is obtained.
5. The establishment's department may grant the worker an exceptional promotion, as per the controls developed in this regard.

### Article (22)

If the conditions of high-position promotion are met in more than one worker, the selection for promotion shall be based on the following:

1. The one nominated by the authority holder
2. The one obtained higher evaluation
3. The one got more scientific certificates or training courses
4. The one having scientist expertise in the field of the establishment business
5. Work seniority

## Assignment

### Article (23)

If the worker has been assigned to perform work outside his workplace, the establishment shall abide by the following:

1. It shall provide the worker with all necessary transportation means, unless an allowance has been provided to him upon his approval.
2. It shall provide the worker with an allowance for the costs incurred for housing and food, unless provided by the establishment.

3. It shall provide the worker with a daily allowance for assignment, according to the worker's grade.

All such obligations shall be determined in the assignment decision as per the categories and controls developed by the establishment in this regard. The said costs and expenses shall be calculated once the worker leaves his workplace until his return, according to the period determined by the establishment.

### **Benefits and Allowances**

#### **Article (24)**

The establishment shall provide its workers with the appropriate housing and transportation means if stipulated in the employment contract. It may be stipulated in the employment contract that the establishment shall pay the worker an allowance for housing together with a cash allowance for transportation.

### **Working Hours and Days**

#### **Article (25)**

1. The number of working days shall be .... A week. The (day/ days) of rest is.... and paid for all workers. After notifying the competent labor office, the establishment may replace this day with any other days of week. Furthermore, it shall enable the workers to perform their religious duties and the day of rest may not be compensated with a cash allowance.

2. The working hours are (8 hours) a day and will be reduced to (6 hours) a day in Ramadan for Muslim workers

### **Overtime**

#### **Article (26)**

1. When the worker is assigned with additional work under a written or electronic assignment, sent by the responsible entity in the establishment, revealing the number of the additional hours and days required, per Article (106) of the Labor Law.

2. The establishment shall provide the worker with additional wage equivalent to the hourly rate plus 50% of his basic wage for the additional working hours.

### **Administrative Inspection**

#### **Article (27)**

The workers shall enter and exit their workplaces from the designated places. Furthermore, they shall abide by the administrative inspection whenever requested.

### **Article (28)**

The establishment may entail the worker to prove his attendance and departure with any means designated for such purpose.

## **Leaves**

### **Article (29)**

A worker is entitled to a full-pay annual leave of not less than (21) days per each year of service. It is extendable to a minimum of (30) days if the worker spends five consecutive years in service. Subject to the consent of the establishment, the worker may take a part of his annual leave based on the period spent in service during the year. In addition, there may be agreed in the employment contract to increase such annual leave.

### **Article (30)**

A worker is entitled to a full-pay leave in Eids and occasions as follows:

1. Four days for Eid Al-Fitr "Festival of Breaking the Fast", starting as of the day following 29<sup>th</sup> day of Ramadan, as per Um Al-Qura calendar.
2. Four days for Eid Al-Adha "Festival of the Sacrifice", starting as of the Day of Arafat.
3. One day for the Saudi National Day (on the first day of Libra Horoscope).

If these leaves coincide with the weekly rest, the worker shall be compensated with equivalent days before or after such leaves.

However, if any of both Eids coincides with Saudi National Day, the worker may not take an equivalent day off.

### **Article (31)**

A worker is entitled to a full pay leave in any of the following cases:

1. Five days upon his marriage.
2. Three days for the birth of his child.
3. Five days in case of death of the worker's wife, an ancestor or a descendant.
4. Five months and ten days in case of the death of the husband of a Muslim wife. She is entitled to extend this leave without pay if pregnant until giving birth. She may not enjoy the rest of bereavement leave granted to her after giving birth to her child.
5. Fifteen days in case of death of the husband of a non- Muslim female worker.

The establishment is entitled to request supporting documents for above-mentioned cases.

### **Article (32)**

The worker- proving his sickness under a medical certificate issued by the establishment's physician or a health authority approved by it- is entitled to sick leaves per annum, starting as of the date of the first sick leave, whether connected or intermittent, as follows:

1. A full pay leave for the first thirty days.
2. Three quarters of the wage for the next sixty days.
3. Unpaid leave for the following thirty days.

The worker may request to combine his sick leave with his annual leave.

## **Medical Care**

### **Article (33)**

The establishment shall provide health insurance coverage for all its workers as per the Cooperative Health Insurance Law and Implementing Regulations thereof. In addition, it shall pay the subscription amount for all workers in the Occupational Hazards Branch within the General Organization for Social Insurance, in accordance with the provisions of the law thereof.

## **Work Environment**

### **Article (34)**

#### **a. General Controls**

1. Employment of female workers does not require a permit from Ministry of Labor and Social Development or any other entity.
2. Wage discrimination between male and female workers performing equal work is prohibited.
3. The employer shall provide prayer and rest areas as well as restrooms at proper distance for female workers.
4. In case of a desk-work, the employer shall ensure the privacy of the female workers' offices.
5. Protection of the male and female workers from occupational hazards and provision of suitable work environment falls within the establishment responsibility.
6. The employer shall provide seats for female workers at their work places.
7. Only female workers may be appointed in women's closed establishments.
8. Only male workers may be appointed in the establishments designated for men.

9. The establishment shall secure a security system. If the establishment receives the public, security guards shall be appointed.

**b. Controls over women's work in establishments restricted to women:**

1. A signboard, indicating that the establishment is restricted to women and no men allowed, shall be placed at a prominent place.
2. Female workers are only allowed to be appointed at such establishments.
3. The establishment shall appoint security guards and set a security system if not provided by the owner of the shopping center if the establishment is located inside a shopping center.

In case a security system is set up, the establishment owner shall place a signboard stating that the establishment is under the security control.

**Article (35)**

A female worker is entitled to a full-pay maternity leave for a period of ten weeks, distributed as she wishes; at a maximum of four weeks before the anticipated date of delivery, which shall be determined by a health authority approved by the establishment or under a medical certificate certified by a health authority. □ It is prohibited to ask the female worker to work during the six weeks following giving birth.

In case of a sick child or a child with disabilities, the female worker is entitled to one month's leave at full pay beginning after the expiry of the period of maternity leave, extendable for one month without pay.

**Article (36)**

When a female worker returns to work following a maternity leave, she is entitled to take a period or periods of rest of at most one hour per day in addition to the rest periods granted to all workers. Such period or periods shall be calculated as part of the actual working hours and may not entail any reduction in wages. The female worker shall, after returning to work following a maternity leave, serve a written notice to the employer, including the period or periods of such rest and changes thereto; as well as the maternity period or periods in accordance with the Implementing Regulations of Labor Law.

**Social Services**

**Article (37)**

The establishment shall provide the following social services:

1. Preparation of a prayer area.

2. Preparation of meal area.

3. The establishment shall provide the requirement, service and convenience facilities necessary for workers with disabilities in order to enable them to perform their work in accordance with the requirements stipulated in the Implementing Regulations of Labor Law.

### **Business Conduct Controls**

#### **Article (38)**

1. An establishment may oblige all or some of the workers to wear a uniform. In all cases, men uniform shall suit the public taste and women uniform shall be modest, loose and opaque.

2. All establishment's workers shall comply with the requirements of the provisions of Sharia and social norms applied in dealing with others.

3. All workers are prohibited to be intentionally alone with a worker of different gender and the establishment shall take all procedures to prevent this matter between both genders inside the establishment.

4. All workers shall abstain from any kind of physical, verbal or suggestible abuse, or any act affecting the modesty, dignity, reputation or freedom or aimed at tempting or compelling any person into an illegal relationship, even if it is just for fun in case of a direct communication or by any other means of communication. In addition, the establishment may take all arrangements and procedures necessary for notifying all workers thereof.

#### **Article (39)**

1. All direct or indirect maltreatments, all forms of exploitation, blackmail, seduction or threatening, whether physical, psychological or sexual, that take place in the workplace either by an employer against the worker, by a worker against the employer or by a worker against his fellow worker or any other person present at the workplace, are considered types of abuse. In addition, any assistance given or misprision are types of abuse as well.

2. Any act done by any means of communication, either in word, writing, hint, indirect reference, painting, telephone, other electronic means or in any indicating type of conduct indicated, are deemed types of the above-mentioned abuse.

#### **Article (40)**

1. Without prejudice to the right of the party suffering an abuse at the workplace to recourse to the competent governmental agencies, he is entitled to submit his complaint to the establishment within a maximum period of five days as of suffering the same. Besides, every person witnessing such incident may notify the establishment thereof. In case such abuse was committed by the establishment owner or by the person assuming the highest powers, the complaint shall be filed with the competent governmental agency.

2. Upon filing a complaint or a report, the establishment shall form a committee under a decision by the person-in-charge. This committee shall be assigned with investigating the cases of abuse, considering evidence and recommending the application of an appropriate disciplinary penalty against the convicted person within five working days as of receiving the complaint or report.

### **Article (41)**

1. Subject to the principle of confidentiality, the committee shall hear all parties and witnesses and mention everything in records, to be firstly signed by parties and witnesses, and, then, by the committee's members at the end of each page.

2. The committee is entitled to summon any worker to investigation, as it deems necessary, and hear his statements. Every summoned worker shall appear before the committee to avoid any relevant liability.

3. The committee may submit a recommendation to the establishment administration to separate between the complainant and the complainee during the investigation period.

4. If the incident of abuse is evidenced under any adopted means of proofs, the committee recommends, upon majority vote, the application of the appropriate disciplinary penalty to the assaulter.

5. If the assault constitutes a criminal offence, the committee shall file the complaint with the general manager to be communicated to the competent governmental agencies.

6. If the incident of abuse is not proven, the committee shall recommend the application of a disciplinary penalty to the reporting party if the complaint or report is proven to be vexatious.

7. Application of the disciplinary penalty imposed by the establishment against the assaulter does not deprive the aggrieved party of his right to recourse to the competent governmental agencies.

8. Application of another legal or statutory penalty to the assaulter may not prevent the establishment from imposing a disciplinary penalty on him.

## **Violations and Penalties**

### **Article (42)**

A violation is any act committed by the worker and requires any of the following penalties:

1. Written warning: A notice sent by the establishment to the worker indicating the type of violation committed. Under this notice, the establishment draws the worker's attention to the possibility of being exposed to a harsher penalty in the event of the continuation or repetition of the said violation.

2. Fine: A deduction of a percentage equivalent to a part of the daily wage from the wage or a deduction of a percentage ranging between a one-day wage and five-day wage at most per month.

3. Suspension from work without pay: The worker is prevented from performing his work duties within a certain period and deprived of his wage during the said period, provided that the suspension period may not exceed five days a month.

4. Deprivation of promotion or periodic bonus: It may last for a maximum period of one year as of the application thereof.

5. Termination of employment with a reward: Termination of the worker's services based on a legitimate reason for a violation, without prejudice to entitlement to the end of service benefits.

6. Termination of employment without a reward: Termination of the worker's employment contract without a reward, notice or compensation as a result of committing any of the cases stipulated in Article (80) of Labor Law.

The penalty applied to the worker shall be proportional to the type and gravity of the committed violation.

### **Article (43)**

Each worker committing any of the violations mentioned in the schedule of violations and penalties- attached to these regulations- shall be penalized with its respective penalty.

### **Article (44)**

Application of the penalties stipulated in these regulations falls within the establishment (authority holder)'s powers or his representative. He may substitute a lesser penalty.

### **Article (45)**

If the worker recommits the same violation (180) days after first time, this violation may not be considered as a repeated violation; rather, it is deemed as being committed for the first time.

### **Article (46)**

In case of multiple violations for a single act, only the most severe penalty among the penalties stipulated herein shall be applied.

### **Article (47)**

Only a single penalty may be imposed on a worker committing a single violation. In addition, for a single penalty committed by a worker, only a fine of an amount not exceeding the wage of five days may be imposed. To meet the fines imposed on a worker, only five-day's wage may be deducted per month.

### **Article (48)**

The establishment may not impose any penalty exceeding a one-day wage unless it notifies the worker in writing of the violation claimed against him, hears his statements and investigates his defense under a record added to his personal file.

### **Article (49)**

The establishment may not impose any penalty on the worker for an act committed outside the workplace unless it is directly linked to the nature of his work, the establishment or its manager in charge, without prejudice to Article (80) of Labor Law.

### **Article (50)**

The worker's disciplinary accountability may not be investigated for a violation detected more than (30) days after the establishment's knowledge of its perpetrator without taking any investigation procedures.

### **Article (51)**

The establishment may not applied any penalty to the worker if more than (30) days elapsed since the violation has been established.

### **Article (52)**

The establishment shall send a written notice to the worker, including the penalties imposed against him, their type and extent as well as the penalty that would be imposed in case of recommitting the violation. If the worker refuses to receive the notice or sign after the receipt thereof or if he is absent, a registered mail shall be sent to his address mentioned in his personnel file or his e-mail mentioned in the employment contract or adopted by the establishment. Any notice by any of such communication means shall resulted in all legal consequences.

### **Article (53)**

A statement of penalties shall be recorded for each worker, including the category, date, relevant penalty of any violation. Such statement shall be reserved in the worker's service file.

### **Article (54)**

Pursuant to Article (73) of Labor Law, the fines applied to workers shall be recorded in a private register. The workers committee of the establishment shall dispose thereof in a manner beneficial to the workers. In the absence of workers committee, disposal of fines shall be subject to the approval of the Ministry of Labor.



## **Grievance**

### **Article (55)**

Without prejudice to the worker's right to recourse to the competent administrative or judicial agencies or authorities, the worker is entitled to submit a grievance to the establishment's administration against any conduct, procedure or penalty taken against him. That grievance shall be submitted to the establishment's administration within three working days from the date of knowledge of the grieved conduct or procedure. Submission of the grievance does not harm the worker who is notified about the result of the consideration of his grievance within a period not exceeding (5) working days as of the submission of such grievance.

## **Final Provisions**

### **Article (56)**

Provisions of such regulations shall be applied to the establishment as of the date of notifying it of the adoption thereof, and be applicable to the workers on the day following the announcement thereof.



## **Schedule of Violations and Penalties**



**I: Violations related to working hours:**

| Ser. No. | Violation type  | Penalty (deduction, a percentage of the daily wage) |             |            |             |
|----------|---|---|-------------|------------|-------------|
|          |   | First time  | Second time | Third time | Fourth time |
| 1        | Delayed attendance for work up to (15) minutes Without permission, or an acceptable excuse, if it does not result in disrupting other workers.                        | written warning                                     | 5%          | 10%        | 20%         |
| 2        | Delayed attendance for work up to (15) minutes without permission, or an acceptable excuse, if this results in disrupting other workers.                              | Written warning                                     | 15%         | 25%        | 50%         |
| 3        | Delayed attendance for work is more than (15) minutes to (30) minutes without permission, or an acceptable excuse, if it does not result in disrupting other workers. | 10%   | 15%         | 25%        | 50%         |
| 4        | Delayed attendance for work is more than (15) minutes to (30) minutes without permission, or an acceptable excuse, if this results in disrupting other workers.       | 25%   | 50%         | 75%        | 1 day       |
| 5        | Delayed attendance for work is more than (30) minutes to (60) minutes without permission, or an acceptable excuse, if it does not result in disrupting other workers. | 25%   | 50%         | 75%        | 1 day       |
| 6        |   | 30%   | 50%         | 1 day      | 2 days      |



|    |   |  |        |        |   |
|----|---|--|--------|--------|---|
|    | Delayed attendance for work is more than (30) minutes to (60) minutes without permission, or an acceptable excuse, if this results in disrupting other workers. | In addition to deducting the wage of delay in minute         |        |        |   |
| 7  | Delayed attendance for work for more than an hour without permission, or an acceptable excuse, whether arranged, or not, by disrupting other workers.           | Written warning  | 1 day  | 2 days | 3 days  |
|    |   | In addition to deducting the wage of delay in hour           |        |        |   |
| 8  | Leaving work, leaving before the specified time without permission, or an acceptable excuse not exceeding (15) minutes.   | Written warning  | 10%    | 25%    | 1 day   |
|    |   | In addition to deducting the wage for period of leaving work |        |        |   |
| 9  | Leaving work, leaving before the specified time without permission, or an acceptable excuse for more than (15) minutes.   | 10%  | 25%    | 50%    | 1 day   |
|    |   | In addition to deducting the wage for period of leaving work |        |        |   |
| 10 | Staying in or returning to the workplace after the end of work hours without prior permission.  | Written warning  | 10%    | 25%    | 1 day   |
| 11 | Absence without written permission or an acceptable excuse for a day, during the same contracted year.  | 2 days   | 3 days | 4 days | Withholding of promotions or bonuses for one-time |
| 12 | Continuous absence without written permission or an acceptable excuse from two to six days, during the same contracted year.                                    | 2 days   | 3 days | 4 days | Withholding of promotions or bonuses for one-time |
|    |   | In addition to deducting the absence wage                    |        |        |   |



|    |  |   |   |   |   |
|----|--|---|---|---|---|
|    |  |   |   |   |   |
| 13 | Continuous absence without written permission or an acceptable excuse from seven to ten days, during the same contracted year.             | 4 days  | 5 days  | Withholding of promotions or bonuses for one-time                 | Dismissal from service with no bonus if the total absence does not exceed 30 days |
|    |  | In addition to deducting the absence wage   |   |   |   |
| 14 | Continuous absence without written permission or an acceptable excuse from eleven to fourteen days, during the same contracted year.       | 5 days  | Withholding of promotions or bonuses for one-time, with a notice of dismissal from service according to Article (80) of the labor law | Dismissal from service according to Article (80) of the labor law |   |
|    |  | In addition to deducting the absence wage   |   |   |   |
| 15 | Discontinuation from work without a legitimate reason for a period of more than fifteen consecutive days, during the same contracted year. | Dismissal without compensation or bonuses, provided that it is preceded by a written warning after absence for a period of ten days, within the scope of Article (Eighty) of the Labor Law. |   |   |   |
| 16 | Intermittent absence without legitimate cause for periods exceeding in total thirty days during the same contracted year.                  | Dismissal without compensation or bonuses, provided that it is preceded by a written warning after absence for a period of ten days, within the scope of Article (Eighty) of the Labor Law. |   |   |   |



**II. Violations related to organization of the work:**

| Ser. No. | Violation type  | Penalty (deduction, a percentage of the daily wage) |             |            |                        |
|----------|---|---|-------------|------------|------------------------|
|          |   | First time  | Second time | Third time | Fourth time            |
| 1        | Unjustified presence in a place other than the workplace designated for the worker during work time.                              | 10%   | 25%         | 50%        | 1 day                  |
| 2        | Receiving visitors in matters other than the business's activities in the workplace, without permission from the administration.  | Written warning                                     | 10%         | 15%        | 25%                    |
| 3        | Use of the machines, equipment, and tools of the establishment for special purposes without permission.                           | Written warning                                     | 10%         | 25%        | 50%                    |
| 4        | Unlawful intervention by the worker in any work beyond his/her competence, or entrustment.  | 50%   | 1 day       | 2 days     | 3 days                 |
| 5        | Exiting or entering an entrustment an unallowed place.  | Written warning                                     | 10%         | 15%        | 25%                    |
| 6        | Negligence of cleaning or maintaining machines, not caring for them, or not reporting any defects in them.                        | 50%   | 1 day       | 2 days     | 3 days                 |
| 7        | Failure to put the tools for repair, maintenance, and other supplies in the places designated for them, after finishing the work. | Written warning                                     | 25%         | 50%        | 1 day                  |
| 8        | Shredding or damaging ads or establishment management reports   | 2 days  | 3 days      | 5 days     | Dismissal with bonuses |
| 9        | Negligence of any stuff in his/ her possession, for example: (cars,   | 2 days  | 3 days      | 5 days     | Dismissal with bonuses |



|    |  |                        |               |  |                               |
|----|--|------------------------|---------------|--|-------------------------------|
|    | machines, devices, equipment, tools, etc.).  |                        |               |  |                               |
| 10 | Eating at the workplace or at a place other than the intended one, or outside of rest hours.                                       | <b>Written warning</b> | <b>10%</b>    | <b>15%</b>   | <b>25%</b>                    |
| 11 | Sleeping while working.  | <b>Written warning</b> | <b>10%</b>    | <b>25%</b>   | <b>50%</b>                    |
| 12 | Sleeping in situations that require constant vigilance.  | <b>50%</b>             | <b>1 day</b>  | <b>2 days</b>  | <b>3 days</b>                 |
| 13 | Loitering or being out of the place of work, during work time.   | <b>10%</b>             | <b>25%</b>    | <b>50%</b>   | <b>1 day</b>                  |
| 14 | Tampering with proof of attending or leaving.  | <b>1 day</b>           | <b>2 days</b> | <b>Suspension of promotions or withholding of bonuses for one-time</b> | <b>Dismissal with bonuses</b> |
| 15 | Disobeying normal work orders, or failure to follow work instructions, which are placed in a visible location.                     | <b>25%</b>             | <b>50%</b>    | <b>1 day</b>   | <b>2 days</b>                 |
| 16 | Incitement to violate orders and written instructions of work.   | <b>2 days</b>          | <b>3 days</b> | <b>5 days</b>  | <b>Dismissal with bonuses</b> |
| 17 | Smoking in places announced as prohibited, in a pursuit to maintain the safety of workers and the establishment.                   | <b>2 days</b>          | <b>3 days</b> | <b>5 days</b>  | <b>Dismissal with bonuses</b> |
| 18 | Negligence or omission of the work that may result in harm to the health or safety of workers, or to materials, tools and devices. | <b>2 days</b>          | <b>3 days</b> | <b>5 days</b>  | <b>Dismissal with bonuses</b> |



**III. Violations related to worker behavior:**

| Ser. No. | Violation type   | Penalty (deduction, a percentage of the daily wage) |             |            |                        |
|----------|--|---|-------------|------------|------------------------|
|          |  | First time  | Second time | Third time | Fourth time            |
| 1        | Quarreling with co-workers or with others or causing riots in the workplace.   | 1 day   | 2 days      | 3 days     | 5 days                 |
| 2        | Malingering or false demonstration by the worker that he/ she was injured while working or because of working.                                 | 1 day   | 2 days      | 3 days     | 5 days                 |
| 3        | Absence from a medical examination when requesting the establishment's physician, or refusing to follow medical instructions during treatment. | 1 day   | 2 days      | 3 days     | 5 days                 |
| 4        | Violation to health instructions placed in the workplace.  | 50%   | 1 day       | 2 days     | 5 days                 |
| 5        | Writing on the walls of the establishment, or placing ads on it.   | Written warning                                     | 10%         | 25%        | 50%                    |
| 6        | Refusal to submit to administrative inspection upon leaving.   | 25%   | 50%         | 1 day      | 2 days                 |
| 7        | Failure to deliver the money collected to the establishment's account on the specified dates without acceptable justification.                 | 2 days  | 3 days      | 5 days     | Dismissal with bonuses |
| 8        | Refraining from wearing clothing, and devices for prevention and safety.   | Written warning                                     | 1 day       | 2 days     | 5 days                 |



|    |   |   |        |                        |                        |
|----|---|---|--------|------------------------|------------------------|
| 9  | Intentionally being alone with worker of different gender in the workplace.   | 2 days  | 3 days | 5 days                 | Dismissal with bonuses |
| 10 | Inspiration of others to outrage modesty in word or deed.   | 2 days  | 3 days | 5 days                 | Dismissal with bonuses |
| 11 | Assaulting co-workers by saying, or pointing, or using electronic means of abusive or insulting.  | 2 days  | 3 days | 5 days                 | Dismissal with bonuses |
| 12 | Physical assaulting of co-workers, or others in a pornographic manner.  | <b>Dismissal without bonuses, notice or compensation under Article (80)</b> |        |                        |                        |
| 13 | Physical or verbal assaulting or using any electronic means of communication against the employer, the responsible manager, or one of the heads during the work or because of it. | <b>Dismissal without bonuses, notice or compensation under Article (80)</b> |        |                        |                        |
| 14 | Submission of a complaint or a malicious complaint.   | 3 days  | 5 days | Dismissal with bonuses |                        |
| 15 | Failure to comply with the request of the investigation committee to appear, make statements, or testify.   | 2 days  | 3 days | 5 days                 | Dismissal with bonuses |

God Bless,,,