

**Ministry of Labor
and Social Development
Kingdom of Saudi Arabia**

A Certificate of Approval for the Work Organization Regulation

The Ministry of Labor and Social Development certifies that: DAFFAH Establishment/ Company with number 1--20400 has approved the Work Organization Regulation on 6/5/1441 under No. 519827.

The facility shall observe the following:

- In the event that there is no labor committee in the establishment, the establishment must submit the outcome of the fines imposed on employees to the systems auditing department for the private sector to decide how to dispose of it.
- This regulation does not affect the rights the employees may have of acquired under the labor law or its regulations.

MINISTRY OF LABOR AND SOCIAL DEVELOPMENT

(This certificate has been sent via the Ministry's automated system so it requires neither a stamp nor signature. Any scraping or modification in this certification makes it void)

(To verify the validity of the certificate, kindly visit the facilities electronic services on the Ministry of Labor website.)

DAFFA Company Work Organization Regulation

FINAL REGULATION
APPROVED BY
ALKOSAIR & ALTURKI LAW FIRM

[Signed]

Company Profile

Company Name: DAFFAH COMPANY

Director-in-charge: Executive Manager

Head office: 2072 Imam Muhammad bin Saud bin Muqrin Street - Deira - Riyadh.

Total employees: **Non-Saudis:** 110 employees **Saudis:** 20 employees

Activity: General contracting for buildings, maintenance, restoration, paint works, electrical work, wholesale and retail trade in ready-made clothes, fabrics, perfumes, foodstuffs, textiles, shoes and leather thread accessories.

Additional Number: (7437)

Postal Code: (12633)

Wasel Postal Services No.: 2702 Imam Muhammad bin Saud bin Muqrin - Al-Deira

Phone: 011411550

Fax: 3118103

E-mail: contract@daffah.sa

Registration number	Date
1010027186	03/02/1400AH

FINAL REGULATION
APPROVED BY
ALKOSAIR & ALTURKI LAW FIRM

[Signed]

Preamble

- These regulations were set as an implementation of the provision of Article (Thirteen) of the Labor Law by Royal Decree No. (D/ 51) dated 23/08/1426 AH; as amended by Royal Decree No. (D/ 24) dated 12/05 /1434AH; as amended by Royal Decree No. (D/ 46) dated 05/06 /1436AH; as amended by Royal Decree No. (D/ 14) dated 22/02 /1440AH; as amended by Royal Decree No. (D/ 134) dated 27/11 /1440AH.
- With a view to organize the relationship between the company and its employees in a way that achieves the public interest and the interests of both parties, so that each of them is well-informed and aware of both its rights and duties.

Chapter one General Provisions

Article (1)

The provisions of this regulation apply to all employees of the company and its subsidiaries.

Article (2)

The following terms and phrases - wherever they are used in this regulation- mean what is stated before them, unless the context requires otherwise:-

1. The Company: Daffah Company

2. Employee: Every natural person - male or female - working for this company and under its management or supervision for a wage, even if he/she is out of the company's sight.

3. Remuneration: It is the actual wage, which includes the basic wage plus all other due increments that are decided upon for the employee in return for an effort made at work or risks he faces during the performance of his work, or that are determined for the employee in exchange for work under a written or unwritten employment contract or under the Work Organization Regulation, whatever the type of that wage was, in accordance with the provisions of Article (1) of the Labor Law

4. Labor Law: means the Labor Law issued by Royal Decree No. (D/ 51) dated 23/08/1426 AH; as amended by Royal Decree No. (D/ 24) dated 12/05 /1434AH; as amended by Royal Decree No. (D/ 46) dated 05/06 /1436AH; as amended by Royal Decree No. (D/ 14) dated 22/02 /1440AH; as amended by Royal Decree No. (D/ 134) dated 27/11 /1440AH.

The authorized Person: the CEO

Article (3)

1. The provisions of this regulation are without prejudice to the rights acquired by employees.

2. The company's calendar is: Gregorian calendar

3. This regulation is considered complementary to the employment contract signed by the two parties in a manner that does not conflict with the best terms and conditions for the employee stated in the contract

4. The company informs the employee of this regulation upon contracting. This is to be stated in the employment contract. ..

5. The provisions of the Labor Law issued by Royal Decree No. (D / 51) dated 23/08/1426AH and all of its amendments; and ministerial decisions issued in implementation thereof, are applied to whatever not stated in this regulation.

Article (4)

1. The company may issue special decisions and policies that give employees better rights than what is stated in these regulations.

2. The company has the right to include additional conditions and provisions in these regulations that do not detract from the employees' rights acquired under the Labor Law and its executive regulation and the decisions issued for its implementation;

3. Any provision added to this Regulation in contrary to the provisions of the Labor Law, its Executive Regulation, and the decisions issued in implementation thereof, is considered null and void.

Chapter Two

Employment, Employment Contract, and Trial Period

Article (5)

The employees are employed in jobs with certain titles and specifications, and the following shall be observed when hiring in the company

1. The applicant shall be a Saudi national.
2. The applicant shall be medically cleared under a medical certificate from the authority the company specifies.
3. The applicant shall have the academic qualifications and expertise required for the job by the company.
4. The applicant shall pass what the company may decide in terms of tests or personal interviews required for the job.
5. It is permissible to exclude the employment of non-Saudis according to the terms and conditions stated in Articles: (Thirty-Sixth, Thirty-Second, Thirty-Three) of Labor Law.
6. As for non-Saudi employees, the applicant shall be authorized to work in Saudi Arabia with a valid residence permit (Iqama).

Saudi citizens may be exempted from one or more of these conditions, except for fitness.

Article (6)

Whoever desires to work in the company shall provide the following documents: -

1. A copy of the Saudi Identity Card if he is a Saudi national.
2. A copy of the Iqama permit, work permit and valid passport if he is a foreigner.
3. A certified copy of his academic qualifications and practical expertise.
4. A recent personal 4/6 photo.
5. A medical certificate proving his medical fitness from an authority specified by the company.
6. A written acknowledgment stating the place of residence, marital status, address, and contact details such as a mobile number, email, and so on, provided that a national address print is attached to the acknowledgment.

These documents are kept in the employee service file.

Article (7)

Notifying the employee of all correspondence, warnings, and judicial papers is through any of the communication data submitted by him upon appointment. Notification via any of these means shall have all legal effects, provided that the correspondence becomes received as soon as it is sent on his mobile, email or residence place recorded in his service file. In case of changing any of the employee's communication data, he must inform the company within three days of the date of the change by filling in the data update request form and submitting it to the administrative affairs of the company, otherwise the data contained in his service file will be taken into account, and correspondence to them is considered correct and has effective legal results against the employee.

Employment Contract

Article (8)

The employee is employed under an employment contract executed in two copies in Arabic, one of which is delivered to the employee and the other kept in his service file with the company. The contract shall include the name of the employer, the name of the employee, his nationality, and his original address, his chosen address, type of work, location, agreed basic wage and any other concessions agreed upon; and whether the contract is of limited term; or is of indefinite term; or to perform a specific job, the duration of the trial period if it was agreed upon, the date of commencement of work and any necessary data. The contract may be executed in another language besides the Arabic language, provided that the Arabic text is always approved.

Article (9)

Subject to the date specified to commence work in the employment contract, the company has the right to cancel the contract of the employee who does not perform his work tasks without a legitimate excuse within seven working days from the date of signing the contract between the two parties if the contract was made within the Kingdom or from the date of his arrival in the Kingdom If the contract was made outside the Kingdom, or if he was returning after a leave.

Article (10)

The employment contract is considered effective from the date the employee actual commencement of work if he is employed from within the Kingdom and from the date of his arrival in the Kingdom if he is recruited from abroad.

Article (11)

The employee who works for the company according to the previous articles is not considered under trial unless his contract expressly and in writing stipulates that he is under trial. The duration of the trial in a work contract is clearly defined provided that it does not exceed ninety days, and the written consent of the employee may extend the trial period for the employee for other ninety days provided that there is a written agreement with the employee in this regard ensuring that the trial period does not exceed one hundred and eighty days. The trial period does not include Eid Al Fitr, Eid Al Adha and sick leave in accordance with the provisions of Article (53) of the Labor Law, and the employee may be subject to a second trial period for no more than ninety days provided that it is in another profession or other work in accordance with the provisions of Article (24) of the Labor Law.

Article (12)

If, during the trial period, the employee is found to be ineligible to perform the agreed upon work duties, the company may terminate the contract of employment without remuneration or compensation in accordance with Article (54) of the Labor Law.

Article (13)

The company may not assign the employee a job that is fundamentally different from the work agreed upon without his written approval except in cases of necessity as required by the nature of the work, provided that this is on a temporary basis not exceeding thirty days provided that the necessary measures are taken to change the profession in the work permit when necessary for the non-Saudi employee.

Article (14)

The employee may be moved from his original place of work to another place that requires a change in his place of residence if it is agreed upon in the employment contract.

Article (15)

Subject to the provisions of Article (fifty-eighth) of the Labor Law, the employee who is transferred from his original place of work to another place that require changing his place of residence is entitled to the expenses of his transfer and whoever legally dependent on him on the date of transfer; including the expenses of transportation along with the expenses of transporting their luggage, unless the transfer is based on the will of the employee.

Chapter Three

Training and Qualification

Article (16)

The company is entitled to train its Saudi employees and prepare them professionally to replace non-Saudis, and those who have replaced other non-Saudis are recognized in the register prepared for this purpose.

Article (17)

The employee's wages will continue to be disbursed throughout the training period

Article (18)

In the event that it qualifies or trains Saudi employees, the company bears all costs, and if the place of qualification or training is in a place other than the spatial circle of the company, it secures travel return tickets on the class determined by the company, and it also provides the means of living including food, housing, internal transportation or disburses an allowance instead.

Article (19)

The company may terminate the qualification or training of the employee with obligating him to pay the training costs incurred by the company or a percentage thereof, in the following cases: -

1. If the reports issued by the entity that undertakes training or qualification proved his non-readiness or inability to usefully complete the training programs, or if the trainee is not serious.
2. If the employee decides to end the training or qualification before the specified date without an excuse acceptable by the company.
3. If the employee's contract is terminated according to one of the cases mentioned in Article (80) of the Labor Law, except for paragraph (6) thereof, during the training or qualification period.
4. If the employee resigned from the job, or left it for other than the cases mentioned in Article (81) of the Labor Law; training or qualification.

Article (20)

After the completion of the training or qualification period, the employee shall work for the company for a similar period for the training period, and in the event that he refused to or refrained from work for the same period or some of it, he shall pay the company the training costs incurred by the company or the percentage of the remaining period thereof.

Chapter four

Wages

Article (21)

Employees are employed with certain job titles and specifications, and the employee receives the wage agreed upon in the employment contract.

Article (22)

Employees' wages are paid in the official currency of the country and are paid during official working hours or deposited in their bank accounts according to the following provisions:-

1. The employee with a monthly wage will be paid at the end of the month
2. The employee who works on a daily or piecework basis will be paid their wages at the end of the week
3. The employee whose service is ended by the company is paid his wages and all his dues within 7 days from the date of the last working day after deducting all of his obligations towards the company.
4. The employee who leaves the company on his own will is paid his wages and all his dues within 14 days from the date he leaves the job.
5. Extra hours wages are paid at the end of the month in which the assignment was made.

Article (23)

If the day of wages corresponded to the weekend rest or an official holiday, then it is to be paid on the previous working day.

Article (24)

Wages are paid through depositing in the account of the employee in the branch he deals with of the bank that the company specifies.

Article (25)

Upon receipt of any amount due other than the monthly wage, the employee signs the receipt prepared for this purpose.

Article (26)

The employee may appoint someone he deems to receive his wages or dues according to a legal agency or a written authorization signed by him. and certified by the General Manager, and the company is entitled to request the presence of the employee in person.

Chapter five
Performance, reward and promotion reports

Article (27)

The company makes performance reports periodically once a year for all employees according to the forms it sets, including the following elements, provided that a five-level scale is followed:

1. The ability to work and the degree of mastery (efficiency)
2. The conduct of the employee; the extent of his cooperation with his superiors, his colleagues. and company clients
3. Perseverance
4. The extent to which the employee complies with the company's instructions
5. Experience

Article (28)

The report shall be made by the line-manager of the employee, provided that it shall be approved by the authorized person. The employee shall be notified with a copy of the report upon approval, and the employee is entitled to complain about the report according to the grievance rules stipulated in these regulations.

Article (29)

In the report, the performance of the employee shall be evaluated with one of the following grades:

excellent	very good	good	average	weak
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Article (30)

The increment is granted or not depending on company's financial position. In the event of its approval, it is distributed to employees who meet the conditions for being entitled to it; in varying proportions based on the periodic reports made about them.

Article (31)

The employee is eligible to receive the periodic increment whenever he gets at least a “good” grade in his periodic report, after a full year has passed since the date he joined the service or from the date he received the increment.

The company's management may grant the employee an exceptional increment in accordance with the controls it sets in this regard.

Article (32)

The worker is eligible to be promoted to a higher position when the following conditions are met:

1. Approval of the authorized person
2. The presence of the higher vacancy

3. Availability of qualifications to occupy the position nominated for promotion
4. Having at least a “very good” level in the last periodic report.

The company's management may grant the worker an exceptional promotion in accordance with the controls it sets in this regard

Article (33)

If the conditions for promotion to a higher position are fulfilled by more than one employee, the preference for promotion is as follows

1. The nomination made by the authorized person.
2. The employee with higher grade.
3. The employee with higher educational degrees or more training courses.
4. Seniority in work at the company
5. Being older.

Chapter six

Embarkation, assignments and allowances

Article (34)

The commitment to the expenses of embarking the worker or members of his family is determined according to the following controls:

1. At the beginning of the contract; as agreed upon in the employment contract.
2. When the employee takes his annual leave; as agreed upon in the employment contract.
3. Upon termination of the employee's service in accordance with the provisions of Article (forty) paragraph (1) of the Labor Law.
4. The company does not bear the costs of the employee's return to his country if he is found not fit for work during the trial period, if he desires to return without a legitimate reason or if he committed a violation that led to his deportation, according to an administrative decision or a court ruling.

Article (35)

If the employee is assigned to perform work outside his workplace, he is treated as follows:

1. The necessary means of transportation shall be provided to him from his place of work to his place of assignment and vice versa unless payment is made in exchange for the means of transportation with the consent of the employee.
2. An assignment allowance shall be paid to him against the actual costs incurred for housing, food, internal transportation, etc. unless the company ensures it. The value of the assignment is determined according to the degree of the worker and according to the categories and controls set by the company in this regard.

Article (36)

The expenses referred to in the previous article are calculated from the time the employee leaves until the time of his return according to the period specified for him by the company.

Article (37)

The company provides suitable housing for the worker according to what is agreed upon in the employment contract or a cash housing allowance agreed upon in the employment contract is disbursed.

Article (38)

The company provides the appropriate means of transportation for the employee from his place of residence to his workplace, and vice versa. In the event that it is not secured, a cash travel allowance agreed upon in the employment contract will be made according to the employee's work category.

Chapter Seven

Work Days, hours, weekly rest and overtime

Article (39)

1- The number of working days shall be six days per week, and the worker shall enjoy a day of rest per week with full pay.

2- The working hours are (eight) hours of work per day that are reduced to (six) hours per day in the month of Ramadan for Muslim employees. Working hours may be increased to nine hours per day for employees in markets and shops in accordance with Article (99) of the Labor Law and Resolution No. 2836 dated of 09/09 /1427AH

3- The company is entitled to make the daily work divided into two periods separated by a period of no more than four hours, according to work requirements.

Article (40)

The entry and departure of employees to their work sites shall be from the places designated for that. The employee shall confirm his attendance and his departure at the timing clock or the record prepared for this purpose.

Article (41)

The employee shall comply with the inspection whenever requested to do so.

Article (42)

Any work that is assigned to the employee after normal working hours or on holidays is considered to be an additional amount

The holidays provided for in these regulations.

Any work that is assigned to the worker after normal working hours, on holidays or vacations stipulated in these regulations shall be considered additional.

Article (43)

The employee is assigned to do overtime work on the basis of a written order issued by the responsible party in the company stating the number of additional hours done by the assigned employee and the number of days necessary for that; and the employee is given a written copy of the written assignment through the company's means of communication.

Article (44)

The company pays an additional wage for the additional working hours according to what is stipulated in Article (107) of the Labor Law.

Chapter eight Leaves

Article (45)

For every year of service years, the employee shall be entitled to annual leave with full pay for a period of no less than twenty-one days, to be increased to a period of no less than thirty days, if his service reaches five consecutive years. The employee, after the company's approval, may obtain a portion of his annual leave in proportion to the period spent from the year at work, bearing in mind that the employee signs an acknowledgment when he takes the leave stating when the leave began and the address of the place where he is spending his leave.

Article (46)

It is permissible to agree in the employment contract on an annual leave that exceeds what was stated in the previous article.

Article (47)

The employee shall enjoy his leave in the year of its entitlement. The employee may not waive his annual leave, nor may the employee receive a cash allowance instead of obtaining his annual leave during his service.

Article (48)

The company determines the dates for employees to enjoy their annual leave according to the requirements of the work, taking into consideration the employee's desire to set the date of his leave whenever possible, and the company's decision to do so is final.

Article (49)

The employee may not waive his annual leave with or without return, and he shall take it in the year of its entitlement, and he may, with the approval of the company, postpone his annual leave only to the following year.

Article (50)

The employee shall, upon taking leave, sign an acknowledgment stating the date of commencement of the leave and the address of the place where he is spending his leave

Article (51)

The company shall pay the employee his wages for the period of the annual leave in advance when taking it according to the last wage he takes.

Article (52)

The employee has the right to obtain a wage for the days of leave due if he leaves work prior to using it, in relation to the period for which he did not get his leave, and he also deserves the leave wage for the parts of the year in proportion to what he spent in work.

Article (53)

The company may, with the consent of the worker, summon him from his annual leave whenever the conditions of work require, provided that in this case the company bears the travel expenses of the worker and the members of his family who accompanied him and legally dependent on him from the place in which he is spending his leave to his workplace as well as the costs of returning them to that place to spend the remainder of the leave after the task for which it was summoned ends when the worker so desires.

Article (54)

The employee is entitled to full pay leave on holidays and occasions, according to the following:

1- Four days on the occasion of Eid Al-Fitr, starting from the day following the 29th day of Ramadan, according to the Umm al-Qura calendar.

2- Four days on the occasion of Eid Al-Adha, starting from the Day of Arafah.

3- One day, on the occasion of the Kingdom's National Day (the first of Libra).

If the days of these leaves overlap with the weekly rest, the employee is compensated for by the equivalent before or after the days of those holidays, but if the days of one of the two Eids holidays overlapped with the National Day leave, the employee is not compensated for it

Article (50)

The employee is entitled to take full pay leave in the following cases:

1. Five days upon marriage.
2. Three days in the event of the birth of a newborn.
3. Five days in the event of the death of the employee's wife.
4. Five days in the event of the death of one of his ascendants or descendants.

The company has the right to request documents supporting the aforementioned cases.

Article (56)

The employee may, with the approval of the company, take a not-paid leave specified by the agreement of the two parties. The employment contract is considered suspended during the period of the leave if it exceeds twenty days, unless the parties agree otherwise.

Article (57)

The employee who is proven to be ill by means of a medical certificate issued by the company doctor or an accredited medical reference is entitled to sick leaves during one year, that begins from the date of the first sick leave, whether it is Consecutive or intermittent as follows:

- 1- The first thirty days; full wage.
- 2- The next sixty days; three quarters of the wage.
- 3- The next thirty days; without wage

Article (58)

The employee who has spent at least two Consecutive years in service at the company and desires to perform the pilgrimage (Hajj) is entitled to a six-day-leave leave with full pay in addition to the blessed Eid Al-Adha vacation, that' for one time during the service period, provided that the company is entitled to organize the grant of this leave in a manner that does not violate regularly Workflow.

Article (59)

The employee may not work for any party during being in any of the leaves stipulated in this chapter, whether with or without pay, and if it is proven that the employee otherwise does, the company is entitled to deprive him of his wages for the duration of the leave or to recover what it paid for that.

Chapter nine

Healthcare

Article (60)

In an effort to protect employees from the dangers and diseases caused by work, the company takes the following measures: -

1. Advertising in apparent places the dangers of work, the means of prevention, and the instructions to be followed.
2. Forbidding smoking in the declared workplace.
3. Providing devices to extinguish fires and prepare emergency exit points in cases of emergency
4. Keeping the workplaces in complete cleanliness while providing disinfectants.
5. Providing drinking and washing water.
6. Providing toilets at the required health level.
7. Training employees on the use of safety and protection tools provided by the company.

Article (61)

The company appoints an official in all workplaces responsible for the following:

1. Developing preventive awareness among employees.
2. Periodic inspection for the purpose of ensuring the safety of devices and the proper use of safety and protection methods.
3. Inspecting and recording incidents and preparing reports on them, including the means and precautions to avoid their recurrence.
4. Monitor the implementation of safety and prevention rules.

Chapter ten

Company and Worker Duties

Duties of the company

Article (62)

The company shall commit to the following:-

1. Treating its employees appropriately, showing its concern for their conditions and interests, and refraining from any statement or action that affects their dignity or religion,
2. To give the employees the time necessary to exercise their rights stipulated in these regulations without prejudice to the wage
3. To facilitate the employees of the competent authorities for every task related to inspection, control and supervision in regard to the proper application of the provisions of the Labor Law, regulations and decisions issued pursuant thereto.
4. To pay the employee his wages at the time and place specified by the contract or custom in the company, taking into account what is required by the relevant regulations.
5. If the employee attends to perform his work in the daily period specified in the employment contract or announces that he is ready to perform his work during this period, and he is prevented from work for a reason attributed to the employer only, hence he is entitled to the wages of that day:
6. The company or its agent or any person having authority over employees is to tighten control by not entering any legally or awfully prohibited material into the workplace, so whoever has it deserves the penalties stipulated in these regulations in addition to the legal penalties and deterrent administrative penalties stipulated in the provisions of violations and penalties.

Duties of the worker

Article (3)

1. Committing to the instructions and orders related to work, unless they are in contravention of the contract , the Law or what causes risk.
2. Maintaining working hours
3. performing his work as required under the supervision of his line-manager and in accordance with his directives.
4. Caring for and maintaining the machines and tools placed at his disposal, and on the company's property and what may be in his possession.
5. Committing to good conduct and behavior and work for the prevalence of the spirit of cooperation between him and his colleagues, obedience to his superiors and keenness to satisfy the company's customers within the scope of his competence and within the limits of the Law.
6. Preserving the company's industrial, commercial, and administrative secrets that may come to his knowledge due to the nature of his job.
7. Refraining from exploiting his work in the company in order to achieve personal profit or benefit for himself or others at the expense of its interest.
- 8- Notifying the company of any change in its social status or residence within a week from the date of the change.
9. Adherence to the instructions, regulations, customs and traditions in force in the country.
10. Not to receive visitors in the workplace, especially in branches and exhibitions, other than employees of the company or its clients.
11. Not to use the company's tools and equipment for private purposes
12. Doing his best to achieve the monthly target of the branch in which he works and for which he was appointed in the company.
13. Providing all help and assistance in the event of disasters or dangers that threaten the workplace or its employees.
14. Devoting Full-time work for the company and he is not permitted to perform any work outside the scope of his work in it, whether with or without pay.

Chapter eleven
Social Services and Grievance

Article (64)

The company provides a place to perform prayer in time in the workplace.

Article (65)

The wages for the month in which the employee dies shall be paid to his heirs in full.

Grievance

Article (66)

Without prejudice to the title of the employee to turn to the competent administrative or judicial authorities or bodies, the employee is entitled to file a complaint to the company's management of any behavior, procedure, or punishment taken against him. The grievance is submitted to the management of the company within three working days from the date of knowledge of the action or procedure complained of, and the employee is not harmed due to filing his grievance.

Chapter twelve

End of service and rewards

Article (67)

The employee's service ends in the following cases:

1. If the parties agree to terminate it, provided that the employee's consent is in writing.
2. If the period specified in the contract elapsed, unless the contract is expressly renewed in accordance with the provisions of the Labor Law; then it will continue until its term.
3. The employee has reached the age of retirement - which is sixty years for both male and female employees, unless the parties agree to continue working beyond this age. The retirement age may be reduced in the cases of early retirement stipulated in the labor regulation, and if the employment contract is of a limited term, and its term extends beyond the retirement age, in which case the contract ends due to the expiry of its term.
4. Force Majeure.
5. Closing the activity permanently,
6. Ending the activity for which the employee is employed, unless otherwise agreed.
7. Terminating the employment contract for one of the reasons mentioned in Article (80) of the Labor Law.
8. The employee stops working for his illness for a period exceeding one hundred and twenty days during the one year that begins from the first sick leave.
9. The employee is totally unable to perform his work
10. Government authorities cancel the residence permit of a non-Saudi worker, or deport him from the country, or committing any law violations, whether related to the company or others.

Article (68)

In cases where the provisions of the Labor Law require the annulment or termination of the employment contract, a notice shall be sent to the other party, in which the following shall be observed: -

- 1- The notification shall be in writing-
2. The notification is delivered at the workplace and the recipient signs this, along with stating the date of receipt
3. If the recipient refuses to receive or sign the receipt of the notification, he will be notified of it in light of Article (7) of these regulations

Article (69)

In case of ending or terminating the employee's service, he shall be given back, upon his request, all his private documents deposited in his service file. The company also gives the employee the service certificate stipulated in Article (64) of the Labor Law for free.

Rewards

Article (70)

Rewards are granted to employees who show activeness, sincerity and efficiency in a manner that leads to increasing production or who perform exceptional work in addition to their regular work and within the limits of their competence or who are creating new methods and organizations in the work that lead to raising efficiency and production capacity or who prevent danger or harm that may happen to the company or Its business.

Article (71)

Performance reports stipulated in the work organization regulations are considered a basis on which the reward stipulated in these regulations is to be granted.

Article (72)

Rewards are categorized into two categories:

First: moral rewards are as follows: -

- 1- Letter of praise and appreciation
2. Granting extra leave without pay

Second: The material rewards, including;

1. exceptional increments and promotions
2. Production rewards
3. extra tips.

Article (73)

Rewards are granted by a decision of the authorized person or on his behalf.

Chapter thirteen

Violations and Penalties

Article (74)

The employee's committing one of the actions mentioned in the schedule of violations and penalties attached to this regulation, which is considered an integral part, is considered a violation that results in the penalty stipulated in these regulations.

Article (75)

Penalties that may be imposed on the employee: -

1. Warning: it is a verbal or written reminder that the company sends to the employee to indicate the type of violation he committed, while noting that he could be subjected to a more severe penalty, in case the violation continues or repeating the same in the future
2. Deducting a percentage of the wages within the limits of a portion of the daily wage
3. Deduction from the wages, which ranges between a day-wage and a five-days wage per month, as a maximum.
4. Suspension from work without pay: It means preventing the worker from performing his work during a specific period, while depriving him of his wages during this period, provided that the period of suspension does not exceed five days in one month.
- 5- Denial of promotion or periodic bonus: for a period not exceeding one year from the due date
6. Dismissal from service with remuneration: It is the dismissal of a employee based on a legitimate reason for committing the violation without prejudice to his right to the end of service gratuity.
7. Dismissal from service without remuneration: It is the termination of the employee's contract without remuneration in the cases stipulated in Article (80) of the Labor Law

Article (76)

Every employee who commits any of the violations mentioned in the schedules of violations, and the penalties - attached to these regulations - shall be punished with the penalty indicated in the context of the violation he committed.

Article (77)

The power to impose the penalties stipulated in these regulations is to the authorized person of the company or his authorized representative; and he may replace the penalty set for any violation with a lighter penalty.

Article (78)

In the event that the employee commits the same violation one hundred and eighty days after the last time he committed it, it is not considered a repeat, and is considered a violation, as if it was committed for the first time

Article (79)

When there are multiple violations resulting from one act, it is sufficient to impose the most severe of the penalties stipulated in these regulations.

Article (80)

The employee may not be subject to more than one penalty for a single violation. Also, it is not permissible for a worker to be subjected to a fine for a single violation that exceeds five-day wages, nor to deduct from his wages more than five days' wages in one month in fulfillment of the fines imposed on him.

Article (81)

The company does not impose any of the penalties whose punishment exceeds a one-day wage fine only after informing the employee in writing of the violations attributed to him, hearing his statements and investigating his defense, according to a record deposited in his personal file.

Article (82)

Without prejudice to the provisions of Article (80) of the Labor Law, the company may not impose any penalty on the employee for an action he committed outside the workplace unless it has a direct relationship with the nature of his work or the company or its responsible manager.

Article (83)

The worker may not be held disciplinary for a violation that has elapsed more than thirty days after the date the company became aware of its perpetrator without taking any of the investigation procedures in its regard.

Article (84)

No penalty may be imposed on the employee if more than thirty days have elapsed from the date the violation was proven.

Article (85)

The company is obliged to inform the employee in writing of the penalties imposed on him, their type, amount, and penalty to which he will be exposed in the event of a repeat of the violation. If the employee refuses to receive the notification; or refuses to sign the receipt or was absent; he is notified of it with regard to Article (7) of these regulations.

Article (86)

Each employee shall be assigned a penal record, in which the type of violation he committed shall be recorded as well as the date of its occurrence, and the penalty imposed on him. This record shall be kept in the service file of the employee

Article (87)

The previous Articles shall not prejudice the right of the company to cancel the contract pursuant to the provisions of Articles (75, 80) of the Labor Law.

Article (88)

Fines imposed on workers shall be recorded in a special register in accordance with the provisions of Article (73) of the Labor Law, and disposal thereof shall be in the interest of employees by the Labor committee in the company; and in the absence of a labor committee, the disposal of fines shall be subject to the approval of the Ministry of Labor and Social Development.

Chapter fourteen
Female employment

Article (89)

The company prepares resting places and seats for working women in all places where women work separately from men and equipped with their own toilets.

Article (90)

A working woman has the right to a full-term maternity leave for a period of ten weeks, which she distributes how she wants, starting with a maximum of four weeks before the expected date of delivery; this date is decided by the medical authority approved by the company; or by a medical certificate accredited by a health authority. It is not permissible to cause the working woman to work during the six weeks following her delivery, and in the event of having a sick child or a child with special needs and his health condition requires a continuous accompany for him, the female employee is entitled to a full-paid leave for one month after the expiry of the maternity leave; and she may extend the leave for a month without pay

Article (91)

The woman working in the company, when returning to her work after the maternity leave, is entitled to take a break (breaks) not exceeding an hour per day in total with the intention of breastfeeding her newborn, in addition to the rest periods granted to all workers. This break (breaks) is considered actual working hours, for a period of twenty-four months from the date of delivery. This does not result in a reduction of the wage, and the working woman after her return from the maternity leave shall notify the employer in writing of the time of the period or periods of that break, and the modification of that time. The period or periods of breastfeeding shall be determined in the light of this according to what is stated in the executive regulations of the Labor Law.

Article (92)

1. A Muslim woman, in the event of the death of her husband, has a leave of four months and ten days, and she is entitled to extend it without pay if she is pregnant until she gives birth; and she is not permitted to take advantage of the rest of the leave granted to her after giving birth.
2. A non-Muslim woman, in the event of the death of her husband, is entitled to a fifteen-day leave.

Chapter fifteen

Controls of employees' behaviors

Article (93) ..

1- The company may compel all or some of the employees to wear a uniform; in all cases any uniform for men shall be appropriate for public taste, and for women it shall be modest, loose and opaque.

2. All employees of the company must abide by the requirements of Islamic Sharia and social norms applicable in dealing with others

3. All employees shall refrain from being alone with the opposite sex

4. All employees shall refrain from any form of physical, oral, or suggestive harm or abuse, or being in any situation that offends modesty, dignity, reputation, or freedom, or is intended to solicit or compel any person to an unlawful relationship even if it is a joke, upon direct communication or any other means of communication. The company may take all necessary arrangements and procedures necessary to inform all employees of that.

Article (94)

- a) It is considered as harm, all positive or negative abuse practices, and all forms of exploitation, extortion, temptation or threat, whether physical, psychological or sexual, that occur in the workplace by the employer to the employee, or by the employee to the employer, or by one employee over another, or against any person present in the workplace. Assistance and concealment of that is considered the same as abuse itself.
- b) It is considered of the intended harm stated in the previous paragraph, what happens using any means of communication, whether by saying, writing, sign, suggestion, drawing, or using the phone, or other electronic means, or any form of behavior that evidence of that.

Article (95)

- a) Without prejudice to the right of the person who has been harmed in the workplace to turn to the competent Government Authorities, he is entitled to file his complaint to the company within a maximum period of five working days from the occurrence of the harm on him, and anyone who witnesses or has seen the incident of abuse may submit a report to the company accordingly. If the abuse occurred by the owner of the company, or from the highest authority therein, then the complaint should be submitted to the competent Government Authority.
- b) When submitting a complaint or a report, the company shall form a committee by a decision of the responsible official, whose task will be to investigate cases of abuse, examine the evidence, and recommend appropriate disciplinary punishment to the person found guilty, within five working days of receiving the complaint or notification.
- c) Subject to the principle of confidentiality, the committee hears all parties and witnesses, and records everything that takes place in minutes; signed by the parties and witnesses to their statements, then signed by members of the committee at the end of each page.
- d) The committee is entitled to summon those employees who it deems necessary to examine, and listen to their statements. The summoned employee shall appear before the committee, so as not to be subject to the legal responsibility.

- e) The committee may submit a recommendation to the company's management to separate the complainant and the complained against during the investigation period
- f) In the event that the incident of abuse is proven by any of the considered methods of evidence, the committee recommends that the majority impose the appropriate disciplinary punishment on the aggressor.
- g) If the abuse constitutes a criminal offence, the committee must submit the complaint to the CEO to inform the relevant Government Authorities.
- h) In the event that the incident of abuse is not proven, the Committee recommends that a disciplinary punishment be imposed on the reporter if the complaint or the report is found to be malicious.
- i) The disciplinary penalty imposed on the aggressor by the company does not prevent the complainant from the right to resort to the competent Government Authorities.
- j) The imposition of a legal or other law punishment on the aggressor does not prevent the company from imposing a disciplinary punishment on him.

Chapter Sixteen

Final Provisions

Article (96)

This regulation is effective for the company as of the date of informing it of the electronic certificate issued to its approval by the Ministry of Labor and Social Development and for workers as of the day following its announcement.

Article (97)

The regulation shall be announced by placing it in an apparent place at the work site or sent to the employees via any of the methods indicated in Article (7) of this Law, within thirty days from the date of notification of its approval

Article (98)

The attached schedule of violations and penalties in regard to the worker is effective from the day following the announcement of these regulations. The deduction percentage is a percentage of the daily wage. The schedule of penalties and violations consists of nine sections as follows

First: Violations related to work hours, which are 15 articles

Second: Violations related to absence, which are 6 articles

Third: the default or partial performance of works other than the required specifications and conditions, which are 33 articles

Fourth: Negligence or default in follow-up work, other than what the job or responsibility requires, which is 9 articles

Fifth: Delaying the performance of tasks and job responsibilities, which is 30 articles

Sixth: The infringement of powers, which is 20 articles

Seventh: Violations related to the loss or damage, which are 11 articles

Eighth: Violations related to fraud and forgery, which are 4 articles

Ninth: Violations related to conduct, which are 80 articles

Schedule of violations and penalties

1	Violations related to working hour	duration	1 st time	2 nd time	3 rd time	4 th time
1-1	Delayed attendance for a period less than 15 minutes without permission or an acceptable excuse, if this does not result in disrupting others.	Less than 15 minutes	Written warning	5%	10%	20%
2-1	Delayed attendance for a period more than 15 minutes up to 30 minutes without permission or an acceptable excuse, if this does not result in disrupting others.	From 15 to 30 minutes	10%	15%	50%	50%
3-1	Delayed attendance for a period more than 30 minutes up to 60 minutes without permission or an acceptable excuse, if this does not result in disrupting others.	From 30 to 60 minutes	25%	50%	75%	1 day
4-1	Delayed attendance for more than an hour without permission or an acceptable excuse, if this does not result in disrupting others.	More than 1 hour	50%	1 day	2 days	3 days
			In addition to deducting delay period			
5-1	Delayed attendance for a period less than 15 minutes without permission or an acceptable excuse, if this results in disrupting others.	For 15 minutes	50%	1 day	1 day & a half	2 days
6-1	Delayed attendance for a period more than 15 minutes up to 30 minutes without permission or an acceptable excuse, if this results in disrupting others.	From 15 to 30 minutes	1 day	2 days	3 days	4 days
7-1	Delayed attendance for a period more than 30 minutes up to 60 minutes without permission or an acceptable excuse, if this results in disrupting others.	From 30 to 60 minutes	1 day	2 days	3 days	4 days
			In addition to deducting delay period			
8-1	Delayed attendance for more than an hour without permission or an acceptable excuse, if this results in disrupting others.	More than 1 hour	2 days	3 days	4 days	5 days
			In addition to deducting delay period			
9-1	Leaving work or going out before the end of working hours without permission or an acceptable excuse for no more than 15 minutes	Less than 15 minutes	Written warning	10%	25%	1 day
			In addition to deducting delay period			
10-1	Leaving work or going out before the end of working hours without permission or an acceptable excuse for more than 15 minutes.	More than 15 minutes	10%	25%	50%	1 day
			In addition to deducting delay period			
11-1	Leaving work or going out, then returning without an	Less than	50%	1 day	2 days	3 days

	permission or an acceptable excuse for no more than 30 minute	30 minutes				
12-1	Leaving work or going out, then returning without an permission or an acceptable excuse for more than 30 minute	more than 30 minute	1 day	2 days	3 days	4 days
			In addition to deducting delay period			
13-1	Staying at the workplace or returning to it after work hours without justification.		Written warning	10%	25%	1 day
14-1	Delaying starting or stopping work less than an hour before the appointment	Less than 1 hour	Written warning	10%	25%	1 day
15-1	Delaying starting or stopping work more than an hour before the appointment	More than 1 hour	1 day	2 days	3 days	4 days
2	Violations related to absence	No. of days	1 st time	2 nd time	3 rd time	4 th time
1-1	Absence without permission or an acceptable excuse for a day during the same contractual year.	1 day	1 day	2 days	3 days	4 days
			In addition to deducting the absence period wage.			
2-2	Consecutive absence without written permission, or an acceptable excuse from two to six days, during the same contractual year.	2 to 6 days	2 days	3 days	4 days	5 days
			In addition to deducting the absence period wage.			
3-2	consecutive absence without written permission, or an acceptable excuse from seven to ten days, during the same contractual year..	7 to 10 days	4 days	5 days	5 days	Dismissal from service with bonus if total absence does not exceed 47 days
			In addition to deducting the absence period wage.			
4-2	consecutive absence without written permission, or an acceptable excuse from eleven to fifteen days, during the same contractual year..	11 to 15 days	5 days	Five days, with a dismissal warning in accordance with Article 80 of the Labor Law.	dismissal from service in accordance with Article 80 of the Labor Law.	
			In addition to deducting the absence period wage.			

5-2	Discontinuing work without a legitimate reason for a period of more than fifteen consecutive days, during the same contractual year.	More than 15 Consecutive days	Dismissal without remuneration or compensation, provided that it is preceded by a written warning ten days after absence, within the scope of Article 80 of the Labor Law
6-2	Intermittent absence without a legitimate reason for periods exceeding in total thirty days during a the same contractual year.	More than 30 interrupted days	Dismissal without remuneration or compensation, provided that it is preceded by a written warning twenty days after absence, within the scope of Article 80 of the Labor Law

Notifications are made through letters, e-mail, WhatsApp, or national address mail.

3	Failure or partial execution of works in contrary with the required specifications and conditions,					
	This means negligence or default or partial execution of works contrary with what the job requires, or other than the employee's job responsibilities or failure to comply with the full specifications and conditions set for performing the operations.					
No.	Description	1st time	2nd time	3rd time	4th time	
1-3	Failure to follow the full specifications regarding inventory movements, purchases, sales, returns, or the fund, or failure to apply the conditions and specifications necessary for the correct implementation of the movements.	1 day	2 days	3 days	4 days	
2-3	Failures to give customers complete information about the discount, goods or facilities granted by the company, or making too much discount.	1 day	2 days	3 days	4 days	
3-3	Partial execution of the instructions for disbursing the goods, or instructions for cash or term sale, returns, or giving invoices, goods, or documents to other than the persons concerned, which may cause harm to the company.	50%	1 day	1½ days	2 days	
4-3	Negligence in carrying out inventories or failure to perform the required duties in the event of an increase or a deficit.	3 days	4 days	5 days	5 days	
5-3	Negligence in sending reports, invoices, bonds, notices, inventory records or forms without completing all the checks, reviews and audits or sending them without the attachments, specifications or conditions required for their authenticity.	1 day	2 days	3 days	4 days	
6-3	Neglecting to perform the daily, weekly, monthly, or additional work assigned to the employee.	3 days	4 days	5 days	5 days	
7-3	Negligence in taking the necessary measures to preserve the secrets, data or information related to the work or disclosing it to others, which may expose the company to harm.	1 day	2 days	3 days	4 days	
8-3	Negligence in keeping the records without conducting the necessary review or examination process according to the specifications, conditions or custom prevailing for such activities.	20%	40%	80%	1 day	
9-3	Failure in the work responsibilities of the employee, failure to perform them in the required or customary manner, or preferring the personal interest to the public interest of work, or delaying the transfer of information.	1 day	2 days	3 days	4 days	
10-3	Negligence in making the required and necessary effort to collect the company's debts or dues from others, which may cause damage to the company's funds.	50%	1 day	1½ days	2 days	
11-3	Negligence in returning records, documents or papers after properly reviewing them or taking records without permission or authorization.	1 day	2 days	3 days	4 days	

12-3	Negligence in making the required and necessary effort to close the accounts pertaining to the employee scope of work and not making the required effort in completing the necessary attachments to close them.	1 day	2 days	3 days	4 days
13-3	Negligence in reviewing contracts or submitting them for approval by the management on terms that were not agreed upon before or on new terms that were not approved by the management.	1 day	2 days	3 days	4 days
14-3	Negligence in carrying out financial or administrative work such as not completing the clearances of employees, customers, suppliers or banks, not following recruitment visas, not completing departure certificates, not completing employee files, publishing decisions or instructions before their time, or handing them over to non-owners, or neglecting to renew Iqamas or passports, failure to issue administrative decisions or subsequent decisions, or not responding to faxes or correspondence, or negligence in following the administrative instructions entrusted to him.	1 day	2 days	3 days	4 days
15-3	Negligence by disclosing secret numbers to access programs.	2 days	3 days	4 days	5 days
16-3	Incomplete or incorrect preparation of any of the files that fall within the employee's work such as (customer, supplier, employee, bank, financial or administrative files or administrative decision files and the like) or keeping them without completing the attachments or specifications and conditions that must be met in such files .	1 day	2 days	3 days	4 days
17-3	Negligence or failure to complete the necessary approvals or signatures for the correctness of movements or forms such as invoices, customer approvals, orders, authorization, or administrative decisions from the persons concerned.	2 days	3 days	4 days	5 days
18-3	Negligence in leaving the letter of credit opening, transfers or checks in the bank without taking the signature of the responsible worker or the full data such as name and date and signing with the relevant authorities or not taking an official objection from the bank for the checks that have not been withdrawn which may result in damaging the company's funds.	3 days	4 days	5 days	5 days
19-3	Failure to comply with the credits for expenses, invoices, documents or violations in implementation thereof.	1 day	2 days	3 days	4 days
20-3	Negligence in receiving orders, purchases, returns, or sales other than specifications or required conditions or management approval	20%	40%	80%	1 day
21-3	Negligence of the employee in monitoring or following up the balances of funds or banks or keeping transactions without completion	1 day	2 days	3 days	4 days
22-3	Negligence in closing doors, cupboards or devices after official working hours.	1 day	2 days	3 days	4 days
23-3	Causing delay in the workflow due to negligence or failure to do the daily work properly.	20%	40%	80%	1 day

24-3	Negligence in selling items that are suspended without authorization from the administration.	3 days	4 days	5 days	5 days
25-3	Negligence in carrying out the daily work in using the official forms prepared for that, or filling the forms in an incorrect or incomplete manner, which leads to confusion in the company.	1 day	2 days	3 days	4 days
26-3	Negligence in writing the actual condition of the goods or assets during the inventory process, or not mentioning the damage or harm the goods were exposed to in the inventory records.	2 days	3 days	4 days	5 days
27-3	Negligence or failure to follow-up and referring to ministries, government departments, the private sector, or services sector, such as licensing or renewal of licenses, records, visas, Iqamas, passports, etc.	1 day	2 days	3 days	4 days
28-3	Negligence in applying the regulation of penalties and violations by the employee responsible for the regulations, or negligence in investigating the violations and applying the regulation.	1 day	2 days	3 days	4 days
29-3	Using the assets, tools or custody in an incorrect way and in contrast to the usage principles mentioned in the instructions of the companies supplying them, or not applying the maintenance program established for the assets or tools, which may expose them to damage or charge the company with additional expenses greater than maintenance.	3 days	4 days	5 days	5 days
30-3	Negligence in obtaining signatures from persons other than the stakeholders, whether with regard to employees, customers or suppliers, or otherwise, or negligence in verifying the identity of the signatories of forms, templates, clearances, reports, or minutes.	3 days	4 days	5 days	5 days
31-3	Negligence or inaction in taking actions to terminate service	50%	1 day	2 days	3 days
32-3	Negligence or inaction in taking procedures to prove a violation or impose penalties within the periods specified for that.	50%	1 day	2 days	3 days
33-3	Inaction in reporting any violations known to the employee or that the nature of his work would have identified.	50%	1 day	2 days	3 days

4	Negligence or failure in follow-up actions in contrary with what the job or responsibility requires.				
	It means negligence of the person responsible for overseeing a specific group of individuals who are performing a certain job under his supervision and responsibility so that he is fully responsible for their actions and conducts in performing these tasks.				
No.	Description	1st time	2nd time	3rd time	4th time
1-4	Negligence in following up the subordinate employees and not holding them accountable for the violations or gaps in the work that fall within the employee scope of the work, which may result in the failure to carry out the tasks entrusted to him as required.	50%	1 day	1½ days	2 days
2-4	Negligence by hiding information from officials or managers, not	2 days	3 days	4 days	5 days

	reporting them, or allowing others to commit violations in the places in which the worker is responsible, with the intention of covering up the mistakes of others on the pretext that it is just what the custom is.				
3-4	Negligence in documenting violations and accidents by official methods, reporting them orally or not reporting them at all.	2 days	3 days	4 days	5 days
4-4	Negligence in training new workers at work or not providing them with all the information or data necessary to perform their work properly and fully.	1 day	2 days	3 days	4 days
5-4	Imputing others falsely and writing what is not right against them, or providing incomplete or incompatible data with the instructions or custom prevailing in this profession.	2 days	3 days	4 days	5 days
6-4	Negligence in supervision and follow-up tasks, such as following-up the closing of offices, warehouses, branches or devices in relation to the work of others.	1 day	2 days	3 days	4 days
7-4	Negligence in special follow-up to ensure the validity of the safety and security tools or necessary security measures in which the negligence of the follower may cause serious damage to the company.	2 days	3 days	4 days	5 days
8-4	Negligence in following up the payment of electricity, water bills, fees, or contributions on time, which may result in fines, compensation, or financial damages to the company.	1 day	2 days	3 days	4 days
9-4	Failure to convey the instructions, as they are notified by the superiors, to the other relevant employees.	20%	40%	80%	1 day

5	Delay in carrying out job tasks and responsibilities				
	It means the delay of the worker or employee in carrying out the tasks and job responsibilities required by the nature of his work and whose performance is required on time, according to the required conditions and specifications.				
No.	Description	1st time	2nd time	3rd time	4th time
1-5	Delay in delivery of documents, invoices or records in a timely manner to the officer in charge.	20%	40%	80%	1 day
2-5	Delay in sending or requesting the tools and supplies necessary for the work of employees or suppliers, which may cause the work to be disrupted, either for the company or the agencies with which the company deals.	2 days	3 days	4 days	5 days
3-5	The delay in depositing cash, entering securities, or collecting checks for a period not exceeding 48 hours.	3 days	4 days	5 days	Dismissal with reward
		In case of delay exceeds that period, the matter is treated as suspicion of embezzlement or dishonesty			
4-5	Delay in giving or bringing all kinds of authentications, such as the statements of account of customers, suppliers, banks, employees, receivables or payables, which may lead to failure to complete the work as required.	50%	1 day	1½ days	2 days

5-5	The delay in completing the work or daily, weekly, monthly or additional reports assigned to the employee by the company, which may endanger the company's work.	2 days	3 days	4 days	5 days
6-5	Delay in collecting the company's debts or dues from third parties, which may cause damage to the company's funds.	2 days	3 days	4 days	5 days
7-5	Delay in delivering assets, covenant, goods, documents, documents or files to their owners or those responsible for them.	2 days	3 days	4 days	5 days
8-5	Delay in delivering work invoices or expenses in contravention of the instructions and conditions established by the company.	20%	40%	80%	1 day
9-5	Delays in bringing the assets, materials, or custody to be inspected by inspectors or observers, which may cause delay in the workflow.	20%	40%	80%	1 day
10-5	Delay in maintenance of all types of assets and custody of cars, advertisements, devices, etc. that may expose them to harm or damage.	1 day	2 days	3 days	4 days
11-5	Delays in the eviction or delivery of real estate or leased assets as stipulated in the contracts signed with the owner, which exposes the company to automatic renewal or fines.	2 days	3 days	4 days	5 days
12-5	Failure to comply or delay in carrying out the work or operations on time, which may result in disrupting or delaying the workflow in the company	1 day	2 days	3 days	4 days
13-5	Delays in issuing or implementing administrative decisions, or delaying their implementation, which may cause disruption to the workflow in the company.	1 day	2 days	3 days	4 days
14-5	Delay in completing customer files or completing customer's financial cover.	1 day	2 days	3 days	4 days
15-5	Delays in the implementation of the programs and plans developed for the application, which may cause the disruption or slowdown of the daily workflow.	2 days	3 days	4 days	5 days
16-5	Delay in meeting the needs and requests of warehouses, branches or sellers of the required goods or supplies.	1 day	2 days	3 days	4 days
17-5	Delay in entering data on the current account at the specified date.	1 day	2 days	3 days	4 days
18-5	Delay in carrying out the tasks assigned to the employee according to job responsibilities, assignments, or plans and programs in place, which may cause slowdowns in the workflow.	1 day	2 days	3 days	4 days
19-5	Delays in preparing or preparing files, merchandise, assets, custody or similar materials or documents according to specifications or conditions necessary to finish the inventory work, which may hinder the work of the inventory committee and delay the closing of receipt or delivery records	2 days	3 days	4 days	5 days

	of administrative decisions.				
20-5	The delay in reviewing the governmental departments, institutions, companies, or official or private bodies required to end the transactions of companies, which may cause delay or delay in the completion of the company's transactions.	1 day	2 days	3 days	4 days
21-5	Delays in studies or research, which may hinder development work in the company's work.	50%	1 day	1½ days	2 days
22-5	Delay in inspection or inventory work for schedules or plans laid down in the company.	2 days	3 days	4 days	5 days
23-5	Delay in bringing or requesting special quotations for the purchase of materials, supplies, goods or assets.	20%	40%	80%	1 day
24-5	Delay in responding to correspondences, faxes, or regular or electronic mail from customers, suppliers, employees, or government agencies.	1 day	2 days	3 days	4 days
25-5	Delay in reporting or reporting to a party other than the competent in the work about the possible dangers on the property or assets of the company's goods, which may expose all of them to greater damage that could be reduced or avoided.	3 days	4 days	5 days	5 days
26-5	Delay in the payment of the dues of contractors, suppliers or employees for the specified dates or regulations laid down for that, which causes harm to the relationship with them.	1 day	2 days	3 days	4 days
27-5	Delays in bringing what proves the receipt of related parties such as banks, customers or suppliers of letters, correspondence, credits or checks, which may hinder the progress of work.	50%	1 day	1½ days	2 days
28-5	Failure or delay in registering sales in the system.	10%	30%	1 day	2 days
29-5	The delay in reporting contracts to be approved, renewed, or established for the prescribed period or for the conditions mentioned in these contracts, which may expose the company to damage or commit the company to additional financial obligations.	1 day	2 days	3 days	4 days
30-5	Refusing to perform job duties in overtime.	1 day	2 days	3 days	4 days

6	Infringement of powers				
	It means infringing the powers of others by the employee and exceeding the limits of the powers granted to them according to the employment contract or the job responsibilities assigned to them.				
No.	Description	1st time	2nd time	3rd time	4th time
1-6	Infringing the powers by giving assets, custody, or goods to other people without authorization, that would expose these things to danger or loss.	1 day	2 days	3 days	4 days
2-6	Infringing the powers by handing over papers or documents that does not belong to the employee and that he signs in the name of the	1 day	2 days	3 days	4 days

	company.				
3-6	Infringing the powers by non-compliance with the use of the official forms of the company, whether with clients, suppliers, banks or other bodies that deal with the company.	1 day	2 days	3 days	4 days
4-6	The infringement of powers by responding to correspondence, letters, agreements or contracts that do not fall within the employee's work, which may cause confusion to the workflow or harm the company.	1 day	2 days	3 days	4 days
5-6	Infringing the powers through conducts such as opening files or accounts, or viewing or stealing data and information that do not belong to the employee.	1 day	2 days	3 days	4 days

6-6	Infringement of powers over others by claiming the implementation of management orders or instructions or transfer of incorrect or incomplete instructions which may cause confusion to the normal functioning of the company.	1 day	2 days	3 days	4 days
7-6	Infringement of powers by disbursing any sums or checks from the fund or financial entrust or recording or posting expenses in the accounts without authorization from the administration to do so or exceeding the limits of the authorizations or instructions regulating the disbursement in the company.	1 day	2 days	3 days	4 days
8-6	The infringement of powers by providing false data or information to the company or to the entities with which the company deals or to receive papers that do not belong to him and signing them in the name of the company.	2 days	3 days	4 days	5 days
9-6	Infringement of powers by giving others the keys to offices, assets, warehouses or branches without official permission from the administration.	1 day	2 days	3 days	4 days
10-6	Infringing the powers of others or performing actions that were not requested by the employee on behalf of others.	20%	40%	80%	1 day
11-6	The employee ignores the organizational structure of the workflow and doesn't commit to the reference in the workflow , which may cause confusion to other managers.	50%	1 day	1½ days	2 days
12-6	Infringement of powers to speak or represent the company other than the job given to the worker.	1 day	2 days	3 days	4 days
13-6	infringement of the powers by delivering or receiving any work that does not fall within the limits of the job or responsibilities given to the employee, which may expose the workflow to delay or damage.	1 day	2 days	3 days	4 days
14-6	Infringement of powers by using the assets, custody or tools outside the scope of the work specified for the employee or for private purposes or driving the car after the official working hours or in violation of the	2 days	3 days	4 days	5 days

	instructions and controls set.				
15-6	Infringement of powers by sending any documents, data, records, or exhibits, or deliver them to others without authorization.	50%	1 day	1½ days	2 days
16-6	Infringement of powers by delivering files, documents, checks, documents or contracts without being authorized to do so.	1 day	2 days	3 days	4 days
17-6	Infringement of powers by selling, buying, or disbursing goods, supplies, or materials, contracting, signing orders, or requesting repair without having the authority to do so being outside the authority of the employee.	1 day	2 days	3 days	4 days
18-6	Infringement of powers by scanning or entering data on a computer without authorization, being outside the authority and responsibilities of the employee..	3 days	4 days	5 days	5 days

19-6	Infringement of powers by transferring or moving assets or goods or changing their assigned locations without being authorized to do so.	1 day	2 days	3 days	4 days
20-6	The employee overrides his line-manager and addresses or deals with superior managers, unless this is by order of the superior managers.	50%	1 day	1½ days	2 days

7	Violations related to losses or damages				
	It means when the employee causes damage to or loss of the things in his custody.				
No.	Description	1 st time	2 nd time	3 rd time	4 th time
1-7	Negligence of the employee or worker causing the destruction or loss of assets from cars and their attachments, computers to computers, computers, chairs, offices, cameras, photocopiers, etc., as well as the covenant in his possession such as cupboards, beds, locks, keys, extinguishers, office tools, or succession.	3 days	4 days	5 days	Dismissal with reward
2-7	Negligence of the employee or worker causing the damage or loss of documents or papers such as registers and attachments, invoices, authorizations, files, saved reports, faxes, correspondence, administrative decisions, employee clearances, departure certificates, recruitment visas, etc.	2 days	3 days	4 days	Dismissal with reward
3-7	Negligence of the employee or worker causing the damage or loss of documents such as Iqamas, records, trademarks, lease contracts, civil defense licenses, zakat certificates, or income certificates.	3 days	4 days	5 days	Dismissal with reward
4-7	Negligence of the employee or worker causing the damage or loss of the goods he is responsible for and registered to him which he received either to preserve and exchange them when receiving exchange vouchers or a sales invoice such as warehouse custodians or delivery of the goods to the customer if he is a sales representative after the required approvals.	3 days	4 days	5 days	Dismissal with reward

5-7	Negligence of the employee or worker causing the loss or damage of cash received from clients, sales operations or others in favor of the company.	3 days	4 days	5 days	Dismissal with reward
6-7	Negligence of the employee or worker causing the damage or loss of checks, securities, bonds, bills, or other securities.	3 days	4 days	5 days	Dismissal with reward
7-7	Negligence of the employee or worker causing the damage or loss of account statements, approvals of customers or suppliers, bank correspondence, letters of credit opening, notices, etc.	2 days	3 days	4 days	Dismissal with reward

8-7	The employee's negligence causing the damage or loss of data or information that may be recorded on CDs or archived files of data and information at the end of the fiscal year without saving them on CDs, according to the system in force in companies.	3 days	4 days	5 days	Dismissal with reward
9-7	Negligence of the employee or worker causing the damage or loss of supplies from official publications, books, stationery or other requirements.	3 days	4 days	5 days	Dismissal with reward
10-7	Negligence of the employee or worker causing the damage or loss of gifts or calendars that the company has purchased in order to distribute them to customers, suppliers, employees or the agencies that the company deals with.	3 days	4 days	5 days	Dismissal with reward
11-7	Negligence of the employee or worker in the damage or loss of samples in which the company deals in fabrics, clothes, underwear, hangers, socks, etc.	3 days	4 days	5 days	Dismissal with reward

8	Violations related to fraud and forgery				
	It refers to an individual's abnormal actions and behavior through which he intends to make a theft or embezzlement				
No.	Description	1st time	2nd time	3rd time	4th time
1-8	Forgery in official papers and forms of the company or others.	Dismissal with reward			
2-8	Theft and embezzlement of the property of the company or others	Dismissal with reward			
3-8	The introduction of fraud or fraudulent management.	Dismissal with reward			
4-8	Manipulation of proof of attendance or departure.	1 day	2 days	3 days	Dismissal with reward

9	Violations related to conduct				
	It refers to an individual's abnormal actions and behavior through which he intends to make a theft or embezzlement				
No.	Description	1st time	2nd time	3rd time	4th time
1-9	Following some bad methods that affect work, such as loitering, abusing, mocking, insulting, and insulting.	3 days	4 days	5 days	Dismissal with reward

2-9	Hosting people or friends at work, that will naturally lead to wasting work time or causing harm to the work environment.	Written warning	50%	1 day	2 days
3-9	Failure to dress well or neglect to care for personal appearance, not to wear the employee's card, not to show their information, or to come to work in an inappropriate appearance.	Written warning	50%	1 day	3 days

4-9	Using company papers and correspondences for private purposes.	Written warning	50%	1 day	3 days
5-9	Negligence in cleaning or arranging the store, office, warehouse, archive or car custody of the employee.	Written warning	25%	50%	1 day
6-9	Dealing in an inappropriate manner with clients, suppliers, colleagues, visitors, representatives of official authorities, or any party that has dealings with the company, talking to them, or calling them in an inappropriate manner.	2 days	3 days	4 days	Dismissal with reward
7-9	Working to incite others to violate instructions and discouraging the spirit of colleagues in the work, that results in not completing the work as required.	2 days	3 days	5 days	Dismissal with reward
8-9	Refrain from medical examination or violate health instructions related to workplaces.	25%	50%	1 day	2 days
9-9	Hanging out or the worker not being in the place designated for him while working.	1 day	3 days	5 days	Dismissal with reward
10-9	Delay or non-attendance at the scheduled time for periodic or emergency meetings.	25%	50%	1 day	2 days
11-9	Submitting more than one application to different parties in the work with the intention of obtaining approval from any of them.	Written warning	50%	1 day	2 days
12-9	Allowing others to enter or use the workplace without permission.	Written warning	50%	1 day	2 days
13-9	Refusing to comply with the investigation of work violations, refusing to testify, hiding any information, giving false information, or failing to assist the investigating body in its tasks.	1 day	2 days	3 days	4 days
14-9	Refusing to sign the record of investigation regarding work violations or refusing writing the reasons for not signing the record.	25%	50%	1 day	2 days
15-9	Disturbing others at work by raising the voice or talking from a distance, or talking unnecessarily or tightening at work or violent or disturbing movement to others, which leads to distorting the work environment.	25%	50%	1 day	2 days
16-9	Not to answering phone calls or delay in answering, which hinders the workflow.	25%	50%	1 day	2 days
17-9	Failure to attend or delay in appearing to receive papers, instructions, or	25%	50%	2 days	3 days

	data related to employees from department heads, supervisors, or related employees.				
18-9	Refusing to sign inventory records or delivery and receipt records at work after completing them from inspection committees or inspectors, thereby interrupting their workflow.	50%	1 day	2 days	3 days
19-9	Allowing others to use assets, custodies or files without permission.	50%	1 day	2 days	3 days
20-9	Abusing others by subjecting their nationalities, religions, or forms to ridicule, which may cause embarrassment to them and harm the work environment.	50%	1 day	2 days	3 days
21-9	Causing the workplaces to be dirty by throwing waste in places not designated for that.	Written warning	50%	2 days	3 days
22-9	Exploiting the nature of the work or job to delay or disrupt the payment of dues, benefits, salaries, or rewards of inspectors, monitors, or colleagues at work with the intent to pressure them, or to influence their reports, observations, or violations regarding the work.	Written warning	50%	2 days	3 days
23-9	Negligence or failure to leave assets, custody, tools or documents in the place not allocated to them or without organization, arrangement or maintenance, which may result in direct or indirect damage to the company.	Written warning	50%	2 days	3 days
24-9	Exposing the company's property to risk in purpose, by negligence, damage or general harm of the company.	Written warning	50%	2 days	3 days
25-9	Neglecting the hospitality duty for visitors, clients, or individuals with whom the company deals.	Written warning	50%	2 days	3 days
26-9	Hosting other people in the house and not carrying out the cleaning and arranging the accommodation process, or turning off the lights or disturbing others.	Written warning	50%	2 days	3 days
27-9	Fight resulting in a beating or wound.	Suspension from work for 3 days	Suspension from work for 3 days	Suspension from work for 3 days	Dismissal with reward
28-9	Assaulting any member of the board of directors, the responsible manager, or one of his superiors or subordinates during or due to work.	Dismissal without reward			
29-9	Assaulting others during or due to work.	Dismissal without reward			
30-9	Abusive or suggestive abuse or insult, or taking any position that offends modesty or undermines dignity or reputation, even if it is a joke.	Suspension from work for 3 days	Dismissal with reward		

31-9	Yelling unkind or shaming words if not directed at a specific person.	Suspension from work for 3 days	Suspension for 3 days	Dismissal with reward	
32-9	Follow some bad methods such as collecting benefits or money without permission or writing phrases or sticking advertisements on the walls, which leads to distorting the work environment or using company publications for special purposes.	1 day	2 days	3days	Dismissal with reward
33-9	Following bad conduct by the employee; such as smoking in the workplace or non-smoking places.	2 days	3 days	4 days	Dismissal with reward
34-9	Negligence by using the company's assets, custodies, or supplies for private purposes, away from work purposes.	5 days	Dismissal from service with reward		
35-9	Committing a conduct involving a breach of honour and honesty.	Dismissal from service without reward			
36-9	Illegal exploitation of the job center for personal results and gains.	Dismissal from service without reward			
37-9	Allocating part-time, or part of it, beyond the work assigned to it.	50%	75%	1 day	2 days
38-9	Having fun on the phone, laptop, or tablet, or any device during working time.	50%	75%	1 day	2 days
39-9	Having fun , eating or sleeping during working hours.	50%	1 day	2 days	Dismissal with reward
40-9	Misusing the right to complain or grieve, or was for the purpose of maliciousness or defamation, or if it involves other expressions or words that harm the dignity of others.	1 day	2 days	3 days	Dismissal with reward
41-9	Sleeping in conditions that require constant vigilance.	50%	3 days	5 days	Dismissal with reward
42-9	Violation of security and safety instructions related to work sites.	1 day	3 days	5 days	Dismissal with reward
43-9	Entering or leaving the company offices without the entrance designated for that.	1 day	1 day	3 days	Dismissal with reward
44-9	Using the entry permit of others or allow others to use the work permit.	Written warning	1 day	3 days	Dismissal with reward
45-9	Tearing or destroying management instructions or communications or refusing to receive them.	2 days	3 days	5 days	Dismissal with reward
46-9	Placing an advertisement or statement on the bulletin board or in any workplace without the approval of officials.	2 days	3 days	5 days	Dismissal with reward
47-9	Refusing to provide any information the company needs for administrative or legal purposes.	2 days	3 days	5 days	Dismissal with reward
48-9	Altering, mutilating, erasing or adding any information about the	1 day	2 days	3 days	4 days

	company's approved data.				
49-9	Excessive use of materials or raw materials without justification.	Written warning	1 day	2 days	5 days
50-9	Failure to place repair and maintenance tools and other supplies in the places designated for them after the completion of the work unless damage is caused.	Written warning	50%	1 day	2 days
51-9	Personal retention or concealment of tools, equipment, or any of the Company's assets except for those intended for personal use.	2 days	4 days		Dismissal with reward
52-9	Accepting a reward, gift, or commission from one of the clients, suppliers, or dealers with the company.	2 days	3 days	Dismissal with reward	
		With the delivery of the reward or commission to the company, the administration can dismiss without compensation from the first time			
53-9	Not obeying orders or not carrying out work-related instructions.	3 days	5 days	Dismissal with reward	
54-9	Refraining from working for any reason and at any time without permission from the competent official.	3 days	5 days	Dismissal with reward	
		In addition to deducting the salary of the period of absence from work			
55-9	Abuse of the authority granted to him.	2 days	3 days	5 days	Dismissal with reward
	Abuse of the authority granted to him and exposing the company to severe damages.	With bearing the cost of damage caused to the company			
56-9	Failure to carry out the tasks and missions assigned to the employee inadvertently.	2 days	3 days	5 days	Dismissal with reward
57-9	Having intoxicants, drugs, or being drunk in the workplace.	Dismissal with reward			
58-9	Having weapons, pornographic magazines, or films in the company's offices and branches.	3 days	5 days	Dismissal with reward	
59-9	The presence of any product in the branch of the company other than the products produced by the company.	Dismissal with reward			
60-9	Failure to issue and deliver an invoice to the customer.	5 days	Dismissal with reward		
61-9	Not offering different products to the customer or give them alternatives to buy.	1 day	2 days	3 days	4 days
62-9	Not receiving the customer as soon as the customer enters the branch as appropriate.	1 day	2 days	3 days	4 days
63-9	Failure to comply with the opening times of the branch (as directed by the line-manager)	1 day	2 days	3 days	4 days
64-9	The branch board is not lit.	1 day	2 days	3 days	5 days
65-9	Failure to comply with the company's pricing, whether increase or decrease.	Written warning	3 days bearing price diff.	5 days bearing price diff.	Dismissal with reward
66-9	Not ordering items with sales movement.	1 day	3 days	5 days	

67-9	The presence of sums not matching the sales movement, whether by increasing or decreasing	2 days	3 days	5 days	Dismissal with reward
68-9	Violating health instructions related to workplaces.	50%	1 day	2 days	5 days
69-9	Non-compliance with extraction of daily cash conformity reports.	50%	1 day	2 days	5 days
70-9	Giving not-allowed gifts.	1 day	2 days	3 days	5 days
71-9	The worker intentionally causes violations to the company with the intention of materially damaging it, provided that the company notifies the competent authorities of the accident within 24 hours of the time of its occurrence.	5 days	Dismissal without reward		
		In addition to charging him with the cost of the violation			
72-9	Refusing sudden inventory, annual inventory, or tampering with the inventory deficit.	3 days	5 days	Dismissal with reward	
73-9	Refusing to receive or deliver goods to the supervisor for transfer from or to other branches.	1 day	2 days	3 days	5 days
74-9	Raising rumors and hearsay that harm the company or work.	1 day	2 days	3 days	5 days
76-9	Failure to recognize the sale process on time, whether to tamper with the portion of the achieved target or otherwise.	1 day	3 days	5 days	Dismissal with reward
77-9	Using a communication card for the purpose of obtaining personal results or gains.	Dismissal without reward			
78-9	Use an ATM or credit card for a personal purpose or interest.	Dismissal with reward			
79-9	Messing around or trying to mess with surveillance cameras.	Dismissal with reward			
80-9	Trying to repair machines and equipment by a non-specialist or not following health procedures to repair devices and equipment.	Written warning	1 day	2 days	5 days