

Ministry of Human Resources and Social Development

Work Regulations Approval Certificate

Ministry of Human Resources and Social Development hereby certifies that Namaa Technology Computers and Information Systems, No. 321738-1, approved the work regulations on 22/07/1442 H under No.: 819529.

The company must take into account the following:

The company must refer the total penalties imposed on the employee, in the event there is no labor commission at the company, to the regulations auditing department of the private sector for deciding how to act.

These regulations are without prejudice to the employees' acquired rights under labor law and its regulations.

Ministry of Human Resources and Social Development

(This message is sent by the automatic system of the Ministry and does not require stamp or signature and any alteration or amendment renders this certificate null and void.)

(In order to verify the authenticity of the certificate, please visit the electronic services of companies on the website of the Ministry of the Human Resources).

Namaa Technology Computers and Information Systems

C.R. 1010199486

Riyadh
Kingdom of Saudi Arabia

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Work Regulations

Introduction

These regulations have been set in execution of the provision of clause No. (1) of article No. (12) of the labor law issued by the royal decree No. (M/51), dated 23/08/1426 H, which is amended by the royal decree No. (M/24), dated 12/05/1434 H, which is amended by royal decree No. (M/1), dated 22/01/1435 H, which is amended by royal decree No. (M/46), dated 05/06/1436 H, which is amended by royal decree No. (M/14), dated 22/02/1440 H, which is amended by royal decree No. (M/134), dated 27/11/1440 H, which is amended by royal decree No. (M/5), dated 07/01/1442 H. The employer must prepare the work regulations of its company according to this form.

Company Particulars

Company Name: Namaa Technology Computers and Information Systems

Head Office: Riyadh

Workforce: 347 Employees

Business Activity: Executing the contracts of electronic works and their maintenance and operation and computers and their networks; medical equipment and supplies; security surveillance cameras and telecommunication technology; installing telecommunication devices, electrical works, and mechanical works.

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Company File No.: 321738-1

C.R. No.: 1010199486

C.R. Date of Issue: 12/05/1425 H

General Provisions

Article No. (01)

Wherever it occurs herein, the word “company” means **Namaa Technology Computer and Information Systems**.

Wherever it occurs herein, the word “employee” means any natural person (male or female) working for this company or under its management or supervision against a pay even if at a remote place.

Article No. (02)

The calendar followed by the company is the Gregorian calendar.

Article No. (03)

1. The provisions of these rules shall be applied on all the personnel at the company and its branches.
2. These regulations shall be without prejudice to the acquired entitlements of the employees and shall complement the employment contracts with no conflict with these entitlements.
3. The company shall bring these rules to the knowledge of the employee upon contracting and that shall be set out in the employment contact.

Article No. (4)

1. The company may issue its own resolutions and policies by which its employees are given rights better those set out in these regulations.
2. The company may incorporate into these regulations additional conditions and provisions without prejudice to the employees’ acquired rights under the labor law, its executive rules and the resolutions passed in execution thereof. These additions and amendments shall be effective only if they are approved by the Ministry of Labor and Social Development.
3. The addition of any text involving conflict with the regulations of the labor law, its executive rules and the resolutions passed in execution thereof shall be considered null and void.

Employment

Article No. (05)

The employees shall be employed under given designations and specifications. The following shall be taken into account upon hiring.

1. The applicant shall be Saudi.
2. Having the academic qualification and experiences required by the company for the employment.
3. Passed the personal interviews and tests prescribed by the company successfully.
4. Medically fit as per a medical certificate from an authority specified by the company.
5. Non-Saudis can be employed as per the terms and conditions set out in articles: 26, 32, and 33) of the labor law.

Employment Contract

Article No. (06)

The employee shall be hired under an employment contract made in Arabic in duplicate according to the uniform form of the ministry. One copy shall be given to the employee and the other copy shall be kept in the employee's file at the company. The employment contract shall contain the name of the employer, the name of the employee, nationality of the employee, the original address and the residential address of the employee, the type of work, the agreed base pay, and any other benefits agreed upon, whether the contract is of specified or unspecified term or for the performance of a specific work, the probationary period (if any), date of reporting to work, and any necessary data. The contract can be made in another language besides Arabic provided that the Arabic text shall always be the prevailing one.

Article No. (07)

Without prejudice to the date of reporting to work set forth in the contract, the company may terminate the employee who does not report to work without acceptable excuse within seven business days from signing the contract by the two parties if the contract is made inside the Kingdom, or from the date of arrival to the Kingdom if the employee is coming from abroad.

Article No. (08)

1. The company may not transfer the employee without its written consent from its original place of work to any other place requiring changing place of residence.
2. The company may, when necessary, require the employee to work at another place other than the agreed place of work without securing its consent for a period that does not exceed

thirty days a year provided that the company shall be responsible for its transportation and stay during that period.

Tickets

Article No. (09)

The ticket of the employee and its family members shall be as per the following regulations:-

1. Upon contract commencement, as per the agreement in the employment contract.
2. Upon the enjoyment of the annual vacation, as per the employment contract.
3. Upon contract expiration, as per Article No. 40, clause No. (1), of the labor law.
4. The company shall not be responsible for the return of the employee to its country if it is found unfit for work during the probationary period, if the employee desires to return without a justifiable reason, or in case of committing a violation punishable by deportation as per an administrative resolution or a court order.

Article No. (10)

The employee transferred from its original workplace to another place necessitating the change of residence shall be entitled to the transfer costs along with its dependents and those residing with the employee at the time of transfer including the tickets and the transfer of belongings, if the transfer is not requested by the employee.

Training and Qualification

Article No. (11)

When training and qualifying Saudi employees, the company shall be responsible for all the relevant costs and if training and qualification is conducted at a place other than the premises of the company, the company shall provide the round-trip tickets by the class specified by the company. The company shall also provide sustenance means such as food, accommodation, internal transportations, or allowance payment. The employee's pay shall be paid throughout the training and qualification period.

Article No. (12)

1. The company may terminate the training or qualification contract for the non-employees, if the authority undertaking training and qualification proves that the non-employee is unable to complete the training program usefully.

2. A trainee or a non-employees person being qualified or its guardian may terminate training or qualification if the authority undertaking training or qualification proves that it is unable to complete the training program usefully.

3. In both abovementioned cases, the party desiring to terminate the contract shall notify the other party at least one week from the date of training and qualification discontinuation.

4. The company may obligate the non-employee receiving training and qualification after completing the training and qualification period to work for it for similar periods.

5. The company may obligate the non-employee receiving training and qualification to pay the training and qualification costs incurred or the percentage of the remaining period in case the non-employee refused working for similar period or some of it.

Article No. (13)

I- The company may stipulate on its personnel receiving training and qualification, after completing the training and qualification period, to work for it for a period not exceeding the similar period of the training and qualification program if the employment contract is of unspecified term or the remaining period of the contract for the contracts of specified term if the remaining period of the employment contract is less than the similar period of the training program period.

II- The company may terminate the training and qualification of an employee and obligate the employee to pay the relevant training costs paid by the company or some portion thereof in the following cases:-

1. If the employee decides to terminate training or qualification prior to the set date without a justifiable reason.

2. If the employment contract is terminated according to any of the cases set forth in article No. 80 of the labor law excluding clause No. (6) thereof during the training or qualification period.

3. The resignation of the employee or quitting work under cases other than the case set forth in article No. 81 of the labor law during the period of training and qualification.

III- The company may obligate the employee to pay the training and qualification costs incurred by the company or some portion of the same in cases of resignation or quitting other than the cases set forth in article No. 81 of labor law before the end of the labor terms the company stipulated on the employee after the training and qualification.

Wages

Article No. (14)

Without prejudice to any procedures or arrangements dictated by the wages protection program, the wages of the employees shall be paid in the official currency of the country on the due date and shall be deposited into the employees' accounts via the approved banks in the Kingdom.

Article No. (15)

Due overtime wages shall be paid to the employee at the end of the relevant month.

Article No. (16)

If the wages payment day coincides with a weekly rest or an official holiday, payment shall be on the preceding business day.

Performance Reports

Article No. (17)

The company shall prepare periodic performance reports at least once a year for all the employees as per the relevant forms provided that the reports shall contain the following items:

- 1- The ability to work and the degree of competence.
2. Employee's behavior and how cooperative the employee is with its superiors, co-workers, and the customers of the company.
3. Attendance.

Article No. (18)

The performance of the employee in the report shall be assessed as per the grades determined by the company provided that a scale of five levels shall be adopted.

Article No. (19)

The report shall be prepared by the knowledge of the employee's line manager and approved by the authorized person. Once approved, the employee shall be informed thereof. The employee may file a grievance against the report as per the grievance rules set forth herein.

Bonuses

Article No. (20)

1. The company may grant the employees annual bonuses, to be determined in the light of the financial position of the company.
2. The employee shall be entitled to a bonus when it obtains in its periodical report at least “average” level in the form of the company after one full year from the date of reporting to work or from the date of the previous bonus.
3. The company may grant the employee an exceptional bonus as per the regulations set in this regard.

Promotions

Article No. (21)

The company shall set a career ladder specifying the numbers and designations of the positions as per the Saudi professional classification and description guide, the degree of each designation, the filling conditions, and the minimum wages. The employee shall be entitled to a promotion to a higher position in the following cases:

1. A higher position is vacant.
2. Having the qualifications of the relevant job.
3. Having obtained a level at least over the average in the last periodical report.
4. The approval of the authorized person.
5. The management of the company may grant the employee an exceptional promotion as per the regulations set in this regard.

Article No. (22)

In case more than one employee satisfies the requirements of a higher position, the preference for promotion shall be as follows:

1. Nomination from the authorized person.
2. Obtaining a higher grade.
3. Holding a higher academic qualification or more training courses.
4. Having more practical experience in the field of the company.
5. Seniority at the company.

Outposting

Article No. (23)

In the event an employee is outposted for performing a task, the company shall:

1. Provide the employee with the required means of transport unless the employee is provided with an allowance by the employee's consent.
2. The employee shall be paid a food and accommodation allowances unless they are provided by the company.
3. The daily allowance of outposting shall be as per the grade of the employee.

Those obligations must be specified in the outposting resolution as per the classifications and regulations set by the company in this regard. Those costs shall be calculated from the time of the employee's leave from workplace until its return as per the period set for the employee by the company.

Allowances and Benefits

Article No. (24)

The company shall provide its employees with an appropriate accommodation and transport if the same is set out in the employment contract. The employment contract may contain a condition that the company will pay the employee accommodation and transportation allowances in cash.

Business Days and Hours

Article No. (25)

1. Business days shall be six days a week and Friday shall be the weekly rest days with full pay for all the employees. After informing the competent labor office, the company may replace this day for some of its employees with any other days of the week. However, the company shall enable the employees to perform their religious duties. Weekly rest day shall not be compensated with cash.
2. Business hours shall be (eight) hours a day and the same shall be reduced to (six) hours a day during the holy month of Ramadan for Muslim employees.

Overtime

Article No. (26)

1. In the event the employee is entrusted with additional work, the same shall be in writing or electronically from the authority in charge in the company in a way that shows the overtime hours and the days required for that as per the provisions of article No. (106) of the labor law.
2. In consideration of the overtime hours, the company shall pay the employee an overpay equivalent to the pay per hour in addition to (50%) of the base pay.

Administrative Inspection

Article No. (27)

Employees shall enter and exit their workplaces from the places provided for that purpose. Employees shall comply with inspection (administrative inspection) when they are requested.

Article No. (28)

The company may obligate the employee to prove its check-in and check-out as per the means provided for that purpose.

Vacations

Article No. (29)

In consideration of each year of service, the employee shall be entitled to a fully-paid annual vacation of at least twenty-one days and the same can be increased to at least thirty days, if the service reaches five continuous years. By the approval of the company, the employee may enjoy portion of its annual vacation by the rate of the period the employee spent in work. In the employment contract, the annual vacation can be longer than that.

Article No. (30)

The employee is entitled to a full-paid vacation on the occasions and events as per the following:

1. Four days on the occasion of Eid Al-Fitr, starting from the day following the twenty-ninth day of the holy month of Ramadan as per the calendar of Um Al-Qura.
2. Four days on the occasion of Eid Al-Adha, starting from the Day of Arafah.
3. One day for the National Day in the Kingdom (first day of Libra).

In the event these days coincide with the weekly rest, the employee shall be compensated by equivalent days before or after the days of those holidays. If Eid Al-Fitr/Eid Al-Adha holiday coincides with the National Day, the employee shall not be compensated thereof.

Article No. (31)

The employee shall be entitled to a full-paid leave in the following cases:

1. Five days on getting married.
2. Three days on having a newborn.
3. Five days in case of death of the employee's wife or relatives.

4. Four months and ten days in the event of the death of the Muslim female employee's husband. The female employee may extend the leave without pay in case she is pregnant up to delivery. The female employee may not benefit from the remaining days of *Iddat* after delivery.
5. Fifteen days in the event of the death of the non-Muslim female employee's husband.

The company retains the right to request the supporting documentation.

Article No. (32)

An employee proven to be sick as per a medical certificate from the physician of the company or a medically approved reference shall be entitled to a sick leave once a year, which starts from the date of the first sick leave, whether this leave is continuous or intermittent as follows:

1. The first thirty days, with full pay.
2. The next sixty days, three quarters of the pay.
3. The thirty days following that, without pay.

The employee may combine its sick leave and annual vacation.

Healthcare

Article No. (33)

The company shall cover all the employees with health insurance as per the cooperative health insurance system and its executive rules. The company shall subscribe on behalf of all employees in the branch for all occupational risks at the GOSI as per the system.

Women-Related Provisions

Article No. (34)

Female employees are entitled to a full-pay maternity leave for ten weeks distributed at will. The leave shall start four weeks before the expected date of delivery. This date shall be determined by the medical authority approved by the company or by a medical certificate attested from a health authority. Female employees shall not work throughout the six weeks following delivery.

In the event of giving birth to a sick or disabled child, the female employee shall be entitled to a full-pay leave for one month after the maternity leave and the employee may extend the leave for one month without pay.

Article No. (35)

Upon returning to work after the maternity leave, the female employee shall be entitled to breastfeeding break/breaks, provided that it will not be in excess of one hour a day in addition to the rest times given to all employees. These break/breaks shall be actual business hours for twenty-four months from the date of delivery without pay reduction. Upon resuming work, the female employee shall notify the employer in writing about those break/breaks and their changes. The breastfeeding break/breaks shall be determined in the light of the executive rules of the labor law.

Social Services

Article No. (36)

The company shall provide the following social services:

1. Prepare a place for prayers.
2. Prepare a place for eating.
3. The Company shall provide the services and utilities required for disabled employees to enable them to discharge their tasks as per the conditions of the executive rules of the labor law.

Conduct Regulations

Article No. (37)

I- The company must set regulations for the employees' uniforms (males and females) according to the following:

- 1- The uniform must be sharia-compliant.
- 2- The uniform must have a professional look appropriate for the employee's tasks at the workplace.
- 3- The uniform must be modest and not transparent.
- 4- Impose penalties for violations.
- 5- Announce these regulations on a visible place at the company.

II. All employees at the company shall observe the rules of sharia and the social code of conduct.

III. All employees are prohibited to sit with members of the opposite sex in isolation. The company shall take all measures to prevent both sexes from mixing in isolation at the company.

IV. All employees shall abstain from any form of bodily, verbal, and suggestive harm and shall not take any stand that touches modesty, pride, reputation, freedom or forcing or drawing any person to an illicit relation even if that is in the form of joking by direct contact or any other means of communication. The company may take all necessary arrangements and procedures to inform all employees thereof.

Article No. (38)

1. All practices of positive or negative offences, all forms of exploitation, blackmail, temptation, threat, whether they are bodily, psychological, or sexual, that happen at the workplace by the employer against the employees, by the employees against the employer, by one employee against another, or any person at the workplace, shall be considered a type of harm. Assisting and concealing the same are considered as an offense.

2. The offenses in the previous clause includes any form of offense whether it is written, verbal, suggestive, by the phone, by any other electronic means or by any form of behavior indicating that.

Article No. (39)

1- Without prejudice to the right of the affected person to resort to the competent governmental authorities, that person can file a complaint at the company within a maximum period of fifteen business days from the date of offense. Witnesses can give their testimonials too. If the offender is the owner of the company or a higher person, the complaint shall be filed at the competent governmental authority.

2. Upon filing a complaint, the company shall form a commission by a resolution from the person in charge to look into offenses, review evidences, and recommend the disciplinary action within five business days from the date of the complaint or notice date.

Article No. (40)

1. Without prejudice to the principle of confidentiality, the commission shall hear all the parties and witnesses and shall record that in a report that shall be signed by the parties, the witnesses, and the commission members at the foot of each page.

2. The commission may summon any employee for questioning and the employee shall appear before the commission in order to disclaim responsibility.

3. The commission may request the management of the company to separate the offender and the offended during the investigations.
4. In case the offense is confirmed by evidences, the commission shall recommend by the majority the appropriate disciplinary action against the offender.
5. If the offense amounts to a crime, the commission shall report the complaint to the general manager in order to inform the competent governmental authorities.
6. In the event the offense is unconfirmed, the company shall recommend a disciplinary penalty against the informant if the complaint turns out to be vexatious.
7. The disciplinary penalty of the company against the offender shall not prevent the offender from resorting to the competent governmental authorities.
8. Having another penalty against the offender shall not prevent the company from applying another disciplinary action on the offender.

Violations and Penalties

Article No. (41)

A violation is any action committed by the violator and requiring any of the following penalties:

1. **Warning in writing:** it is a letter sent from the company to the employee showing the type of the violation committed and drawing the attention of the employee that it might be subject to a harsher penalty in case of repeating the violation in the future.
2. **Financial fine:** it is wages deduction within the limits of the daily wages or deducting the pay from one to five days a month as a maximum.
3. **Suspension without pay:** it is preventing the employee from exercising its work during a specified period and denying the employee the wages during the same period provided that the suspension shall not be in excess of five days a month.
4. **Denial of promotion or the periodical bonus:** for one year from the due date as a maximum.
5. **Termination with severance pay:** it is a termination due to a justifiable reason for committing a violation without prejudice to the employee's entitlement to a severance pay.

6. Termination without severance pay: it is a termination of the employment contract without severance pay, notice or compensation for committing any of the cases set forth in article No. (80) of the labor law.

The penalty imposed on the employee shall be in proportion to the type and the extent of the committed violation.

Article No. (42)

Any employee committing any of the violations set forth in the annexed violations and penalties table shall be subject to the corresponding penalty.

Article No. (43)

The authorized person or its representative in the company shall impose the penalties set forth in these regulations. They may mitigate the penalty.

Article No. (44)

If the employee commits the same violation after one hundred and eighty days, this shall not be considered a repeated violation and the violation shall be considered as if it were committed for the first time.

Article No. (45)

In case of repeated violations from one action, it is sufficient to apply the harsher penalty from the penalties in these regulations.

Article No. (46)

No more than one penalty shall be imposed on the employee for one violation. Likewise, the employee shall not be subject to a fine exceeding five days' wages or to a deduction exceeding five days' wages in a given month against the violations.

Article No. (47)

The company shall impose penalties whose fines exceed the wages of one day only after informing the employee in writing about the violations attributed to the employee and hearing the employee as per a report kept in the employee's file.

Article No. (48)

The company may not impose any penalty on the employee for a violation committed outside the workplace unless it has a direct relation with the nature of work at the company or with the person in charge of the employee without prejudice to article No. 80 of the labor law.

Article No. (49)

The employee shall not be held responsible for any violation come to the knowledge of the company after more than thirty days without taking any of the verification procedures.

Article No. (50)

The company shall not impose on the employee any penalty after thirty days from the verification of the violation.

Article No. (51)

The company shall inform the employee in writing about the procedures taken against it, their type and extent, in addition to the penalty of repeating the same violation in the future. If the employee refuses to receive the notice or refuses signing, or if the employee is absent, the notice shall be sent by the registered mail to the employee's address mentioned in the employment file, to the personal email address set forth in the employment contract or to the email approved by the company. Notification by any of the above means is legally binding.

Article No. (52)

Each employee shall have a violations sheet for recording the type of the violation, date of commission, and the relevant penalty. This sheet shall be kept in the employee's service file.

Article No. (53)

The fines imposed on the employee shall be registered in a special record as per the provisions of article No. 73 of the labor law, and the collected fines shall be used by the labor commission at the company for the benefit of the personnel. In case there is no labor commission, the fines shall be spent as per the approval of the Ministry of Labor.

Grievances

Article No. (54)

Without prejudice to the entitlement of the employee to resort to the competent administrative and judiciary authorities or commissions, the employee may file a grievance

at the management of the company regarding any action, procedure or penalty against the employee. The grievance shall be submitted to the management of the company within three business days from the date of knowing the same. The employee shall be informed about the final result of its grievance within five business days from the date of submittal.

Final Provisions

Article No. (55)

The provisions of these regulations shall be applied on the company as of the date of notifying it about their approval. These regulations shall come into effect on the day following their announcement.

Violations and Penalties Table

I- Violations Related to Work Timings

S.	Type of Violation	Penalty (Deducted Rate Is from the Daily Wages)			
		First Time	Second Time	Third Time	Fourth Time
1	Being late for work up to (15) minutes without permission or acceptable excuse if that does not affect other employees.	Warning in writing	5%	10%	20%
2	Being late for work up to (15) minutes without permission or acceptable excuse if that affects other employees.	Warning in writing	15%	25%	50%
3	Being late for work for more than (15) minutes up to (30) minutes without permission or acceptable excuse if that does not affect other employees.	10%	15%	25%	50%
4	Being late for work for more than (15) minutes up to (30) minutes without permission or acceptable excuse if that affects other employees.	25%	50%	75%	One day
5	Being late for work for more than (30) minutes up to (60) minutes without permission or acceptable excuse if that does not affect the other employees.	25%	50%	75%	One day
6	Being late for work for more than (30) minutes up to (60) minutes without permission or acceptable excuse if that affects the other employees.	30%	50%	One day	Two days
		In addition to deducting the wages of the minutes being late.			
7	Being late for work for more than one hour	Warning in writing	One day	Two days	Three days

	without permission or acceptable excuse whether that affects other employees or not.	In addition to deducting the wages of the minutes being late.			
8	Leaving work before the end of work without permission or acceptable excuse for less than (15) minutes.	Warning in writing	10%	25%	One day
		In addition to deducting the wages of the period of leaving work			
9	Leaving work for more than (15) minutes before the end of work without permission or acceptable excuse.	10%	25%	50%	One day
		In addition to deducting the wages of the period of leaving work			
10	Saying at or coming back to workplaces after work without prior permission.	Warning in writing	10%	25%	One day
11	One-day absence without permission in writing or acceptable excuse during the contractual year.	Two days	Three days	Four days	Denial of promotions or bonuses for one time.
12	Consecutive absence without permission in writing or acceptable excuse from two to six days during the contractual year.	Two days	Three days	Four days	Denial of promotions or bonuses for one time.
		In addition to deducting the wage of the period being absent			
13	Consecutive absence without permission in writing or acceptable excuse from seven to ten days during the contractual year.	Four days	Five days	Denial of promotions and bonuses for one time.	Termination with severance pay if the total absence days are less than (30) days
		In addition to deducting the wages of the period being absent.			

14	Consecutive absence without permission in writing or acceptable excuse from eleven to fourteen days during the contractual year.	Five days	Denial of promotions and bonuses for one time with a termination warning as per article No. (80) of the labor law.	Termination as per article No. (80) of labor law.	-----
		In addition to deducting the wages of the period being absent.			
15	Absence without justifiable reason for more than fifteen consecutive days during the contractual year.	Termination without severance pay or compensation, provided that a written warning shall be served after the absence for ten days as per article No. (80) of the labor law.			
16	Intermittent absence without justifiable reason for periods exceeding in total thirty days during the contractual year.	Termination without severance pay or compensation, provided that a written warning shall be served after the absence for twenty days as per article No. (80) of the labor law.			

II- Violations Related to Work Regulation

S.	Type of Violation	Penalty (Deducted Rate Is from the Daily Wages)			
		First Time	Second Time	Third Time	Fourth Time
1	Being present at places other than workplaces during work.	10%	25%	50%	One day
2	Receiving visitors at the company workplaces without prior permission from the management.	Warning in writing	10%	15%	25%
3	Utilizing the machinery, equipment, and tools of the company for private purposes without permission.	Warning in writing	10%	25%	50%

4	Employee's intervention in other specialties.	50%	One day	Two days	Three days
5	Exit or entry from places other than the provided places.	Warning in writing	10%	15%	25%
6	Negligence in cleaning and maintaining machinery, and not reporting defects.	50%	One day	Two days	Three days
7	Not returning repair, maintenance and other equipment to their original places after work.	Warning in writing	25%	50%	One day
8	Tearing up or damaging the notices and posters of the company.	Two days	Three days	Five days	Termination with severance pay
9	Negligence of provided equipment e.g. vehicles, machines, equipment, tools ... etc.	Two days	Three days	Five days	Termination with severance pay
10	Eating at workplaces or other places not provided for eating or at times other than rest times.	Warning in writing	10%	15%	25%
11	Sleeping while on duty	Warning in writing	10%	25%	50%
12	Sleeping in cases requiring continuous wakefulness	50%	One day	Two days	Three days
13	Hanging around while on duty	10%	25%	50%	One day
14	Manipulation of attendance	On day	Two days	Denial of promotions and bonuses for one time	Termination with severance pay
15	Disobeying work orders or not executing work instructions posted on a visible place.	25%	50%	One day	Two days
16	Encouraging disobedience of orders or written work orders	Two days	Three days	Five days	Termination with severance pay

17	Smoking at prohibited places to keep the safety of the employees and the company.	Two days	Three days	Five days	Termination with severance pay
18	Negligence or carelessness that might endanger the health or safety of the employees or materials, tools or equipment.	Two days	Three days	Five days	Termination with severance pay

III- Violations Related to the Employee's Behavior

S.	Type of Violation	Penalty (Deducted Rate Is from the Daily Wages)			
		First Time	Second Time	Third Time	Fourth Time
1	Quarreling with co-workers or other persons or making troubles at the workplace.	One day	Two days	Three days	Five days
2	Malingering or pretending having a work injury during or due to work.	One day	Two days	Three days	Five days
3	Refusing to undergo the medical checkup when requested by the company physician or refusing to comply with the medical instructions during treatment.	One day	Two days	Three days	Five days
4	Disobeying work instructions posted at the workplaces.	50%	One day	Two days	Five days
5	Writing or posting on the walls of the company.	Warning in Writing	10%	25%	50%
6	Refusing the administrative inspection at the end of duty.	25%	50%	One day	Two days
7	Not handing over the collected amounts to the company on time without acceptable excuse.	Two days	Three days	Five days	Termination with severance pay
8	Refusing to wear the P.P.E.	Warning in writing	One day	Two days	Five days
9	Sitting in isolation with the opposite sex at workplaces.	Two days	Three days	Five days	Termination with severance pay
10	Suggestive innuendoes or actions.	Two days	Three days	Five days	Termination with severance pay
11	Offending co-workers verbally or by using the electronic communication means e.g. reviling, disparagement etc.	Two days	Three days	Five days	Termination with severance pay

12	Bodily harm to co-workers or other flagrantly.	Termination without severance pay, notice or compensation as per article No. (80)			
13	Bodily or verbal harm by any of the electronic communication means to the employer, the manager in charge or any of the superiors during or due to work.	Termination without severance pay, notice or compensation as per article No. (80)			
14	Filing a vexatious complaint	Three days	Five days	Termination with severance pay	-----
15	Not appearing for bearing witness when requested by the investigation commission.	Two days	Three days	Five days	Termination with severance pay
16	Not complying with wearing the uniform of the company	One day	Two days	Three days	Five days

These regulations have been studied and reviewed by Shahad Al-Anqari Law Office.

Best regards

Office Owner
Lawyer and Authenticator Shahad bint Ahmad Al-Anqari
[Sig. & Stamp]