

Ministerial Resolution No. (28/1) for 1981 A.D.
on issuing the model regulation for sanctions
to guide employer in setting
the sanctions regulations for their facilities

:Minister of Labour and Social Affairs

After reviewing Federal law No. (1) for 1972 A.D. regarding the ministries *
competencies and ministers' capacities and the amending laws thereto.

Federal Law No. (8) for 198*0 A.D. in regards to organizing the work
relationships.

and based on what was presented by the Undersecretary of the ministry,*

:It was decided

Article (1)

The employers are guided by the attached model regulation for sanctions in
.preparing the sanctions regulations to be applied on workers at their facilities

(2) Article

Every employer must present to the competent labour directorateat the Ministry
of Labour and Social Affairs the sanctions regulation he proposes to implement on
workers at his facility for approval by the mentioned directorate prior to putting it into
force. He shall also approve any amendments that may be introduced to this regulation
prior to the implementation of the said amendments.

(3) Article

Every employer must hang, in a visible location at the work place, the sanctions regulation after ratification by the competent labour directorate in Arabic and another language understood by the worker if necessary.

(4) Article

This Resolution shall be published in the Official Gazette and shall be put into force as of the date of its publication

Seif Ali Al-Jarwan

Minister of Labour and Social Affairs

Model sanctions regulation

Type of Violation	Degree of penalty				Notes
	First time	Second time	Third time	Fourth time	
<u>1- Violation related to working hours:</u>					
Delay in arriving -1 to work for up to 15 minutes without an acceptable excuse or justification (if the delay did not result in delaying the work of (others	Written notice	%10 deduction from daily wages	Deduction of a quarter day pay	Deduction of half a day pay	If the violation was -1 repeated after six months from the date of the previous violation it shall be treated as a .first violation
Delay in arriving -2 to work for up to 15 minutes without an acceptable excuse or justification (if the delay resulted in delaying the work of others).	%10 deduction from daily wages	Deduction of a quarter day pay	Deduction of half a day pay	Deduction of one day pay	If the same -2 violation was repeated more than four times within six months from the date of the first violation, the penalty for the fifth violation and above shall be double the penalty for the fourth violation, to a maximum of five days.
Delay in arriving -3 to work for more than 15 minutes without an acceptable excuse or justification (if the delay did not result in delaying the work of others).	%10 deduction from daily wages	Deduction of a quarter day pay	Deduction of half a day pay	Deduction of one day pay	

Type of Violation	Degree of penalty				Notes
	First time	Second time	Third time	Fourth time	
Delay in arriving to work for more than 15 minutes without an acceptable excuse or justification (if the delay resulted in delaying the work of others).	-4 Deduction of a quarter day pay	Deduction of half a day pay	Deduction of one day pay	Deduction of two days pay	
Delay in arriving to work for more than 30 minutes and up to 60 minutes without an acceptable excuse or justification (if the delay did not result in delaying the work of others).	-5 Deduction of half a day pay	Deduction of one day pay	Deduction of two days pay	Deduction of two days pay	If the violation was repeated after six months from the date of the previous violation it shall be treated as a first violation. -1
Delay in arriving to work for more than 30 minutes and up to 60 minutes without an acceptable excuse or justification (if the delay resulted in delaying the work of others).	-6 Deduction of three quarters day pay	Deduction of one day pay	Deduction of two days pay	Deduction of three days pay	If the same violation was repeated more than four times within six months from the date of the first violation, the worker may be fired with a termination bonus. -2

Type of Violation	Degree of penalty				Notes
	First time	Second time	Third time	Fourth time	
Delay in arriving to work for more than one hour without an acceptable excuse or justification weather the delay resulted in delaying the work of others .or not -7	The worker may be prevented from entry and shall be considered absent without permission, or he may be allowed entry, provided that he is deprived from the pay of the hours of delay, in addition to the penalty stipulated for absence without permission for the first time.				With respect to violation No. 9, if he had left work before the end of working hours by more than one hour, the worker may be deprived of his pay for this hour, in addition to the penalty stipulated for absence without permission for the first time.
Absence without permission or acceptable .excuse -8	Deduction of a quarter day pay	Deduction of half a day pay	Deduction of one day pay	Deduction of two days pay	
With depriving the worker of his pay for the days of absence.					
Leaving work or departing before the end of working hours without permission or acceptable .excuse -9	Deduction of a quarter day pay	Deduction of half a day pay	Deduction of one day pay	Deduction of two days pay	
Staying at the work place or returning to it after working hours without permission or acceptable .excuse -10	Deduction of a quarter day pay	Deduction of half a day pay	Deduction of one day pay	Deduction of two days pay	The worker should be warned in writing when punishing him for committing a violation for the fourth time that he will be fired if he committed the same violation for a fifth time within six

months from the date of the fourth violation.

Type of Violation	Degree of penalty				Notes
	First time	Second time	Third time	Fourth time	
b- Violations related to the employment system:					
Leaving from other than the allocated exit if the facility instructions .require that -11	Deduction of a quarter day pay	Deduction of half a day pay	Deduction of one day pay	Deduction of two days pay	If the violation was repeated after six months from the date of the previous violation of the same type it shall be treated as a first violation. -1
Receiving visitors other than facility workers at the work place without permission from the .administration -12	The same penalty as the previous violation				If the same violation was repeated more than four times within six months from the date of the first violation, the penalty shall be to dismiss the worker with a termination bonus except for violations Nos. (13, 14, ,16 ,15 and 17). -2
Talking and chatting in a matter not related to work, if it resulted in .delaying work -13	The same penalty as the previous violation				

Type of Violation	Degree of penalty				Notes
	First time	Second time	Third time	Fourth time	
Reading during work in matters that are not related to work, if it resulted in .delaying work -14	The same penalty as the previous violation				The penalty for the fourth time shall be doubled to a maximum of 5 .days
Eat in other than the specified place or time -15	The same penalty as the previous violation				
Sleeping during .work -16	Deduction of a quarter day pay	Deduction of half a day pay	Deduction of one day pay	Deduction of two days pay	The worker -3 should be warned in writing when punishing him for committing a violation for the fourth time that he will be fired if he committed the same violation for a fifth time within six months from the date of the fourth violation.
Workers loitering or being present in other than their places of work during .working hours -17	The same penalty as the previous violation				
Entry of publications or printed matter and distributing them without .permission -18	Deduction of half a day pay	Deduction of one day pay	Deduction of two days pay	Deduction of three days pay	
Collection of money or assistance without .permission -19	The same penalty as the previous violation				

Type of Violation	Degree of penalty				Notes
	First time	Second time	Third time	Fourth time	
Using the facility -20 phone for personal matters without .permission	The same penalty as the previous violation				
Not notifying the -21 change of social status and place of residence within a maximum of one week without an acceptable excuse.	The same penalty as the previous violation				
Writing data or -22 statements, or sticking advertisements on the walls of the facility or other places within the work place without .permission	Deduction of half a day pay	Deduction of one day pay	Deduction of two days pay	Deduction of three days pay	If the -1 violation was repeated after six months from the date of the previous violation of the same type. it shall be treated as a first .violation
Handing in the -23 daily labour card after his colleagues without an acceptable .excuse	Deduction of half a day pay	Deduction of one day pay	Deduction of two days pay	Deduction of three days pay	

Type of Violation		Degree of penalty				Notes
		First time	Second time	Third time	Fourth time	
Make false claims against supervisors and colleagues which lead to .delaying work	-24	Deduction of half a day pay	Deduction of one day pay	Deduction of two days pay	Deduction of three days pay	If the violation was repeated more than four times within six months from the date of the first violation, firing the worker with a termination bonus for the violations the penalty for which is firing after the fourth time.
Violating the instructions pertaining to proving the stamp of the worker's daily card when attending and leaving, or manipulating .that	-25	Deduction of half a day pay	Deduction of one day pay	Deduction of two days pay	Deduction of three days pay	
Violation pertaining to not following .work orders	-26	Deduction of one day pay	Deduction of two days pay	Deduction of 3 days pay	Deduction of 5 days pay	
Deliberate reduction of .production	-27	Deduction of half a day pay	Deduction of two days pay	Deduction of 3 days pay	Deduction of 5 days pay	
Wasteful consumption of raw materials without acceptable .cause	-28	Deduction of half a day pay	Deduction of two days pay	Deduction of 3 days pay	Deduction of 5 days pay	

Type of Violation	First time	Degree of penalty			Notes
		Second time	Third time	Fourth time	
Violating the implementation of work related instructions provided that the instructions are in Arabic with another language understood by the workers and are displayed in a clear place	-29 Deduction of two days pay	Deduction of 3 days pay	Deduction of 5 days pay	Dismissal without termination bonus	The worker -3 should be warned in writing when punishing him for committing a violation for the fourth time that he will be fired if he
Incitement to violate orders or instructions related to work and workers safety if they were hung in a clear place in Arabic as well as another language understood by the worker, or if he was informed of it if he was illiterate.	-30 Deduction of 5 days pay	Dismissal in accordance with the provisions of Paragraph (d) of Article (120) of Law No. (8) for .A.D 1980			he committed the same violation for a fifth time within six months from the date of the fourth violation.
Sleeping during work in the cases that require continuous vigilance.	-31 Deduction of 3 days pay	Dismissal while preserving the right to a termination bonus			If the -1 violation was repeated after six months from the date of the previous violation of the same type. it shall be treated as a

first
violation.

Type of Violation	Degree of penalty				Notes
	First time	Second time	Third time	Fourth time	
The worker's refusal without justification to do his main duties, and his refusal to do any other work assigned to him provided it does not differ fundamentally from his original work. -32					If the violation was repeated more than four times within six months from the date of the first violation, firing the worker with a termination bonus for the violations the penalty for which is firing after the fourth time. The worker should be warned in writing when punishing him for committing a violation for the fourth time that he will be fired if he committed the same violation for a fifth time within six months from the date of the fourth violation.
The use of raw materials or machines related to work for personal purposes. -33	Deduction of 5 days pay	Dismissal while preserving the right to a termination bonus			
Negligence or gross negligence in work which might lead to serious harm to souls or properties. -34	Deduction of 5 days pay	Dismissal while preserving the right to a termination bonus			
Tampering or ruining the facility machines, tools, or equipment. -35	Deduction of 5 days pay	Dismissal while preserving the right to a termination bonus			

Type of Violation	First time	Degree of penalty			Fourth time	Notes
		Second time	Third time			
1- Violation related to working hours:						
c- Violations related to the worker's conduct:						
Introducing things not permitted, or conducting commercial transactions into the work .place	-1	Deduction of one day pay	Deduction of two days pay	Deduction of 3 days pay	Deduction of 5 days pay	If the violation was repeated after six months from the date of the previous violation of the same type. it shall be treated as a first violation. -1
Smoking during working hours in places where smoking is not permitted.	-2	Deduction of one day pay	Deduction of two days pay	Deduction of 3 days pay	Deduction of 5 days pay	If the violation was repeated more than four times within six months from the date of the first violation, firing the worker with a termination bonus for the violations the penalty for which does not reach firing after the fourth time. -2

Type of Violation		Degree of penalty				Notes
		First time	Second time	Third time	Fourth time	
Fighting with colleagues or causing disturbances at the work place	-3	Deduction of one day pay	Deduction of two days pay	Deduction of 3 days pay	Deduction of 5 days pay	
Assault on the employer, executive managers, or a colleague at work	-4	Deduction of one day pay	Deduction of two days pay	Deduction of 3 days pay	Deduction of 5 days pay	The penalty for the fourth time shall be doubled to a maximum of 5 days.
Abstaining from carrying out the medical examination at the request of the facility doctor without a valid excuse	-5	Deduction of one day pay	Deduction of two days pay	Deduction of 3 days pay	Deduction of 5 days pay	