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### **Certificate of Work Regulation Approval**

The Ministry of Human Resources and Social Development certifies that: The Central Agricultural Cooperative Association, institution/company with registration number: 2174219-1, has approved the Work Regulation on 06-03-1443 AH, and it bears the number 435883.

The establishment must observe the following: The establishment must transfer the proceeds of fines imposed on workers, in the absence of a labor committee within the establishment, to the Private Sector Systems Audit Department to decide on their disposition. These regulations do not affect any acquired rights that employees may have under the Labor Law or its regulations.

### **Ministry of Human Resources and Social Development**

(This certificate is sent from the ministry's automated system and does not require a stamp or signature. Any erasure or alteration voids this certificate. To verify the authenticity of the certificate, please visit the establishment's electronic services on the Ministry of Human Resources website.)

## Work Regulation

### Introduction

This regulation is implemented in accordance with paragraph (1) of Article Twelve of the Labor Law issued by Royal Decree No. (M/51) dated 23/8/1426 AH, amended by Royal Decree No. (M/24) dated 12/5/1434 AH, further amended by Royal Decree No. (M/1) dated 22/1/1435 AH, amended by Royal Decree No. (M/46) dated 5/6/1436 AH, amended by Royal Decree No. (M/14) dated 22/2/1440 AH, amended by Royal Decree No. (M/134) dated 27/11/1440 AH, and amended by Royal Decree No. (M/5) dated 7/1/1442 AH. Every employer must prepare a work regulation for their establishment in accordance with this model.

### Establishment Information

- **Name of the Establishment:** Central Agricultural Cooperative Association
- **Headquarters:** Riyadh
- **Number of Employees:** .....: Employees
- **Activity:** .....
- **National Address:** .....
- **P.O. Box:** (.....) **Postal Code:** (.....)
- **Wasel Mail Number:** .....
- **Phone:** .....
- **Fax:** .....
- **Email:** .....
- **Establishment File Number:** .....
- **Commercial Registration Number:** .....
- **Date of Issuance of Commercial Registration:** ...../...../.....AH

## **General Provisions**

### **Article (1)**

- The term "establishment" wherever mentioned in this regulation refers to .....
- The term "worker" wherever mentioned in this regulation refers to any natural person - male or female - who works for the benefit of this establishment and under its management or supervision for a wage, even if they are not directly under its observation.

### **Article (2)**

- The calendar used in the establishment is: the Gregorian calendar.

### **Article (3)**

- The provisions of this regulation apply to all workers in the establishment and its affiliated branches.
- The provisions of this regulation do not affect the acquired rights of workers and are considered complementary to the employment contracts in so far as they do not conflict with these rights.
- The establishment must inform the worker of this regulation upon contracting, and this must be stipulated in the employment contract.

### **Article (4)**

1. The establishment may issue decisions and policies that grant workers rights better than those provided in this regulation.
2. The establishment has the right to include additional terms and conditions in this regulation, provided they do not diminish the workers' acquired rights under the Labor Law, its executive regulations, and the decisions issued in implementation thereof. These additions or amendments will not be effective until approved by the Ministry of Human Resources and Social Development.

3. Any provision added to this regulation that conflicts with the provisions of the Labor Law, its executive regulations, and the decisions issued in implementation thereof will be considered void and not recognized.

## **Employment**

### **Article (5)**

Workers are employed in positions with specific titles and specifications. The following should be considered when hiring in the establishment:

- The job applicant must be a Saudi national.
- The applicant must possess the qualifications and experience required for the position by the establishment.
- The applicant must successfully pass any tests or interviews required by the establishment for the position.
- The applicant must be medically fit as certified by a medical certificate from a source designated by the establishment.
- Exceptions for employing non-Saudis may be made according to the conditions and provisions set out in Articles 26, 32, and 33 of the Labor Law.

## **Employment Contract**

### **Article (6)**

A worker is employed under a work contract made in two copies in Arabic, according to the unified model prepared by the ministry. One copy is given to the worker, and the other is kept in their service file with the establishment. The contract should include the employer's name, the worker's name, nationality, original address, chosen address, type of work, place of work, agreed basic wage, any agreed benefits and allowances, whether the contract is for a fixed term, indefinite term, or for a specific task, the probationary period if agreed upon, the date of commencement of work, and any necessary information. The contract may be written in another language alongside Arabic, provided that the Arabic text is always the authoritative one.

### **Article (7)**

1. Considering the start date specified in the employment contract, the establishment has the right to cancel the contract of a worker who does not commence their duties without a legitimate excuse within seven working days from the date of signing the contract if the contract was made within the Kingdom, or from the date of their arrival in the Kingdom if the contract was made outside the Kingdom.

### **Article (8)**

1. The establishment may not transfer the worker, without their written consent, from their original workplace to another location that requires a change in their residence.
2. In cases of necessity arising from unforeseen circumstances and for a period not exceeding thirty days per year, the establishment may assign the worker to work at a place different from the agreed-upon location without requiring their consent, provided that the establishment bears the costs of the worker's transportation and accommodation during that period.

### **Travel Expenses**

#### **Article (9)**

The commitment to the travel expenses of the worker or their family members is determined as follows:

1. At the beginning of the contract, according to what is agreed upon in the employment contract.
2. During the worker's annual leave, according to what is agreed upon in the employment contract.
3. Upon the termination of the worker's service, in accordance with the provisions of Article 40, Paragraph (1) of the Labor Law.
4. The establishment does not bear the costs of the worker's return to their country if they are found unfit for work during the probationary period, or if they wish to return without a legitimate reason, or if they commit a violation that leads to their deportation by an administrative decision or court ruling.

### **Article (10)**

A worker who is transferred from their original workplace to another location that requires a change of residence is entitled to transportation expenses for themselves and their dependents living with them at the time of transfer, including travel expenses and the costs of moving their belongings, unless the transfer is at the worker's request.

### **Training and Qualification**

#### **Article (11)**

If the establishment undertakes the training or qualification of Saudi workers, it bears all the costs. If the place of training or qualification is outside the establishment's location, it provides travel tickets for the worker to and from the training location, as well as accommodation, meals, and internal transportation, or pays an allowance for these expenses. The worker continues to receive their salary throughout the training or qualification period.

#### **Article (12)**

1. The establishment may terminate the training or qualification contract of non-workers if reports from the training or qualification entity indicate that the individual is unable to complete the program effectively.
2. The trainee or the person undergoing qualification, or their guardian or custodian, has the right to terminate the training or qualification if reports from the training or qualification entity indicate that the individual is unable to complete the program effectively.
3. In both previous cases, the party wishing to terminate the contract must notify the other party at least one week before the termination of training or qualification.
4. The establishment may require the trainee or the person undergoing qualification, after completing the training or qualification period, to work for the establishment for a period equal to the duration of the training or qualification.
5. The establishment may require the trainee or the person undergoing qualification to pay the costs of training or qualification borne by the establishment, or a proportionate amount, if they refuse to work for the specified period or part of it.

### **Article (13)**

1. The establishment may require the worker undergoing training or qualification to work for a period not exceeding the duration of the training or qualification program, if the employment contract is indefinite, or for the remaining duration of the contract in fixed-term contracts if the remaining period of the employment contract is less than the duration of the training or qualification program.
2. The establishment may terminate the worker's training or qualification and require them to pay the costs borne by the establishment, or a proportionate amount, in the following cases:
  - If the worker decides to terminate the training or qualification before the specified date without a legitimate reason.
  - If the worker's employment contract is terminated in accordance with any of the cases mentioned in Article 80 of the Labor Law, except for Paragraph (6), during the training or qualification period.
  - If the worker resigns or leaves the job for reasons other than those mentioned in Article 81 of the Labor Law during the training or qualification period.
3. The establishment may require the worker to pay the costs of training or qualification borne by the establishment, or a proportionate amount, if the worker resigns or leaves the job for reasons other than those mentioned in Article 81 of the Labor Law before the end of the work period required by the establishment after the completion of training or qualification.

### **Wages**

### **Article (14)**

1. With regard to any procedures or arrangements stipulated by the Wage Protection Program, workers' wages are paid in the country's official currency at their due dates and are deposited into the workers' accounts through approved banks in the Kingdom.

### **Article (15)**

1. Overtime wages due to the worker are paid at the end of the month in which the assignment was made.



### **Article (16)**

1. If the wage payment day coincides with the weekly rest day or a public holiday, payment is made on the preceding working day.

### **Performance Reports**

#### **Article (17)**

1. The establishment prepares performance reports periodically, at least once a year, for all workers according to the models set for this purpose, including the following elements:
  - The ability to work and the degree of proficiency (efficiency).
  - The worker's behavior and their cooperation with superiors, colleagues, and clients of the establishment.
  - Attendance.

#### **Article (18)**

1. The worker's performance is evaluated in the report according to the ratings determined by the establishment, using a five-level scale.

#### **Article (19)**

1. The report is prepared by the worker's direct supervisor and approved by the authorized official. The worker is notified of the report as soon as it is approved, and the worker has the right to appeal the report according to the grievance rules stipulated in these regulations.

### **Allowances**

#### **Article (20)**

1. The establishment may grant workers annual allowances, determined based on the financial position of the establishment.
2. A worker is eligible for the allowance if they achieve at least an average rating in their periodic report according to the model set by the establishment, after completing one year from the date of joining the work or from the date of receiving the previous allowance.

3. The establishment management may grant an exceptional allowance to the worker according to the regulations it sets in this regard.

## **Promotions**

### **Article (21)**

1. The establishment sets a job ladder specifying the number and titles of jobs according to the Saudi Professional Classification and Description Guide, the grade of each job, the conditions for filling it, and its starting salary. A worker is eligible for promotion to a higher position if the following conditions are met:
  - The higher position is vacant.
  - The qualifications for the position to be promoted to are available.
  - The worker has obtained at least an above-average rating in the latest periodic report.
  - Approval from the authorized official.
  - The establishment management may grant the worker an exceptional promotion according to the regulations it sets in this regard.

### **Article (22)**

1. If the conditions for promotion to a higher position are met by more than one worker, the selection for promotion is made as follows:
  - Nomination by the authorized official.
  - Higher performance rating.
  - Higher academic qualifications or more training courses.
  - More practical experience in the establishment's field of work.
  - Seniority in the establishment.

## **Secondment**

### **Article (23)**

1. If a worker is seconded to perform work outside their workplace, the establishment commits to the following:

- Providing the necessary transportation means, unless compensation is paid with the worker's approval.
- Paying the worker for expenses incurred for accommodation, food, etc., unless provided by the establishment.
- Daily secondment allowance based on the worker's grade.
- These commitments should be specified in the secondment decision according to the categories and regulations set by the establishment, with expenses calculated from the time the worker leaves their workplace until they return, according to the period specified by the establishment.

## **Benefits and Allowances**

### **Article (24)**

1. The establishment provides suitable accommodation and transportation means if stipulated in the employment contract. The contract may also stipulate that the establishment pays the worker a housing and transportation allowance in cash.

## **Workdays and Hours**

### **Article (25)**

1. The number of workdays is five days a week, with Sunday/Friday being the weekly rest day with full pay for all workers. The establishment may, after notifying the relevant labor office, replace this day for some of its workers with any day of the week, ensuring they can perform their religious duties. The weekly rest day cannot be compensated with cash.
2. Working hours are eight hours per day, reduced to six hours per day during Ramadan for Muslim workers.

## **Overtime**

### **Article (26)**

1. If a worker is assigned overtime work, this is done through a written or electronic assignment issued by the responsible department in the establishment, specifying the number of overtime hours and the required days, as stipulated in Article 106 of the Labor Law.

2. The establishment pays the worker for overtime hours an additional wage equivalent to the hourly wage plus 50% of their basic wage.

### **Administrative Inspection**

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

1. Workers must enter and leave their workplaces through designated areas, and they must comply with administrative inspections when requested.

#### **Article (28)**

1. The establishment may require the worker to confirm their attendance and departure using one of the methods prepared for this purpose.

### **Vacations**

#### **Article (29)**

An employee is entitled to an annual leave with full pay of no less than twenty-one days for each year of service. This is increased to no less than thirty days if the employee has completed five consecutive years of service. With the establishment's approval, an employee can take part of their annual leave proportionate to the time spent working in that year. It is also permissible to agree in the employment contract for the annual leave to be longer than this.

#### **Article (30)**

An employee is entitled to a full-pay leave during holidays and occasions as follows:

1. Four days for Eid al-Fitr, starting from the day following the 29th of Ramadan according to the Umm al-Qura calendar.
2. Four days for Eid al-Adha, starting from the Day of Arafah.
3. One day for the National Day of the Kingdom (the first of the Libra month).

If these holidays overlap with the weekly rest days, the employee is compensated with equivalent days before or after those holidays. If the days of one of the Eid holidays overlap with the National Day holiday, the employee is not compensated for it.

### **Article (31)**

An employee is entitled to full-pay leave in the following cases:

1. Five days for marriage.
2. Three days for the birth of a child.
3. Five days for the death of the employee's wife, a parent, or a child.
4. Four months and ten days for the death of a Muslim female employee's husband, extendable without pay if she is pregnant until she delivers. She cannot benefit from the remaining iddah leave after delivery.
5. Fifteen days for the death of a non-Muslim female employee's husband.

The establishment has the right to request supporting documents for these cases.

### **Article (32)**

An employee who proves illness with a medical certificate issued by the establishment's doctor or an approved medical reference is entitled to sick leave during one year, starting from the date of the first sick leave, whether continuous or intermittent, as follows:

1. The first thirty days with full pay.
2. The next sixty days with three-quarters pay.
3. The following thirty days without pay.

The employee has the right to extend their sick leave by adding it to their annual leave.

## **Medical Care**

### **Article (33)**

The establishment shall insure all its employees health-wise according to the Cooperative Health Insurance Law and its executive regulations. It shall also subscribe to the occupational hazards branch with the General Organization for Social Insurance for all employees according to its regulations.

## **Special Provisions for Women**

### **Article (34)**

A female employee is entitled to full-pay maternity leave for ten weeks, distributed as she wishes, starting up to a maximum of four weeks before the expected delivery date, which is determined by the approved medical authority of the establishment or a certified medical certificate from a health authority. The female employee shall not be employed during the six weeks following delivery.

In the case of giving birth to a sick child or a child with special needs, the female employee is entitled to an additional full-pay leave of one month after the end of the maternity leave. She can extend this leave for another month without pay.

### **Article (35)**

When a female employee returns to work after maternity leave, she is entitled to a period or periods of rest not exceeding one hour per day to breastfeed her child, in addition to the regular breaks granted to all employees. This period or periods are counted as part of the actual working hours for twenty-four months from the date of delivery, without reducing the salary. The female employee must notify the employer in writing of the time of these breaks and any modifications, as specified in the executive regulations of the Labor Law.

## **Social Services**

### **Article (36)**

The establishment is obliged to provide the following social services:

1. Preparing a place for performing prayers.
2. Preparing a place for having meals.
3. Providing the necessary requirements, services, and facilities for workers with disabilities to perform their jobs according to the requirements stipulated in the executive regulations of the Labor Law.

## **Workplace Behavior Regulations**

### **Article (37)**

Each establishment must set regulations for the dress code of its employees, both men and women, according to the following criteria:

1. It must not contradict Islamic regulations.
2. It should have a professional appearance appropriate to the employee's duties.

3. It should be modest and non-transparent.
4. Penalties for violating the dress code must be established.
5. These regulations must be publicly announced in a visible place in the establishment or by any means ensuring that those subject to them are aware of their provisions and acknowledge their knowledge.

All employees must adhere to Islamic law and social customs in their interactions. It is prohibited for employees to be alone with a member of the opposite sex, and the establishment must take all measures to prevent such situations.

All employees must refrain from any form of abuse, whether physical, verbal, suggestive, or in any manner that is offensive or violates dignity, reputation, or freedom, or is intended to coerce someone into an unlawful relationship, even as a joke. This applies to direct communication or any other means. The establishment must take all necessary measures to inform all employees of this.

### **Article (38)**

1. Abuse includes all positive or negative acts of abuse, exploitation, extortion, enticement, or threats, whether physical, psychological, or sexual, occurring in the workplace by the employer on the employee, by the employee on the employer, or by an employee on another employee or any person in the workplace. Assisting or covering up such acts is considered abuse.
2. Abuse also includes any form of communication, whether verbal, written, suggestive, drawn, by phone, electronically, or any behavior indicating such abuse.

### **Article (39)**

1. Without prejudice to the right of the person who has been abused to resort to the competent government authorities, they have the right to file a complaint with the establishment within a maximum of five working days from the occurrence of the abuse. Any person who witnessed or became aware of an abuse incident can also report it to the establishment. If the abuse was committed by the owner of the establishment or the highest authority in it, the complaint should be made to the competent government authority. When a complaint or report is filed, the establishment must form a committee by a decision from the competent official to investigate abuse cases, examine the

evidence, and recommend appropriate disciplinary action against the offender within five working days of receiving the complaint or report.

### **Article (40)**

1. The committee, while maintaining confidentiality, listens to all parties and witnesses and records everything in minutes signed by the parties and witnesses on their statements, then signed by the committee members at the end of each page. The committee has the right to summon any employees it deems necessary for questioning and to hear their statements, and those summoned must appear before the committee to avoid liability.
2. The committee may recommend to the management to separate the complainant and the accused during the investigation period.
3. If the abuse is proven by any acceptable means of proof, the committee, by majority, recommends the appropriate disciplinary action against the offender.
4. If the abuse constitutes a criminal offense, the committee must refer the complaint to the general manager to notify the competent government authorities.
5. If the abuse is not proven, the committee recommends disciplinary action against the complainant if the complaint or report is found to be malicious.
6. The disciplinary action imposed by the establishment on the offender does not prevent the victim from resorting to the competent government authorities.
7. The imposition of another legal or religious penalty on the offender does not prevent the establishment from imposing a disciplinary action on him.

### **Violations and Penalties**

#### **Article (41)**

A violation is any act committed by the employee that warrants any of the following penalties:

1. Written warning: a letter issued by the establishment to the employee explaining the nature of the violation committed, with a warning that more severe penalties may be applied if the violation continues or is repeated.



2. Financial fine: deducting a portion of the daily wage or deducting from the wage an amount ranging from the wage of one day to a maximum of five days in a month.
3. Suspension from work without pay: preventing the employee from performing their job for a certain period, depriving them of their wage during this period, provided that the suspension does not exceed five days in one month.
4. Deprivation of promotion or periodic bonus: for a maximum period of one year from the date of entitlement.
5. Termination with end-of-service benefits: terminating the employee for a legitimate reason due to the violation, without affecting their right to end-of-service benefits.
6. Termination without end-of-service benefits: terminating the employee's contract without benefits, notice, or compensation for committing any of the cases stipulated in Article 80 of the Labor Law.

The penalty imposed on the employee must be proportional to the nature and severity of the violation committed.

#### **Article (42)**

Any employee who commits any of the violations listed in the schedules of violations and penalties appended to these regulations shall be punished with the penalty specified for the violation committed.

#### **Article (43)**

The authority to impose the penalties stipulated in these regulations rests with the person authorized by the establishment or their delegate. They may replace the prescribed penalty for any violation with a lighter penalty.

#### **Article (44)**

If an employee commits the same violation after one hundred and eighty days have passed since the previous violation, it is not considered a repeat offense and is treated as if it were committed for the first time.

#### **Article (45)**

When multiple violations arise from a single act, only the most severe penalty specified in these regulations is applied.

### **Article (46)**

An employee cannot be subject to more than one penalty for the same violation. Additionally, the financial fine for a single violation cannot exceed the wage of five days, and no more than five days' wages can be deducted in one month for fines imposed on the employee.

### **Article (47)**

The establishment cannot impose any penalties that exceed a fine equivalent to one day's wage without informing the employee in writing of the violations attributed to them, hearing their statements, and investigating their defense, which is documented in a record filed in their personal file.

### **Article (48)**

The establishment cannot impose any penalty on an employee for an act committed outside the workplace unless it is directly related to the nature of their work, the establishment, or the responsible manager, without prejudice to the provisions of Article 80 of the Labor Law.

### **Article (49)**

An employee cannot be held accountable for a violation if more than thirty days have passed since the establishment became aware of the violator without taking any investigative action.

### **Article (50)**

The establishment cannot impose any penalty on an employee if more than thirty days have passed since the violation was proven.

### **Article (51)**

The establishment must notify the employee in writing of the penalties imposed, their type, amount, and the penalty they will face if the violation is repeated. If the employee refuses to receive the notification, refuses to sign acknowledgment, or is absent, it is sent by registered mail to their chosen address on record or by personal email stated in the employment contract or approved by the establishment. Notification by any of these means carries all legal effects.

### **Article (52)**

A penalty record is allocated to each employee, noting the type of violation committed, the date it occurred, and the penalty imposed. This record is kept in the employee's service file.

### **Article (53)**

Fines imposed on employees are recorded in a special register according to the provisions of Article 73 of the Labor Law. They are used for the benefit of the employees by the labor committee in the establishment. In the absence of a labor committee, the fines are used with the approval of the Ministry of Human Resources and Social Development.

### **Grievances**

#### **Article (54)**

Without prejudice to the employee's right to resort to the competent administrative, judicial authorities, or bodies, the employee has the right to file a grievance with the management of the establishment against any action or penalty taken against them. The grievance is submitted to the management within three working days from the date of knowing the action or penalty. The employee will not be harmed by submitting their grievance and will be notified of the decision within five working days from the date of submitting the grievance.

## Final Provisions

### Article (55)

The provisions of these regulations shall be enforced on the establishment from the date of their notification of approval, and they shall take effect on the employees from the day following their announcement.

## Tables of Violations and Penalties

### First: Violations Related to Work Schedules

م	Type of Violation	The penalty (deducted percentage, which is a percentage of the daily wage)			
		First Time	Second Time	Third Time	Fourth Time
1	Late arrival to work up to 15 minutes without permission or an acceptable excuse, provided it does not disrupt other workers	Written warning	%5	%10	%20
2	Late arrival to work up to 15 minutes without permission or an acceptable excuse, provided it does not result in the disruption of other workers	Written warning	%15	%25	%50
3	Late arrival to work for more than 15 minutes and up to 30 minutes without permission or an acceptable excuse, provided it does not result in the disruption of other workers.	%10	%15	%25	%50
4	Late arrival to work for more than 15 minutes and up to 30 minutes without permission or an acceptable excuse, provided it does not	%25	%50	%75	day

	result in the disruption of other workers.				
5	Late arrival to work for more than 30 minutes and up to 60 minutes without permission or an acceptable excuse, provided it does not result in the disruption of other workers.	%25	%50	%75	day
6	Late arrival to work for more than 30 minutes up to 60 minutes without permission or an acceptable excuse, provided that it does not result in the disruption of other workers.	%30	%50	day	Two days
		In addition, deduction of wages for late minutes.			
7	Being late for work for more than one hour without permission or a valid excuse, regardless of whether it causes disruption to other workers or not	Written warning	day	Two days	Three days
		In addition, deduction of wages for the minutes of delay			
8	Leaving work or departing before the scheduled time without permission or a valid excuse for a period not exceeding 15 minutes.	Written warning	%10	%25	day
		In addition, deduction of wages for the period of leaving work			
9	Leaving work or departing before the scheduled time without permission or a valid excuse for a period not exceeding 15 minutes.	%10	%25	%50	day
		Deduction of wages for the period of absence			
10	Staying in the workplace or returning to it after work hours without prior permission.	Written warning	%10	%25	Day

11	Absence without written permission or acceptable excuse for one day during the contractual year	Two days	Three days	Four days	Deprivation of promotions or bonuses for one time
12	Consecutive absence without written permission or acceptable excuse for two to six days during .the contractual year	Two days	Three days	Four days	Deprivation of promotions or bonuses for one time.
		In addition, deduction of the wages for the period of absence.			
13	Consecutive absence without written permission or acceptable excuse for two to six days during the contractual year.	Four days	Five days	Deprivation of promotions or bonuses once	Termination from service with compensation if the total absence does not exceed 30 days.
		In addition to deducting the wages for the period of absence			
14	Consecutive absence without written permission or acceptable excuse for eleven to fourteen days during the contractual year.	Five days	Deprivation of promotions or bonuses once, along with issuing a warning of dismissal according to Article 80 of the Labor Law.	Termination of service according to Article 80 of the Labor Law.	-----
		In addition to deducting the salary for the period of absence.			
15	Absence from work without a valid reason for more than fifteen consecutive days during the contractual .year	Termination without compensation or benefits, preceded by a written warning.After an absence period of ten days within the scope of Article 80 of the Labor Law.			
16	Intermittent absence without a valid reason totaling more than	Termination without severance or compensation provided that a written warning precedes it after an absence period			

	thirty days during the .contractual year	of twenty days within the scope of Article 80 of the Labor Law.
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**The second violations related to labor regulations.**

م	Type of Violation	The penalty (deducted percentage, which is a percentage of the daily wage)			
		First Time	Second Time	Third Time	Fourth Time
1	Being present without justification in places other than the designated workplace .during working hours	%10	%25	%50	day
2	Receiving visitors for matters unrelated to the establishment's work in workplace areas without permission from management.	Written warning	%10	%15	%25
3	Using machinery, equipment, and tools of the establishment for personal purposes without permission.	Written warning	%10	%25	%50
4	Unauthorized involvement in work that is not within the worker's jurisdiction or assigned to them.	%50	day	Two days	Three days
5	Entering or exiting from places not designated for such purposes.	Written warning	10%	15%	25%
6	Neglecting to clean and maintain machines, or not taking care of them or reporting any defects.	%50	day	Two days	Three days
7	Not placing repair tools, maintenance equipment, and other supplies in their	Written warning	25%	50%	day

	designated places after completing work.				
8	Tearing or damaging notices or announcements of the establishment's management.	Two day	Three day	Five days	Termination with severance pay.
9	Neglecting entrusted items such as vehicles, machinery, equipment, and tools.	Two day	Three day	Five days	Termination with severance pay.
10	Eating at the workplace or in places not designated for it or during non-break times.	Written warning	10%	15%	25%
11	Sleeping during work hours.	Written warning	10%	25%	50%
12	Sleeping in situations requiring continuous alertness.	50%	day	Two days	Three days
13	Loitering or being present outside of their work area during working hours.	10%	25%	50%	day
14	Manipulating attendance records.	day	Two days	Denial of promotions or bonuses for one time.	Termination with severance pay.
15	Disobeying standard work orders or failing to comply with work instructions posted in a visible place.	%25	%50	day	Two days
16	Inciting others to disobey verbal work orders or instructions.	Two days	Three days	Five days	Termination with severance pay.
17	Smoking in prohibited areas declared to maintain the safety of	Two days	Three days	Five days	Termination with severance pay.



	workers and the establishment.				
18	Neglecting or being lax in work that could cause harm to the health or safety of workers in materials, tools, or equipment.	Two days	Three days	Five days	Termination with severance pay.

### **Third: Violations Related to Employee Conduct**

رقم	Type of Violation	The penalty (deducted percentage, which is a percentage of the daily wage)			
		First Time	Second Time	Third Time	Fourth Time
1	Fighting with colleagues or others or causing disturbances in the workplace.	day	Two days	Three days	Five days
2	Pretending to be sick or falsely claiming to have been injured during or because of work.	day	Two days	Three days	Five days
3	Refusing to undergo a medical examination when requested by the company doctor or refusing to follow medical instructions during treatment.	day	Two days	Three days	Five days
4	Violating health instructions posted in the workplace.	%50	day	Two days	Five days
5	Writing on the company walls or posting advertisements on them.	Written warning	%10	%25	%50

6	Refusing administrative inspection upon departure.	25%	50%	day	Two days
7	Failing to deliver collected money to the company's account at the specified times without a valid justification.	Two days	Three days	Five days	Termination with severance pay.
8	Refusing to wear prescribed protective clothing and safety equipment.	Written warning	day	Two days	Five days
9	Deliberately being alone with the opposite sex in the workplace.	Two days	Three days	Five days	Termination with severance pay.
10	Suggesting indecent acts to others, whether verbally or physically.	Two days	Three days	Five days	Termination with severance pay.
11	Assaulting colleagues verbally, with gestures, or through electronic communication by insulting or belittling them.	Two days	Three days	Five days	Termination with severance pay.
12	Physically assaulting colleagues or others in an obscene manner.	Dismissal without severance pay, notice, or compensation according to Article 80.			
13	Physically or verbally assaulting the employer, responsible manager, or any supervisors during or because of work, including through electronic communication.	Dismissal without severance pay, notice, or compensation according to Article 80.			
14	Filing a malicious report or complaint.	Three days	Five days	Termination with	-----

				severance pay.	
15	Failing to comply with a request to attend an investigation.	Two days	Three days	Five days	Termination with severance pay.
16	Not adhering to the company's official dress code.	day	Two days	Three days	Five days