Standard Disciplinary Regulation

Type of violation		Disciplina	ary degre	Remarks					
	1 st	2 nd	3 rd	4 th					
	Incident	Incident	Incident	Incident					
1. Violation related to work tin	ne								
Note: DPD stands for day-pay d	eduction								
1 - Tardiness for up to 15	Written	10% of	1/4 DPD	1/2 DPD	If the incident reoccurs				
minutes without acceptable	warning	DPD			upon the lapse of six				
excuse or permission (if such					months since the date of				
tardiness does not result in					the previous incident, it				
crippling other labour).					shall be treated as a first				
					time incident.				
2 - Tardiness for up to 15	10% of	1/4 DPD	1/2 DPD	1 DPD	If the same incident				
minutes without acceptable	DPD				reoccurs more than four				
excuse or permission (if such					times within six months				
tardiness results in crippling					since the first incident, the				
other labour).					disciplinary action for the				
3 - Tardiness for 15 to 30	10% of	1/4 DPD	1/2 DPD	1 DPD	fifth and subsequent				
minutes without acceptable	DPD				incidents shall be double				
excuse or permission (if such					the disciplinary action of				
tardiness does not result in					the fourth incident (not				
crippling other labour).					exceeding five day pay).				
4 - Tardiness for 15 to 30	1/4 DPD	1/2 DPD	1 DPD	2 DPD					
minutes without acceptable									
excuse or permission (if such									
tardiness results in crippling									
other labour).									
5 - Tardiness exceeding 30 to	1/2 DPD	1 DPD	2 DPD	2 DPD	If the incident reoccurs				
60 minutes without acceptable					upon the lapse of six				
excuse or permission (if such					months since the date of				
tardiness does not result in					the previous incident, it				
crippling other labour).					shall be treated as a first				
					time incident.				
6 - Tardiness exceeding 30 to		1 DPD	2 DPD	3 DPD	If the same incident				
60 minutes without acceptable					reoccurs more than four				
excuse or permission (if such					times within six months				
tardiness results in crippling					since the first incident, the				
other labour).					employee may be				
					terminated and be paid				
					his/her end of service				
					gratuity.				
	7 - Tardiness exceeding 1 hourAn employee may be precluded from For violation number 9, if								
without acceptable excuse or	entrance	and will	be an una	authorised	an employee leaves office				

permission (whether or not	absentee	or may	be allowe	d to enter	or departs over an hour				
delay will result in crippling other	and depr	ived of c	lelay hour	rs and be	before time, the employee				
labour).	subject to the disciplinary action of firstmay be denied his/her pay								
	unauthori	sed abse	nce.		for this hour and will be				
					subject to disciplinary				
					action of first unauthorised				
					absence.				
8 – Unauthorised absence	1 DPD	1/2 DPD	1 DPD	2 DPD	Employee will not be paid				
					for the days he is absent.				
9 - Unauthorised leave from	1/4 DPD	1/2 DPD	1 DPD	2 DPD	An employee shall be				
office or departure before time					warned in writing when				
without permit or acceptable					imposing a disciplinary				
excuse.					penalty thereon when				
10- Stay in or return to work	1/4 DPD	1/2 DPD	1 DPD	2 DPD	committing a violation for				
place outside working hours					the fourth time that he/she				
without permit or acceptable					will be terminated if he/she				
excuse.					commits the same violation				
					for the fifth time within six				
					months of the date of				
					violation.				

B. Violations related to work regulations

D. Violations related to V	vork regulati	0.10			
11 - Exit through no-exit	1/4 DPD	1/2 DPD	1 DPD	2 DPD	If the incident
places if the					reoccurs upon
establishment's					the lapse of six
instructions require so.					months since the
					date of previous
					incident of the
					same kind, it shall
					be treated as a
					first time incident.
12 - Reception of non-	1/4 DPD	1/2 DPD	1 DPD	2 DPD	If the same
employee visitors at work					incident reoccurs
place without					more than four
management's permit.					times within six
13 - Talking on work-	1/4 DPD	1/2 DPD	1 DPD	2 DPD	months of the
irrelevant issues if this					date of first
could cripple work					incident, an
progress.					employee may be
14 - Reading a non-work	1/4 DPD	1/2 DPD	1 DPD	2 DPD	terminated and
material during working					paid the end of
hours if this could cripple					service gratuity
work progress.					and bonus, save
15 - Eating at unallocated	1/4 DPD	1/2 DPD	1 DPD	2 DPD	only violations

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dining place or time.					No. 13, 14, 15, 16 and 17; in which case, double disciplinary of the fourth incident is imposed (not exceeding 5 days).
16 - Sleeping during	1/4 DPD	1/2 DPD	1 DPD	2 DPD	An employee
working hours					shall be warned
17 - Non-existence of labour in their work places during working hours.	1/4 DPD	1/2 DPD	1 DPD	2 DPD	in writing on the imposition of disciplinary action for fourth incident that he/she will be is charged if he/she commits the same incident for a fifth time within six months of the date of the fourth incident.
18 - Bringing and distributing publications or prints without permit.	1/2 DPD	1 DPD	2 DPD	3 DPD	
19 - Collecting funds, aids or signatures without permit.	1/2 DPD	1 DPD	2 DPD	3 DPD	
20 - Use of establishment's phones for personal purposes without permit.	1/2 DPD	1 DPD	2 DPD	3 DPD	
21- Not reporting change of marital status and address within 1 week without an acceptable excuse.	1/2 DPD	1 DPD	2 DPD	3 DPD	
22 - Writing statements or phrases or placarding advertising on the establishment's walls or other walls in the work	1/2 DPD	1 DPD	2 DPD	3 DPD	If the incident reoccurs upon the lapse of six months since the date of previous

place without permit.					incident of the
23 - Handover of daily	1/2 DPD	1 DPD	2 DPD	3 DPD	same kind, it shall
work card to his/her					be treated as a
workmates without					first time incident.
acceptable reason.					
24 - Making false	1/2 DPD	1 DPD	2 DPD	3 DPD	
allegations on bosses					
and workmates, leading					
to crippling of work.					
25 – Violations related to	1/2 DPD	1 DPD	2 DPD	3 DPD	If the same
the employee's	.,			02.2	incident
attendance card;					reoccurs more
26 – Non-compliance with	1 DPD	2 DPD	3 DPD	5 DPD	than four times
work orders.	. 5. 5	20.0	0 51 5	0 2. 2	within six
27 - Intended decrease of	1/2 DPD	2 DPD	3 DPD	5 DPD	months since
production	1/2 01 0	2 01 0	0 01 0	0010	the date of the
28 - Excessive	1/2 DPD	2 DPD	3 DPD	5 DPD	first incident, the
consumption of materials	1/2 01 0	2 01 0	0010	3 51 5	employee will be
without an acceptable					terminated and
cause.					paid the end of
cause.					service gratuity.
29 - Violation of work	2 DPD	3 DPD	5 DPD	Termination	
instructions, if instructions		0 2. 2	0 2. 2	with the	shall be warned
are issued in Arabic				right of	in writing on
together with another				getting	imposition of
employee-apprehensible				gratuity	disciplinary
language, shown in an				gratuity	penalty for fourth
eminent place.					incident that
30 - Incitement to breach	5 DPD	Termination			he/she will be
orders or work and		as per clause			terminated if
labour-safety related		(D), Article			he/she commits
instructions if the same		120 of Law			the same incident
are shown in an eminent		8/1980.			for a fifth time
place in Arabic and					within six months
another employee-					of the date of the
apprehensible language					fourth incident.
or the employee, if					
illiterate, is made aware					
thereof.					
31 - Sleeping during	3 DPD		Termination,		If the incident
working hours in such			with the		reoccurs upon
cases that require the			right of		the lapse of six
employee to be awake.			getting		months since the
			gratuity		date of previous
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					incident of	the
					same kind, it	shall
					be treated a	as a
					first time incid	dent.
32 - An employee's	Termination	in accordance	e with clause	(e) of Article	elf the s	ame
unexcused rejection to	120 of Law 8			. ,	incident reoc	curs
fulfil his/her key duties					more than	four
and to carry on another					times within	six
work, provided that this					months since	the
work does not materially					date of	first
differ from his/her original					incident,	the
work					employee wil	ll be
33 - Use of work	Warning	5 DPD	Termination,		terminated	and
materials and devices for			with the		paid bonus	and
personal purposes			right of		remuneration	ıs
			getting		for violat	tions
			gratuity		which do	not
					result	in
					termination	if
					committed for	r the
					fourth time.	
34 - Gross negligence of	Termination,				An emplo	oyee
action, which may cause	with the				shall be wa	rned
severe damage to	right of				in writing on	the
properties and	getting				imposition	of
individuals.	gratuity				disciplinary	
35 - Abuse or damage to	5 DPD	Termination,			action for	the
the establishment's		with the				dent
machinery, devices or		right of			that he/she	will
supplies.		getting			be terminate	ed if
		gratuity			he/she com	
					the same inci	
					for a fifth	
					within six mo	
					from the dat	e of
						ourth
					incident.	

C. Violations related attitude and Conduct:

1- E	Bringing of unpermitted	d 1	DPD	2 DPD	3	5						
iten	ns or effecting commer	rcial			DPD	DPD						
trar	sactions in the work p	lace.										
2-	Smoking during w	orking 1	DPD	2 DPD	3	5	If th	е	incident	reoccurs	upon	the

hours in no-smoking work			DPD	DPD	lapse of six months from the date of
places.					the previous incident of the same
3 - Quarrel with workmates or	1 DPD	2 DPD	3	5	kind, it shall be treated as a first time
making trouble in work place.			DPD	DPD	incident.
4- Assault on the employer, the	1 DPD	2 DPD	3	5	If the same incident reoccurs more
manager in charge or a			DPD	DPD	than four times within six months,
workmate.					an employee will be terminated and
5- Refraining from medical	1 DPD	2 DPD	3	5	paid bonus and remunerations.
examination when so			DPD	DPD	
requested by the					
establishment's physician					
without an acceptable excuse.					
6- Pretending illness	1 DPD	2 DPD	3	5	
			DPD	DPD	
7- Breach of order or ethics	1 DPD	2 DPD	3	5	An employee shall be warned in
during presence in the clinic or			DPD	DPD	writing on imposition of disciplinary
the hospital for treatment or					for fourth incident that he/she will be
medical check					discharged if he/she commits the
8- An employee's disposal to	1 DPD	2 DPD	3	5	same incident for the fifth time
third parties of medication and			DPD	DPD	within six months since the date of
treatment means personally					the fourth incident.
allocated to them.					
9- Violation of relevant health	1 DPD	2 DPD	3	5	
instructions in work places.			DPD	DPD	
10- Refusing to be searched	2 DPD	3 DPD	5	5	
when leaving the office.			DPD	DPD	
11- Not delivering the cash	5 DPD	Terminatio			
collected for the account of the		n, with the			
establishment on due time		right of			
without an acceptable excuse.		getting			
		gratuity			
12- Employee's acceptance of c	ash or	gifts from ar	ny per	son in	Termination, preservation of end-
order to urge him/her to do an e	stablish	ment-relate	d busi	ness.	of-service benefit
13- An employee giving cash or	gifts to a	an employee	or lal	oourer	Termination, preservation of end-
in the establishment to affect hi	m/her t	o exploit the	sam	e with	of-service benefit
regard to the establishment's bu	siness.				
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