

## Standard Disciplinary Regulation

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

permission (whether or not delay will result in crippling other labour).	absentee or may be allowed to enter and deprived of delay hours and be subject to the disciplinary action of first unauthorised absence.	or departs over an hour before time, the employee may be denied his/her pay 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 office or departure before time without permit or acceptable excuse.	1/4 DPD	1/2 DPD	1 DPD	2 DPD	An employee shall be warned in writing when imposing a disciplinary penalty thereon when committing a violation for the fourth time that he/she will be terminated if he/she commits the same violation for the fifth time within six months of the date of violation.
10- Stay in or return to work place outside working hours without permit or acceptable excuse.	1/4 DPD	1/2 DPD	1 DPD	2 DPD	

**B. Violations related to work regulations**

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

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 working hours	1/4 DPD	1/2 DPD	1 DPD	2 DPD	An employee shall be warned in writing on the imposition of disciplinary action for fourth incident that he/she will be charged if he/she commits the same incident for a fifth time within six months of the date of the fourth incident.
17 - Non-existence of labour in their work places during working hours.	1/4 DPD	1/2 DPD	1 DPD	2 DPD	
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 work card to his/her workmates without acceptable reason.	1/2 DPD	1 DPD	2 DPD	3 DPD	same kind, it shall be treated as a first time incident.
24 - Making false allegations on bosses and workmates, leading to crippling of work.	1/2 DPD	1 DPD	2 DPD	3 DPD	
25 – Violations related to the employee's attendance card;	1/2 DPD	1 DPD	2 DPD	3 DPD	If the same incident reoccurs more than four times within six months since the date of the first incident, the employee will be terminated and paid the end of service gratuity.
26 – Non-compliance with work orders.	1 DPD	2 DPD	3 DPD	5 DPD	
27 - Intended decrease of production	1/2 DPD	2 DPD	3 DPD	5 DPD	
28 - Excessive consumption of materials without an acceptable cause.	1/2 DPD	2 DPD	3 DPD	5 DPD	
29 - Violation of work instructions, if instructions are issued in Arabic together with another employee-apprehensible language, shown in an eminent place.	2 DPD	3 DPD	5 DPD	Termination, with the right of getting gratuity	An employee shall be warned in writing on imposition of disciplinary penalty for fourth incident that
30 - Incitement to breach orders or work and labour-safety related instructions if the same are shown in an eminent place in Arabic and another employee-apprehensible language or the employee, if illiterate, is made aware thereof.	5 DPD	Termination as per clause (D), Article 120 of Law 8/1980.			he/she will be terminated if he/she commits the same incident for a fifth time within six months of the date of the fourth incident.
31 - Sleeping during working hours in such cases that require the employee to be awake.	3 DPD		Termination, with the right of getting gratuity		If the incident reoccurs upon the lapse of six months since the date of previous

					incident of the same kind, it shall be treated as a first time incident.
32 - An employee's unexcused rejection to fulfil his/her key duties and to carry on another work, provided that this work does not materially differ from his/her original work	Termination in accordance with clause (e) of Article 120 of Law 8 of 1980.				If the same incident reoccurs more than four times within six months since the date of first incident, the employee will be
33 - Use of work materials and devices for personal purposes	Warning	5 DPD	Termination, with the right of getting gratuity		terminated and paid bonus and remunerations for violations which do not result in termination if committed for the fourth time.
34 - Gross negligence of action, which may cause severe damage to properties and individuals.	Termination, with the right of getting gratuity				An employee shall be warned in writing on the imposition of disciplinary
35 - Abuse or damage to the establishment's machinery, devices or supplies.	5 DPD	Termination, with the right of getting gratuity			action for the fourth incident that he/she will be terminated if he/she commits the same incident for a fifth time within six months from the date of the fourth incident.

**C. Violations related attitude and Conduct:**

1- Bringing of unpermitted items or effecting commercial transactions in the work place.	1 DPD	2 DPD	3 DPD	5 DPD	
2- Smoking during working	1 DPD	2 DPD	3	5	If the incident reoccurs upon the

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