

## Ministry of Labor and Social Development Kingdom of Saudi Arabia

### Accreditation Certificate for Work Regulations

Ministry of Labor and Social Development hereby certifies that: **Dar Al-Thikr Schools Ltd.**  
For Boys. No. 85099-9 has approved the Work Regulations on: 16/04/1443 AH, under No.  
701547.

The Facility shall take the following into consideration:

- In the absence of a Labor Committee at the Facility, the Facility shall refer the proceeds of the fines imposed on the employees to the Systems Audit Department of the Private Sector to decide the appropriate action.
- These regulations shall not affect the employees' rights acquired under the labor law or the regulations thereof.

### Ministry of Human Resources and Social Development

(This is a computer-generated document, seal or signature is not required and any deletion or alteration makes this certificate null and void).

(To verify the validity of this certificate, please visit the electronic services of the facilities at Ministry of Human Resources Website).



**Work Regulations for : Dar Al-Thikr Schools Ltd. For Boys and its Branches.**

**INTRODUCTION**

These regulations have been developed in the enforcement of the provisions of Clause (1), Article (12/M) of Labor Law enacted by Royal Decree #51/M, dated 23/08/1426 AH, amended by the Royal Decree #24/M dated: 12/05/1434 AH, amended by the Royal Decree #46/M, dated: 05/06/1436 AH, amended by the Royal Decree #14/M dated: 22/02/1440 AH, amended by the Royal Decree #134/M dated: 27/11/1440 AH, amended by the Royal Decree #5/M dated: 07/01/1442 AH.



## GENERAL PROVISIONS

### Article (1):

Facility, whenever used herein, shall mean : **Dar Al-Thikr Schools Ltd. For Boys.**

Employee: is each natural person, male or female, who works for the benefit of the Facility, under its management or supervision, in consideration of a fee, even if he/she is not monitored by the Facility.

### Article (2):

The applicable calendar in the Facility is: Gregorian Calendar

### Article (3):

1. The provisions of these regulations shall be applied to all the Facility personnel, and the Branches affiliated.
2. Without prejudice to any acquired rights by the employees, these regulations shall be deemed complementary to the employment contracts, insofar as they do not conflict with these rights.
3. The Facility shall clue the Employee on these regulations upon contracting, and shall be mentioned in the employment contract.

### Article (4):

1. The Facility may issue decisions or policies of its own, which give Labor better rights than those stated herein.
2. The Facility is entitled to add any additional conditions and provisions to these Regulations without prejudice to labor rights acquired under Labor Law, its executive bylaw and the decisions issued in implantation thereof. Such additions or amendments shall take effect only after their adoption by Ministry of Labor and Social Development.
3. Every text added to these regulations that contradicts the provisions of Labor Law, its executive bylaw, and the decisions issued in implementation thereof, is considered null and not valid.

\*\*\*\*\*





## EMPLOYMENT

### Article (5):

Employees shall be employed at Positions with certain titles and specifications, and employment in the Facility shall be as per the following:

1. The applicant shall be a Saudi citizen.
2. The applicant shall have the experience and academic qualifications required for the job.
3. The applicant shall successfully pass whatever tests or interviews required for the job as per the Facility.
4. The applicant shall medically fit under a medical certificate issued by the authority determined by the Facility.
5. Non-Saudi citizen may be employed, as an exception, in accordance with the terms and conditions contained in Articles (26), (32) and (33) of the Labor Law.

\*\*\*\*\*

## EMPLOYMENT CONTRACT

### Article (6):

Employee shall be employed under a contract of employment executed in duplicate in Arabic as per the Unified Form prepared by the Ministry, one to be delivered to the employee and the other is deposited in his/her file at the Facility. The contract shall include the Employer Name, the Employee Name, Employee Nationality, His original address, his selected address, the nature of work, workplace, the basic salary agreed upon, other benefits, whether the contract has a fixed-term or unlimited term, or for a definite Mission, the probation period (if any), date of work start, and any other necessary data. The contract may be executed in any other language besides the Arabic Language provided that the Arabic text shall always prevail.

### Article (7):

Taking into account the Date of Work Start as per the employment contract: The Facility may terminate the contract of the employee who does not proceed with his duties without a legitimate excuse within seven (7) days from the date of signing the contract by both parties if contracted from within the Kingdom or upon arrival if contracted from outside the Kingdom.

### Article (8):

1. The Facility may not transfer the employee, without his written consent, from his original place of work to another location that requires changing his place of residence.
2. The Facility may, in cases of necessity required by occasional circumstances, for a period of not more than thirty (30) days per year, assign the employee to work in a place other than the one agreed upon without the need for his approval, provided that transfer and housing costs during such period shall be incurred by the Facility.

\*\*\*\*\*



## TRANSPORTATION

### Article (9):

Commitment to transport expenses for the employee or his family members shall be determined according to the following controls:

1. Upon contracting: as agreed upon in the Employment Contract.
2. Upon the employee's annual leave: as agreed upon in the Employment Contract
3. At the end of employee's service: As per provisions of Article (40), Para (1) of the Labor Law.
4. The Facility shall not bear the costs of returning the employee to his country in case the employee is found not suitable for the job during the probation period, in case the employee wants to return to his country without a legitimate reason, or in case the employee commits a violation that lead to his deportation under an administrative decision or judicial verdict.

### Article (10):

The Employee who is to be transferred from his/ her original place of work to another location that requires changing the place of residence, shall deserve the value of his transfer expenses beside all dependents living with him of his family on that date, including transportation expenses, and Luggage transfer expenses, unless such transfer is requested by the Employee.

\*\*\*\*\*

## TRAINING AND QUALIFYING

### Article (11):

The Facility, in the event of training and qualifying its Saudi employees, shall bear all costs. If the place of training and qualifying is in a place other than the venue of the Facility, the Facility shall secure the round trip tickets in a class determined by the Facility. Further, it shall secure all means of sustenance such as food, housing and internal transportation, or it may be paid in lieu. The Facility shall pay the employee's salary throughout the period of training and qualifying.

### Article (12):

1. The Facility may end the non-employees' Training or Qualifying Contract if it is proved in the reports issued by the facility which holds the training or qualifying that he/ she is not qualified or that he/ she is not able to beneficially complete the training program.
2. The non-employee trainee, the one subject to qualifying, his guardian, or trustee has the right to end the training or qualifying if it is proved in the reports issued by the facility which holds the training or qualifying program that he is not qualified or that he is not able to beneficially complete the training program.
3. In both cases mentioned above, the party desiring to terminate the Contract shall notify the other party at least a week prior the date of ceasing training and qualifying.
4. The Facility may oblige the non-employee trainee, after the proportion or training period is completed, to work a similar period for the proportion or training period.
5. The Facility may oblige the non-employee trainee or the one subject to qualifying to pay the costs of training and qualifying incurred by it or the proportion of the remaining period in case of his rejection to work for a similar period or part thereof.





**Article (13):**

**First:** The Facility may require from the employee trainee or the one subject to qualifying- after completing the training and qualifying period- to work with it for a period not exceeding the period similar to the period of the training and qualifying program undergone by the employee, if the employment contract is not a fixed term, or for the rest of the contract period in the fixed term contracts, if the remaining period is less than the period similar to the period of the training program.

**Second:** The Facility may end the employee's training or qualifying, and the employee shall bear all the expenses incurred by the Facility or a part thereof in the following cases:

1. If the employee decides to end training or qualifying before the determined date prescribed without a legal reason.
2. If the employment contract is terminated pursuant to the cases set forth in Article (80) of Labor Law, with the exception of Par. (6), during the training and qualifying period.
3. If the employee resigns or leaves work due to cases other than those set forth in Article (81) of Labor Law, during the training and qualification period.

**Third:** The Facility shall oblige the employee to pay the costs of training and qualifying incurred by the Facility or a proportion thereof if the employee resigns or leaves work due to cases other than those set forth in Article (81) of Labor Law prior the expiration of service period required by the Facility after the completion of training and qualifying program.

\*\*\*\*\*

## SALARIES / WAGES

**Article (14):**

Subject to any procedures or arrangements provided by Wages Protection System, employees' wages are to be paid in the official currency of the Kingdom and shall be paid on its due dates and deposited in the accounts of the employees via banks approved in Kingdom of Saudi Arabia.

**Article (15):**

The overtime wages due to employees shall be paid at the end of the month in which assignment is made.

**Article (16):**

If the day of wages payment corresponds to the day of the weekly rest day or to an official vacation, the payment shall be made on the previous day.



## PERFORMANCE REPORTS

### Article (17):

The Facility shall prepare performance reports periodically, at least once a year, for all its employees as per the forms prepared for such purposes, containing the following elements:

1. The ability to work and the degree of proficiency (efficiency).
2. Behavior of the employee and the extent of his cooperation with his superiors, colleagues and the Facility clients.
3. Attendance.

### Article (18):

Employee's performance shall be evaluated in the report with grades determined by the Facility, in which a scale of five levels shall be followed.

### Article (19):

The report shall be prepared by the direct manager of the employee, and is to be approved by the (authorized official). The employee shall be provided with a copy of the report upon its approval. The employee has the right to grieve from the report as per grievance rules prescribed herein.

## ALLOWANCES

### Article (20):

1. The Facility may grant the employees annual bonuses which percentage is determined based upon the Facility's financial position.
2. The employee shall be qualified a bonus whenever he receives at least an (Average) grade in his periodic report, one full year after the date of joining the service or from the date of receiving the previous bonus.
3. The facility administration may grant the employee an exceptional bonus in accordance with the rules laid down in this regard.



## PROMOTIONS

### Article (21):

The Facility shall place a career ladder in which the job number and titles are determined- in accordance with what is mentioned in the classification manual, and the Saudi job description- in addition to the degree of each job, its requirements, and the beginning of its salary. The employee shall be qualified to be promoted to a higher job whenever the following conditions are provided:

- 1- The higher position to be vacant.
- 2- The qualifications of the position expected to be promoted to be available.
- 3- Employee shall get at least a (V. Good) grade in the last periodic report.
- 4- Approval of the authorized official.
- 5- The facility administration may grant the employee an exceptional promotion in accordance with the rules laid down in this regard.

### Article (22):

If the requirements of promotion were met in more than one employee, the priority for promotion shall be as follows:

- 1- The recommendation of the authorized official.
- 2- The highest evaluation grade.
- 3- The one who has got higher scientific qualifications or more courses.
- 4- The one who has more experience in the field of work.
- 5- Seniority in working for the Facility.





## SECONDMENT

### Article (23):

If the employee is assigned to work outside his place of work, the Facility shall perform the following:

- 1- Secure to the employee the necessary means of transportation, unless an allowance is made in lieu by his consent.
- 2- The employee shall be paid the costs of housing, food, etc. unless the Facility provides such needs.
- 3- The value of the daily allowance for secondment shall be according to the employee degree.

These obligations shall be determined in the secondment decision according to the categories and the controls placed by the Facility in this regard. These expenses shall be calculated from the date of leaving place of work until his return; in accordance with the period prescribed by the Facility.

\*\*\*\*\*

## BENEFITS AND ALLOWANCES

### Article (24):

The Facility shall secure the suitable housing and means of transport if so provided in the employment contract. The employment contract may stipulate that the Facility shall pay to the employee a housing allowance and a transport allowance in cash.

\*\*\*\*\*

## DAYS AND HOURS OF WORK

### Article (25):

1. Working days shall be (6) days a week, the weekend shall be Friday, with full pay for all employees. The Facility may replace this day - after informing the competent labor office- with any other day of the week for some of its employees, and shall enable them to carry out their religious duties, and may not compensate the weekly day of rest against cash allowance.
2. Working hours shall be (8) hours daily to be reduced to (6) hours in Ramadan for Muslim employees.

\*\*\*\*\*

## OVERTIME

### Article (26):

1. If the employee is charged with overtime work, it shall be in writing or by virtue of electronic order directed to him by the Facility department in charge, indicating the overtime hours, and the days required, in accordance with the provisions of Article (106) of Labor Law.
2. The Facility shall pay to the employee an overtime payment equals to the wage for the hour plus 50% of his basic salary.

\*\*\*\*\*



## ADMINISTRATIVE INSPECTION

### Article (27):

The attendance and departure of the employees shall be from the places prescribed thereto. The employees shall comply to inspection (administrative inspection) as required.

### Article (28):

The employee may confirm his attendance and departure by one of the means prepared in connection therewith.

\*\*\*\*\*

## LEAVES

### Article (29):

Employee deserves an annual leave – for each year of service- with full pay for a period of (21) day to be increased to a period of (30) thirty days if his service reached five consecutive years. The Facility may grant the employee a part of his annual leave by the period spent at work during the year. It may be agreed in the employment contract that the annual leave shall be more than that.

### Article (30):

Employee is entitled to a full paid leave in the following holidays and occasions:

1. Four days on the occasion of Eid al-Fitr starts from the day following 29th Ramadan, according to Umm Al-Qura calendar.
2. Four days on the occasion of Eid al-Adha starts from the day of Arafat.
3. One day on the occasion of the National Day of the Kingdom, according to Umm Al-Qura calendar.

If it happens that these vacations are the same as the weekly day of rest, the employer shall compensate them before or after such vacations.

But if they interfere with one day of the two Eids vacation or the National Day, no compensation shall be paid.

### Article (31):

The Employee is entitled to a full paid leave in the following cases:

1. Five days upon his marriage.
2. Three day in case of having a baby.
3. Five days in case of the death of the employee's wife or one of his ascendants or descendants.
4. Four months and ten days in case of the death of the female employee's husband. She has the right to extend this vacation without pay if she is pregnant till she gives birth. She has no right to utilize the rest of the vacation granted after delivery.
5. Fifteen days in the event of the death of the female non-Muslim employee's husband.

The Facility has the right to request the supporting documents for each case mentioned.



### Article (32):

An employee who is proven to be sick under a medical certificate issued by the Facility physician or an authorized medical reference deserves sick leaves during the year which commences from the date of the first sick leave, whether continuous or intermittent, as follows:

1. First thirty days with full pay.
2. The next sixty days with three-quarters pay.
3. Thirty days that followed without pay.

The employee is entitled to add his annual leave to sick leave.

\*\*\*\*\*

## MEDICAL CARE

### Article (33):

The Facility shall medically insure all its employees in accordance with the provisions of the Cooperative Health Insurance Law and its Executive Regulations. It shall further subscribe in the branch of occupational risks with GOSI and its status.

\*\*\*\*\*

## FEMALE CARE

### Article (34):

In all places where women work, the facility shall provide rest areas for female workers, separate from men, and private bathrooms for them.

### Article (35):

The female employee has the right to take right to maternity leave for a period of ten weeks which she may distribute in such a manner as desirable for her, it shall commence with four weeks' maximum prior the likely date for delivery. The probable date for the delivery shall be determined by accredited medical body for the Facility or under medical certificate certified by health authority. The woman may not work during the six weeks following childbirth.

In case of giving birth to a sick baby or with special needs, the employee shall be entitled to a full pay vacation for one month after the expiration of the maternity leave. She may extend the vacation without pay.

### Article (36):

When the working woman returns to exercise its work after the maternity leave, she shall be entitled to take a break or (breaks) to breastfeed her baby, not exceeding in the aggregate an hour daily, in addition to the breaks granted to all employees. This break or breaks shall be included within the actual working hours. This shall not result in reducing the wage. The working woman, after returning from maternity leave, shall notify the employer in writing with the time of this break or breaks, and with the amendments resulting thereby and she shall determine the period or periods of breastfeed in accordance herewith pursuant to the stipulations of the executive regulations of Labor Law.

\*\*\*\*\*





## SOCIAL SERVICE

### Article (37):

The Facility shall provide the following services:

1. Preparing places to perform prayers on time.
2. Preparing places for food.
3. The requirements, services and the utilities necessary for disabled employees that enable them to perform their work in accordance with the stipulations set forth in the executive regulations of Labor Law.

### Article (38):

- (A) The Facility shall organize the conditions of employees' uniforms according to the following control:
1. Not contradict the Sharia requirements.
  2. To wear a professional uniform suitable for the workplace.
  3. Clothes shall be chaste, loose and decent.
  4. Announcing penalties for violating these rules.
  5. These rules should be shown clearly in the Facility or by any other means which ensure that all the employees can read it.
- (B) All employees shall abide by the requirements of Islamic Sharia provisions, and the social traditions applicable in dealing with others.
- (C) All employees are prohibited to stay lonely with the opposite sex. The Facility shall take all measures to prevent loneliness with opposite sex inside the Facility.
- (D) All employees shall not conduct any form of abuse, or physical, verbal or allusive abuse; make an act that impinges modesty, diminishes dignity or freedom, or that induces or obliges any person to commit illegal relationship, even if it is by the way of fun, or by any other means. The Facility shall take all arrangements and procedures necessary to notify all employees in connection therewith.

### Article (39):

1. All positive or negative practices of abuse, and all forms of exploitation, blackmail, enticement, or threats constitute abuse; whether physical, psychological, or sexual, all of which occur at the workplace by the employer against the worker, or by the worker against the employer, or by a worker against another, or any person exists at the workplace. Additionally, helping and covering that up constitutes abuse as well.
2. Any abuse occurs using any means of communication, whether verbally, in writing, or pointing out, inspiration, drawing, using the telephone, or by other electronic means, or any form of behavior that indicates so shall be considered a form of abuse as contained in the previous paragraph.

### Article (40):

1. Without prejudice to the right of the affected person, at the place of work, to resort to the competent authorities, he is entitled to submit its complaint to the Facility within a period of five working days' maximum from the date of Harm. Every one witness this Harm may submit a notification to the Facility in connection therewith; if the Harm occurs by the Facility owner or from a superior authority, the complaint shall be submitted to the competent government body.



2. When submitting a complaint or a notification, the Facility shall form a committee by a resolution from the competent official, which task is to investigate the events of Harm, peruse the evidences, and recommend imposing punitive penalty on the guilty party, within five working days from the date of receiving the complaint or notification.

**Article (41):**

1. Subject to confidentiality principle, the committee shall hear all parties and witnesses; register all procedures in minutes that are signed by the parties and witnesses. Then, it shall be signed by the committee members at the end of each page.
2. The committee may call the employees whom it deems necessary to inquire and hear their statements. Those who are called shall appear before the committee, in order not to be subject to liability.
3. The committee may submit a recommendation to the Facility administration to separate between the complaining party and the defendant during the investigation period.
4. In case of confirming the event of Harm by any of the considered means, the committee shall by majority recommend to apply the appropriate punitive penalty on the violating party.
5. If the assault constitutes a criminal offense, the committee shall file the complaint to the general manager to notify the competent authority in connection therewith.
6. In the event of non-confirmation of the Harm, the committee shall apply punitive penalty on the informant if it is proved that the complaint or notification is malicious.
7. The punitive penalty applied to the violating party shall not prevent the affected party from resorting to the competent government authorities.
8. Any legal or regular penalty applied to the violating party shall not prevent the Facility from imposing punitive penalty.

\*\*\*\*\*

**OFFENSES AND PENALTIES**

**Article (42):**

Offense is any act committed by the employee and requires any of the following penalties:

1. Written Notice: a notice directed to the employee by the Facility in which it is referred to the violation he committed and is notified that he may be subject to the utmost penalty in case of the continuation of the offense or committing a similar offense in the future.
2. Financial Fine: Deducting part of the wage within a fraction of the daily wage, or deduction from the wage in the range of one to five days per month as a maximum.
3. Suspension without pay: to prevent the employee from performing his work during a specific period, while depriving him of his wages during this period provided that the suspension period does not exceed five days per month.
4. Deprivation of promotion or periodic increment for a maximum period of one year from the date of its maturity.
5. Service termination with end of service benefit: dismissing the employee because of a legitimate reason or committing an offense without prejudice to his right in the end of service benefit.



6. Separation from service without reward: terminating employee's contract of employment without reward or compensation for committing one or more of the actions set forth in Article (80) of the Labor Law.

**Article (43):**

Every employee who commits any of the offenses listed in the table of offenses and Penalties-annexed thereto- shall be punished by the penalty shown next to each offence committed.

**Article (44):**

The powers of applying the Penalties set forth in this regulation shall be in the hands of the authorized person in the Facility or his representative; such a person may replace the penalty imposed due to any irregularity by a lesser penalty.

**Article (45):**

If the employee committed the same offense after one hundred and eighty [180] days from the date of committing such a violation, this violation shall be considered as being committed for the first time.

**Article (46):**

In the case of multiple offenses arising from a single act, imposing the hardest penalty among the Penalties prescribed in these Regulations shall be sufficient.

**Article (47):**

To inflict more than one penalty to the same offense is not permissible; in addition, it is not permissible to impose a fine exceeding the wage of five days for one offense, or to deduct the wage of more than 5 days a month in return for the fines applied to the employee.

**Article (48):**

The Facility shall not inflict any of the penalties which fine exceeds the wage of one day except after notifying the employee in writing about the offenses attributed to him, hearing his statements and investigating his defense under a minutes deposited in his file.

**Article (49):**

The Facility may not apply any penalty to the worker for something he committed outside the workplace, unless it has a direct relationship to the nature of his work, the Facility, or its responsible manager, without prejudice to the provisions of Article (80) of the Labor Law.

**Article (50):**

Disciplinary accountability for employee shall fall thirty days after the discovery of the offense without taking any of the investigation actions by the Facility.

**Article (51):**

The Facility may not inflict Penalties on the employee if 30 days passed after proving the offence.

**Article (52):**

The Facility shall notify the employee in writing about the Penalty imposed, its type and amount, and about the penalty he might be subject to in case of repeating such offence. If the employee refused to receive this notification, refused to sign the receipt, or was absent, the notification shall be sent by registered mail to the address recorded in his file, or via the e-mail recorded in the employment contract, or approved with the Facility. Notification and communication through any of these means shall be fully legally effective.

**Article (53):**

Penalties sheet shall be allocated for each employee to record therein the type of offense committed, its date and the penalty imposed. This sheet shall be kept in the service file of the employee.

**Article (54):**

Fines imposed on employees shall be recorded in a special register in accordance with the provisions of Article 73 of the Labor Law; It shall be disposed by the Facility labor committee for the favor of the employees. In the event of the lack of labor committee, fines shall be disposed by Ministry of Labor and Social Development.

\*\*\*\*\*

## GRIEVANCE

**Article (55):**

Without prejudice to the right of the employee to resort to the competent administrative or judicial authorities, the employee shall have the right to complain to the management of the Facility about any action or measure that was taken against him and submit the grievance to the management of the Facility within three days from the date of being aware of the aggrieved action or measure. The employee shall not be prejudiced by submitting his grievance. The employee shall be notified about the decision taken on his complaint within a period not exceeding five days from the date of filing the grievance.

\*\*\*\*\*

## CONCLUDING TERMS AND PROVISIONS

**Article (56):**

The provisions of this regulation are executed for the Facility as of the date of notifying it its accreditation provided that being applied to the employees starting from the day following the announcement.

\*\*\*\*\*

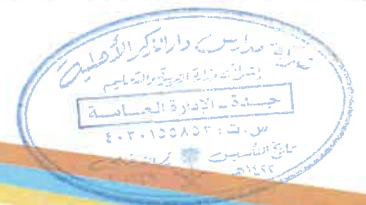




## TABLE OF OFFENCES AND PENALTIES

### (1) OFFENCES RELATED TO WORKING HOURS

S/ N	Nature of Offence	The Penalty (Deducted ratio is ratio of the daily wage)			
		First Offence	Second Offence	Third Offence	Fourth Offence
1	Being late for attendance time up to 15 minutes without permission or reasonable excuse if this delay didn't result in delaying other employees	Written Warning	5 %	10 %	20 %
2	Being late for attendance time up to 15 minutes without permission or reasonable excuse if this delay resulted in delaying other employees	Written Warning	15 %	25 %	50 %
3	Being late for attendance time more than 15 minutes and up to 30 minutes without permission or reasonable excuse if this delay didn't result in delaying other employees	10 %	15 %	25 %	50 %
4	Being late for attendance time more than 15 minutes and up to 30 minutes without permission or reasonable excuse if this delay resulted in delaying other employees	25 %	50 %	75 %	One day
5	Being late for attendance time more than 30 minutes and up to 60 minutes without permission or reasonable excuse if this delay didn't result in delaying other employees	25 %	50 %	75 %	One day
6	Being late for attendance time more than 30 minutes and up to 60 minutes without permission or reasonable excuse if this delay resulted in delaying other employees	30 %	50 %	One day	Two days
		In addition to the deduction of the wage of delay minutes			
7	Being late for attendance time more than one hour without permission or reasonable excuse whether this delay did or didn't result in delaying other employees	Written Warning	One day	Two days	Three days
		In addition to deducting the wage of delay hours			
8	Leaving work before the departure time without permission or reasonable excuse not more than 15 minutes	Written Warning	10 %	25 %	One day
		In addition to deducting the wage of the period of leaving work			
9	Leaving work before the departure time without permission or reasonable excuse more than 15 minutes	10 %	25 %	50 %	One day
		In addition to deducting the wage of the period of leaving work			
10	Staying in the workplace or returning to it after the working hours without prior permission	Written Warning	10 %	25 %	One day
11	Absence without written permission or an acceptable excuse for a day during one contractual year	Two days	Three days	Four days	Depriving an employee of promotions or bonuses at once
12	Continuous absences without legitimate reason for two to six days during one contractual year	Two days	Three days	Four days	Depriving an employee of promotions or bonuses at once



		<b>In addition to deducting the wage of the period of absence</b>			
13	Continuous absences without legitimate reason for seven to ten days during one contractual year	Four days	Five days	Depriving an employee of promotions or bonuses at once	Dismissal with being granted the benefit, if the total absence days not exceeding 30 days
		<b>In addition to deducting the wage of the period of absence</b>			
14	Continuous absences without legitimate reason for eleven to fourteen days during one contractual year	Five Days	Depriving the employee of promotions or bonuses once, and issuing a dismissal warning in accordance with the text of Article (M/80) of the Labor System Regulations.	Dismissal from work pursuant to Article (M/80) of the Labour Law	
		<b>In addition to deducting the wage of the period of absence</b>			
15	Absence from work without legitimate reason for a period of more than 15 continuous days during one contractual year.	Dismissal without remuneration or compensation, provided that dismissal shall be preceded with a written warning after being absent for ten days as per the provision of Article (80) of the Labor System Regulations.			
16	Intermittent absence without legitimate reason for periods more than 30 days in aggregate during one contractual year.	Dismissal without end of service benefit or compensation, provided that dismissal shall be preceded with a written warning after being absent for twenty days as per the provision of Article (80) of the Labor System Regulations.			

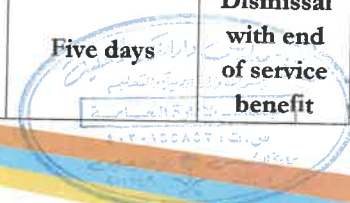






## (2) OFFENCES RELATED TO THE ORGANIZATION OF WORK

S/N	Nature of Offence	The Penalty (Deducted ratio is ratio of the daily wage)			
		First Offence	Second Offence	Third Offence	Fourth Offence
1	The unjustified presence in place other than the workplace during working hours	10 %	25 %	50 %	One day
2	Receiving visitors other than the facility employees in the work place without permission from the administration	Written Warning	10 %	15 %	25 %
3	Using the machinery and the facility equipment and tools for personal purposes without permission	Written Warning	10 %	25 %	50 %
4	Employee's unlawful intervention in any work that is not his competence or not entrusted to him	50 %	One day	Two days	Three days
5	Exit or entry from non-designated places	Written Warning	10 %	15 %	25 %
6	Negligence in cleaning, taking care and maintenance of machinery or reporting their defects	50 %	One day	Two days	Three days
7	Not putting maintenance and repair equipment and other supplies in the places allocated to them after the completion of the work.	Written Warning	25 %	50 %	One day
8	Damaging or destroying the publications or announcements of the Facility.	Two Days	Three Days	Five Days	Dismissal with end of service benefit
9	Negligence in Custodies in his possession such as (Cars – Machinery – Equipment – Devices - Tools, etc.)	Two days	Three days	Five days	Dismissal with end of service benefit
10	Eating in the workplace or in places other than the place prepared for eating or in times other than break time	Written Warning	10 %	15 %	25 %
11	Sleeping during work time	Written Warning	10 %	25 %	50 %
12	Sleeping in cases that require constant vigilance	50 %	One day	Two days	Three days
13	Hanging around or the presence of the employees in other than their place during working hours	10 %	25 %	50 %	One day
14	Manipulation in proving attendance and leave	One Day	Two Days	Depriving an employee of promotions or bonuses at once	Dismissal with end of service benefit
15	Disobeying regular orders related to work or not to carry out the working instructions hanged in a visible place	25 %	50 %	One day	Two days
16	Incitement to disobeying orders and work written instructions	Two days	Three days	Five days	Dismissal with end of service benefit





17	Smoking in the advertised non- smoking areas to maintain the safety of employees and the facility	Two days	Three days	Five days	Dismissal with end of service benefit
18	Negligence or default in work the thing which may cause damage in the employees' health or safety, or in the materials, tools or equipment.	Two days	Three days	Five days	Dismissal with end of service benefit

### (3) OFFENCES CONCERNING THE CONDUCT OF EMPLOYEE

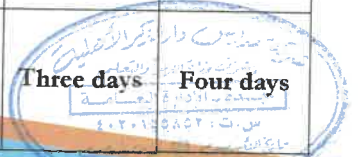
S/N	Nature of Offence	The Penalty (Deducted ratio is ratio of the daily wage)			
		First Offence	Second Offence	Third Offence	Fourth Offence
1	Quarreling with colleagues or causing riots in the workplace.	One day	Two days	Three days	Five days
2	Malingering or pretending falsely that the employee was injured at work or because of his work.	One day	Two days	Three days	Five days
3	Refraining from conducting the medical examination at the request of the Facility's doctor or refusing to follow instructions during medical treatment.	One day	Two days	Three days	Five days
4	Contravention of health instructions applied in the workplaces.	50 %	One day	Two days	Five days
5	Writing phrases on the walls or pasting ads.	Written Warning	10 %	25 %	50 %
6	Refusing administrative inspection when leaving.	25 %	50 %	One day	Two days
7	Non-delivery of the money collected on behalf of the Facility in a timely manner without an acceptable justification.	Two days	Three days	Five days	Dismissal with end of service benefit
8	Refraining from wearing the prescribed clothing and equipment for the prevention and safety.	Written Warning	One day	Two days	Five days
9	Willfully sitting lonely with the opposite sex at work place.	Two Days	Three Days	Five Days	Dismissal with end of service benefit
10	Allusion to others with acts that impinge modesty, actually or verbally.	Two Days	Three Days	Five Days	Dismissal with end of service benefit
11	Assaulting work colleagues by insult or scorn, verbally, by reference, or by using electronic means of communication	Two Days	Three Days	Five Days	Dismissal with end of service benefit



12	Assaulting work colleagues through physical Harm or other persons in a dissolute manner	Dismissal without end of service benefit, notice or compensation pursuant to Article 80			
13	Assaulting the employer, managing director or one of the work superiors, physically, verbally or by any other electronic means during or because of work.	Dismissal without end of service benefit, notice or compensation pursuant to Article 80			
14	Submitting a malicious complaint	Three Days	Five Days	Dismissal with end of service benefit	----
15	Failure to comply with the investigation committee's request to appear to give statements or testify	Two Days	Three Days	Five Days	Dismissal with end of service benefit

#### (4) GENERAL SCHEDULE OF VIOLATIONS AND PENALTIES

S/N	Nature of Offence	The Penalty (Deducted ratio is ratio of the daily wage)			
		First Offence	Second Offence	Third Offence	Fourth Offence
1	Non-specialists view customer invoices or print them without a request from the customer or the competent authorities, according to the requirements of the business interest.	Written Warning	One day	Two days	Three days
2	Refraining from attending or giving testimony during investigations.	One day	Two days	Three days	Denial of the allowance
3	Mistreating customers and the public, or directing insults to them.	One day	Two days	Three days	Five days
4	Not wearing uniforms.	Written Warning	Two days	Three days	Five days
5	Not carrying work cards at the company headquarters, or refraining from carrying them and showing them in the necessary situations.	Written Warning	One day	Two days	Three days
6	Failure to attend the training course for which he was nominated and officially notified, without an acceptable excuse or written permission from the company.	One day	Three days	Five days	Deprivation of the allowance
7	Failure to follow the administrative hierarchy, and by exceeding superiors.	Written Warning	One day	Two days	Three days
8	Using devices, the internal network, or the company's e-mail to save or write some statements that despise the company's policy, its employees, its customers, or the general policy of the state.	Written Warning	Two days	Three days	Five days
9	The employee's not caring for his clothing or personal appearance, which affects the reputation or appearance of the facility or its employees.	Written Warning	Two days	Three days	Four days



10	Alleging lies to colleagues, which leads to disruption of work.	Written Warning	Two days	Three days	Five days
11	Repeatedly being late for more than five minutes from class.	Written Warning	one day	Three days	Four days
12	Absence from attending parent meetings, celebrations and events without an acceptable excuse.	Written Warning	one day	Two days	Three days
13	Lack of interaction during the morning assembly at school	Written Warning	10 %	20 %	One day
14	Punishing the student with mockery, sarcasm and insults.	Written Warning	Two days	Three days	Four days
15	Punishing the student physically (pulling the ear, pushing, pulling the hand, slapping), the penalty is applied while taking the necessary measures according to education regulations.	Two days	Three days	Dismissal with end of service benefit	----
16	Not using teaching aids and technologies in daily classes.	Written Warning	25 %	50 %	One day
17	Dismissing the student out of his class to stand outside the class alone.	Written Warning	25 %	50 %	One day
18	Dismissing the student from the class and sending him alone to the school counseling or the School Deputy Principal.	Written Warning	25 %	50 %	Two days
19	Ask the student to stand up during the lesson for more than ten minutes, or turning his face to the wall.	Written Warning	50 %	One day	Two days
20	Threatening the student with being dismissed from school, or withdrawing his file from the school, which is not within his powers.	Written Warning	25 %	50 %	Two days
21	The teacher does not participate with his students in prayer without permission or an acceptable excuse.	Written Warning	25 %	50 %	One day
22	Asking the student to bring any tool or lesson necessities during the course of the class.	Written Warning	25 %	50 %	Two days
23	The teacher leaves his class and leaves his students with no teacher.	Written Warning	One day	Two days	Three days

24	Visiting the student at his home more than once during and outside working hours, without officially seeking permission from the school administration.	Written Warning	One day	Two days	Three days
25	Requesting any amount of money from the student, whether to the school or to the teacher.	One day	Two days	Three days	Dismissal with end of service benefit
26	Leaving the classroom environment after completing the class in an inappropriate condition, in terms of educational methods.	Written Warning	25 %	50 %	One day
27	Neglecting to activate the classroom law procedures daily, and not transcribing their results into the special behavior committee forms and submitting them to the school counselor more than three times during the semester.	Written Warning	25 %	50 %	One day
28	Failure to commit daily to submitting a lesson preparation note to the administration.	Written Warning	10 %	25 %	50 %
29	Failure to write the required data in the electronic program.	Written Warning	Two days	Three days	Four days
30	Delay in submitting quarterly plans on time to management within a week from the reporting date.	Written Warning	25 %	50 %	One day
31	Being late in attending vocational training inside or outside schools for more than half an hour.	Written Warning	25 %	50 %	One day
32	Absence from attending lectures and courses, within or outside schools without excuse.	Written Warning	25 %	50 %	One day
33	Not to communicate with students' parents by phone or in writing.	Written Warning	50 %	One day	Two Days
34	Failure to commit to exchanging educational visits to exchange experiences with colleagues according to the schedule planned by the supervisor.	Written Warning	25 %	50 %	One day
35	Error in wording monthly and quarterly achievement test questions.	Written Warning	50 %	One day	Two Days
36	Error in assembling or listing grades and editing results.	Written Warning	50 %	One day	Two Days
37	Acting individually in lectures, courses, and workshops, and not cooperating with other employees	Written Warning	50 %	One day	Two Days
38	Causing chaos and riots in lectures, courses, or workshops.	Written Warning	50 %	One day	Two Days



39	Arguing in front of students/customers and loudly between an employee and his colleague.	Written Warning	One day	Two days	Three days
40	Failure to adhere to the morning and evening supervision hours in the courtyards and at the main door.	Written Warning	One day	Two days	Three days
41	Negligence and indifference in observing the student during exams.	Written Warning	One day	Two days	Three days
42	Employee use of mobile phone in the classroom.	Written Warning	25 %	50 %	One day
43	Delaying the delivery of accountability sheet for more than [72] hours.	Written Warning	50 %	One day	Two Days

//Affixed is the seal of Dar Al-Thikr Schools – C.R No. 4030155853 //

//Affixed is the seal of Himam Law Consulting Company

