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**The Council of Ministers**

**Decision No. (51) of 2012 promulgating the Implementing Regulations of the Civil Service Law promulgated by Legislative Decree No. (48) of 2010**

The Prime Minister:

Having reviewed the Legislative Decree No (39) of 2002 regarding the General Budget, amended by Law No. (3) of 2007;

Civil Service Law promulgated by Decree Law No (48) of 2010;

And the Executive Regulation of the Civil Service Law no (35) of 2006 promulgated by decision No (37) of 2007 , and its amendments .

And upon the proposal of the Civil Service Bureau,

**Hereby Decides:**

**Article One**

The provisions of the Executive Regulations of the Civil Service Law promulgated by Legislative Decree No (48) of 2010 attached to this Decision

**Article Two**

The Prime Minister shall promulgate a decision determining the salaries, benefits and the entitlement conditions. And until such this decision is promulgated the provisions regulating salaries, wages, allowances, reimbursements, awards, compensations, other benefits and controls for their entitlements stated in the Prime Minister's Decision No (37) of 2007, its amendments and Civil Service Instructions promulgated accordingly shall continue to be in force.

**Article Three**

The Implementing Regulation of the Civil Service Law No. (35) of 2006 promulgated by Decision No. (37) of 2007 shall be repealed, and any provision contrary to the provisions of the implementing regulation attached to this decision shall be repealed as well .

**Article Four**

This Decision and the Regulation attached thereto shall be published in the Official Gazette, and shall come into force from the day following the date of the publication.

**Prime Minister**

**Khalifa bin Salman Al Khalifa**

Issued on: 10 Shawwal 1433 A.H

Corresponding to: 28 August 2012

**Executive Regulations of the Civil Service Law Promulgated by Decree-Law No. (48) of 2010**

**Article (1)**

**General Provisions**

The following words and expressions in this Regulation shall have the meanings assigned to them in the Civil Service Law unless the context requires otherwise.

**Article (2)**

The table of violations and penalties Attached to this Regulation shall be an integral part thereof.

**Article (3)**

**Positions & Management Organization**

The Bureau shall undertake the following responsibilities and tasks:

1) To study the establishment of directorates and senior posts, including their modification and abolition and submission of recommendations to the Council of Ministers for approval and publication of a decree in this regard.

2) To carry out organisational studies and surveys in the field of work analysis and organisation, including studies concerning the creation and abolition of permanent and temporary posts as well as part-time and contractual employment requirements. The Bureau, in coordination with the competent authority, shall abolish certain posts following such a study and in accordance with the Bureau's instructions.

3) To conduct the purposeful studies to improve work methods and techniques related to the improvement of work systems and re-engineering of the management operations.

4) To study the impact of privatisation and outsourcing the services and activities of the government entities to the private sector on the conditions of the employees and the workforce and its impact on the maximum number of posts for each government entity before and after the privatisation proposal.

The Bureau shall issue the necessary instructions to determine requirements, rules and procedures for implementing this Article.

**Article (4)**

**Classification of Positions**

Classification of positions shall be in accordance with the instructions promulgated by the Bureau.

If a position has been reclassified to a lower grade, the employee retains his grade and pay. The government entity, in coordination with the Bureau, shall transfer the employee to an appropriate vacant position that is classified at a grade level corresponding to the position the employee held prior to the transfer, If it is not possible, the employee shall be placed in the reclassified position until an appropriate position becomes available.

**Article (5)**

**Appointment**

1) The appointment for Positions of Under-secretaries and Assistant Under-secretaries and their equivalent positions shall be by a Decree.

2) The appointment for Positions of Directors and their equivalent positions shall be by a decision of the Prime Minister.

3) The appointment of of holders of the other positions shall be made by a decision of the competent authority in accordance with the Bureau's nomination .

4) Taking into account the provisions of the Appointment’s Decrees and Decisions regarding senior positions, the Bureau shall determine the grades of the employees appointed in all positions.

**Article (6)**

**Types of Recruitment And Their Controls**

1) Permanent Employment: The recruitment in which the employee works full time for unspecified period throughout the work days with pay and benefits decided for the position in accordance with the following controls:

a) He shall be a Bahraini citizens or nationals of the Gulf Cooperation Council.

b) He shall pass the examination determined for the position.

c) The position shall be budgeted and approved within the maximum ceiling of positions on the organizational structure.

**2) Temporary Employment:** The recruitment in which the employee works full-time on a contractual basis for a limited period throughout the working days with the salary and benefits determined for the position or with a lump sum according to the agreement between the government entity and the candidate after the approval by the Bureau, provided that it does not exceed the maximum salary range for this position, in accordance with the following controls:

a) He shall be a Bahraini citizens or nationals of the Gulf Cooperation Council.

b) The position shall be vacant, budgeted and approved within the maximum ceiling of positions on the organizational structure.

c) The temporary recruitment shall be for the purpose of meeting the urgent needs when certain employees are on leave, or when assisting in implementing certain programmes or fast-track projects, or other justifications approved by the Bureau.

d) The qualifications required for permanent positions shall be a basis for the selection for the temporary employment basis positions.

e) It shall be for a period not exceeding one year, renewable upon the Bureau's approval.

3) Part-time Employment: The recruitment in which the employee works on the basis of a contract for a fixed period for less than the daily working hours of a permanent full-time job during all days of the week, under which the employee shall receive a monthly lump sum remuneration calculated in terms of the hour, day, week, month or per segment, as agreed between the government entity and the candidate after the approval of the Bureau, provided that such remuneration does not exceed the maximum remuneration range for the grade of that position, in accordance with the following controls:

a) Part-time employment is carried out, after the approval of the Bureau on the classified vacant positions which are also budgeted and approved in the organizational structure, or on temporary positions created upon the approval of the Bureau for a specific period. work per Segment might be exempted from these controls in some cases and the Bureau issues instructions determining these cases, part-time employment is carried out if the employee is assigned after the official working hours to work unrelated to his permanent position in the same government entity where he works, or if the work similar to the duties of his position but in other government entities in order to achieve the following objectives:

1- Fulfil the seasonal recruitment requirements or acquire rare knowledge, skills or expertise .

2- If it is more cost effective.

3- Assist in performing certain support functions or developmental programmes or projects .

b) The qualifications required for permanent positions shall be a basis for selection for holding positions on temporary employment basis.

c)The Bureau may establish part-time work special pay rates for certain categories when it is extremely difficult to attract highly qualified candidates for the work required or keep in service certain categories of employees, in accordance with the supply and demand circumstances on the position in the labour market and the availability of the required budget .

d) More than one employee may be employed on the same position provided that such employment does not exceed the allocated budget for that position.

e) Part-time working hours shall be regular, irregular, continuous or separated.

**4) Non-Bahrainis contract Employment:** The recruitment in which the non Bahraini employee works on a contract basis for a limited period with pay and benefits decided for the position or with lump sum amount agreed upon by the Government Entity and the candidate after the approval of the Bureau, in accordance with the following controls:

a) The inability to find a Bahraini candidate who meets the conditions for occupying the required position.

b) The acquisition of rare expertise, knowledge and skills.

c) The position shall be budgeted and approved within the maximum ceiling of positions on the organizational structure.

d) The qualifications required for the permanent positions shall be a basis for holding the required positions.

e) The contracts shall be for the maximum period of two years and renewable upon the Bureau’s approval .

f) The Bureau shall undertake advertising for the Positions to be held on a contract basis, negotiation with applicants or with overseas recruitment entities abroad, submission of offers for recruitment and approval of appointment contracts in coordination with the relevant government entity.

g) The Bureau is the official sponsor for non-Bahraini civil service employees in obtaining work and residence permits. Government entities monitor the procedures for promulgating and renewing these visas and residence permits after approval by the Bureau, obtain visas for members of the employee's family authorized to accompany the employee in accordance with the contract, and the visit visas subject to the applicable laws and regulations in the Kingdom of Bahrain.

**Article (7)**

**Commencement of work**

Employee shall not commence work unless the competent Government entity notifies the Bureau with employment in order to approve employee's commencement of work.

**Article (8)**

**Appointment within the Projects Budget**

In accordance with the provisions of Article (40) of Legislative Decree No. (39) of 2002 regarding the General Budget, the competent authority, subject to the approval of the Bureau, may decide to appoint to posts approved under the projects budget of the government entities, including the ones which governs its employees' matter by special regulations, in accordance with the conditions and procedures determined by the Bureau.

**Article (9)**

**Job Advertisement**

Government entities shall notify the Bureau with the vacant positions required to be occupied therein, and the Bureau shall identify the positions to be notified in the local media and overseas media including the advertisement controls and the examinations for those positions. The Bureau shall promulgate instructions regarding the rules and others controls for the type of recruitment and its procedures.

**Article (10)**

**Salary**

1) Employee's salary upon appointment shall be determined by the minimum step of the grade he is appointed therein, and by a decision of the competent authority subject to the approval of the Bureau, the candidate holding distinguished qualifications or extensive experience in the field of the position may be granted a higher pay than the minimum pay in the same grade he is appointed therein.

2) The Bureau is delegated to determine the salaries for certain Positions or holders of certain job categories without the compliance to the salaries promulgated in accordance with article (15) of the Law and in accordance with the following controls:

a) The employee holds high qualifications and distinguished or rare competence.

b) The extreme difficulty to attract the qualified candidates for the work required or keep them in service.

c) Due consideration for the supply and demand on the position in the labour market.

**Article (11)**

**Re-appointment**

By a decision of the competent authority, after approval of the Bureau, it is permissible to re-appoint the employee previously appointed at a level below his qualifications and experience to a level commensurate with those qualifications and experience, provided that a classified vacant positions is available, approved and budgeted in the organizational structure, within the maximum number of positions and he shall fulfil its conditions provided that he is given the minimum pay of the grade he is being re-appointed at or a salary equivalent to his previous salary, whichever is the higher, provided that it does not exceed the end of the grade he is being reappointed at.

**Article (12)**

**Probationary Period and its effect**

Except for persons appointed in senior positions, newly appointed employees for the first time shall be subject to a probationary period of six months from the date of the commencement of work and for maximum one academic year for employees appointed to academic Positions with school vacation entitlement which the equivalent of a full academic year in accordance with the following conditions:

1) The Employee is subject to evaluation in accordance with the performance management system.

2) The Employee’s direct supervisor shall closely monitor the employee's performance during the probationary period and provide every support and guidance to improve his performance. The employee’s direct supervisor, before one month of the expiry of the probationary period, shall submit a report to the component authority that includes the results of the employee performance appraisal during such period and his recommendation based on the results to retain the employee or terminate his service with the justifications and documentation supporting his recommendation. The competent authority shall issue the final decision to retain the employee or terminate his service.

3)The employee shall be notified of the decision of the competent authority before the end of the probationary period by at least five work days and the probationary period shall be counted within the employee's service period if he is retained in the position.

4) The employee is considered to be confirmed in his position if the probationary period ended without notifying the employee with the decision of the government authority.

5) The Employee's service may be terminated during the probationary period by a reasoned decision of the competent authority, if he fails to perform his duties in accordance with the provisions of the law.

6) The Employee may resign during the probationary period by informing his direct supervisor with a written notice five days before the day of his resignation.

7) Upon the service termination for any reason specified in this article, his entitlement shall be commuted to the last day he works.

The probationary period shall apply regarding to contract Employees unless their contracts states otherwise.

The temporary employee is subject to a probationary period if the period of the contract exceeds six months. In case he is retained permanently in his temporary employment position, his temporary employment period of no less than six months shall be added within his actual service period and the he shall not be subject to another probationary period.

The Bureau shall promulgate the instructions regarding the procedures for such period.

**Article (13)**

**Institutional Performance**

The Bureau shall establish an institutional performance management system aimed at improving the government services and increase productivity and efficiency in the Government Entities, meet the needs and expectations of the benefiters of the government services, provided that it includes the following controls:

1) To set up the government entity as an Institutional Culture based on Professionalism, Integrity and Transparency and supporting its employees to strengthen the Governmental Entities' capacity to achieve its mission and strategic objectives and to meet the needs and expectations of the beneficiaries of Governmental Services.

2) To Develop a mechanism to evaluate and measure institutional performance and determine the level of participation in continuous improvement by government entities in the light of national objectives and initiatives and in accordance with internationally recognized standards.

3) To Develop rules and standards that support the institutional work environment and encourage outstanding performance by the government entity's employees in order to raise their level of knowledge, efficiency and productivity.

4) To identify ways of rewarding and recognising government entities in order to motivate them to achieve a high level of performance.

5) To identify the review periods and submitting reports to government entities regarding compliance with institutional performance standards, and taking appropriate measures to develop services and increase productivity on the basis of these reports.

The Bureau shall submit to the Prime Minister an evaluation report on the institutional performance of government entities, with recommendations for appropriate measures to be taken to improve their institutional performance.

**Article (14)**

**Employee Performance Appraisal**

The Bureau shall establish a performance management system for all Employees with the aim of evaluating Employees’ competency and improving their performance and conduct in accordance with the conditions prescribed as follows:

1) To determine the basic abilities upon which the employee's performance is measured across the board with due consideration that such competencies commensurate with the level of functions carried out by the employee and with specific objectives required to be performed by the Employee. The system shall include appraisal mechanism and periods in accordance with the positions’ nature and type.

2) To develop the performance standards for the work, discuss the expected level of performance for the employee and monitor him continuously according to the specific objectives intended to be achieved according to the prescribed annual plan.

3) To determine the aspects for the performance development , formulate a plan for such development together with determining the aspects of positive support which shall be rendered to the employee in order to promote his level of performance within the specific timeframe.

4)The results of Performance Appraisal shall be the objective basis for the administrative decisions regarding the employee's training, development, promotion and motivation, provide better work environment, simplify work procedures, improve policies and administrative system efficiency, evaluate training programmes and their feasibility and other administrative decisions relating to improve the administrative performance.

5) Performance appraisal reports shall be prepared for all Employees by their direct supervisors at least once annually and shall discuss the report with the employee before submitting it to the competent authorities for approval. The employee shall be provided with a copy of the Performance Appraisal Report after its approval .

6) If the employee is sick for a period exceeding six months, such employee's Performance Appraisal shall be based on his last Annual Report. And if the appraisal is on Weak rating, his performance shall be automatically assessed as satisfactory..

7) If the employee is delegated or seconded to another Position within the kingdom, the entity to which he is delegated or seconded shall prepare his Performance Reports during his term of service in that entity if it exceeds six months, and shall send it to the employee's original entity for the purpose of using the Report as guidance when preparing the Annual Report. In the event of secondment or assignment of the employee outside the Kingdom, the prior report established on his behalf before the secondment shall be taken into consideration.

8) If the employee is transferred from one position to another within the government entity in which he works, or from one government entity to another government entity, the entity from which he is transferred shall prepare a report on his performance during the period he has spent in it after his last appraisal, and send it to the entity to which he is transferred for guidance in preparing his performance reports.

9) The employee may, within fifteen days from the date of notification with a copy of the work assessment report, request the competent authority to reconsider the performance appraisal, provided that the competent authority issues its decision on the request within fifteen days from the date of its submission.

**Article (15)**

**Promotion**

The Bureau shall establish a promotion system during the employee's service, when he reaches the end of his employment grade, and at the end of his service, in accordance with the following controls:

1) Determine the concept of promotion, its types, the conditions for obtaining it, the periods to be completed and the rights associated with it, commensurate with the nature of the employment.

2) Determine the concept of merit and the level of performance required for promotion in accordance with the performance management system.

3) An employee who has been suspended from work or referred to a criminal investigation or court for a crime or a crime involving a breach of honour or trust may not be promoted during the period of suspension or referral. If it is established that he is not responsible, or if he is granted a warning or a reprimand, his seniority in the position to which he is promoted shall be restored to the date on which he becomes entitled thereto.

4) The promotion of an employee who has been the subject of a penalty of suspension of work with deduction of salary may only be considered after the expiry of the date on which the penalty will be erased.

5) The employee cannot be considered for promotion while the penal sentence is being enforced.

6) The promotion must be within the annual ceiling set by the Bureau for each government entity, taking into account the budget allocated to each entity.

7) If the date of the promotion coincides with the date on which the annual performance-related increase is granted, the employee is granted the promotion first and then the annual performance-related increase thereafter.

**Article (16)**

**Healthcare and Social Care and Occupational Health and Safety**

The Bureau shall establish a healthcare and social system as well as an occupational health and safety system in government entities and shall coordinate with them in compliance with the following controls:

1) Healthcare, cultural and social system controls:

a) To determine the types of healthcare, cultural and social programmes and services offered to employees of the government entities.

b) To determine the procedures related to healthcare, cultural and social services for employees of the government entities.

c) To classify employment requiring periodic medical examination and to establish a mechanism for the early detection and prevention of illness.

d) To form Committees for Healthcare and Social Protection in the government entities and to define their terms of reference.

e) To regulate the means of prevention and compensation for occupational diseases.

2) Health and safety at work system controls:

a) This includes the administrative measures for health and safety at work arising from the policy, organisation, planning, implementation, evaluation and continuous improvement procedures.

b) Establish mechanisms to ensure compliance with the health and safety legislation and regulations.

c) Standards for the formation of health and safety committees in government entities.

d) Emergency and accident response measures, including first aid measures.

e) Mechanisms for collecting and analysing data on employment injuries and professional illnesses in accordance with the requirements of the social insurance system.

f) Mechanisms to motivate government entities and employees to raise the level of occupational health and safety in their workplaces.

g) setting a health and safety programme in each government entity and it shall implement, monitor, evaluate and periodically revise it.

**Article (17)**

**Transfer**

An employee can be transferred from position to another within the same government entity or to another government entity in accordance with the following controls:

1) The transfer shall be within the government entity by a decision of the competent authority after an approval by the Bureau.

2) The transfer to another government entity shall be carried out by a decision of the competent authority of the authority from which he is transferred and of the authority to which he is transferred, after an approval by the Bureau.

3) The employee fulfils the conditions and criteria approved for the position to which he is transferred.

4) The position to which the employee is transferred is dependent on the organisational structure, vacancy, a financial allocation and is within the maximum number of positions if the transfer is to another government entity.

5) Upon the transfer, the employee may be promoted if he fulfils the criteria, rules and conditions for promotion in accordance with the promotion system.

6) The transfer of holders of senior positions is by a decision of the authority concerned by the assignment.

The Bureau shall issue the instructions concerning the rules for determining the salaries, benefits and transfer procedures.

**Article (18)**

**Delegation**

An employee might be delegated temporarily to perform the work of another position in the same or another government entity in accordance with the following controls:

1) The delegation shall be within the government entity by a decision of the competent authority after the approval by the Bureau.

2) The delegation to another government entity shall be carried out by decision of the competent authority of the entity from which he is delegated, in coordination with the competent authority of the entity to which he is delegated, after an approval by the Bureau.

3) The position shall be vacant due to the absence of its occupant or because there is no employee available to perform it.

4) He shall fulfil the conditions and criteria approved to fill the position to which he is delegated.

5) The delegation shall be for a period of one year, renewable for a maximum of three years.

6) The delegation may be either partial in addition to the employee's initial position or entirely full-time.

7) The government entity to which he is delegated, or as agreed between the two entities, will be responsible for the employee's salary, benefits and other financial dues in accordance with the rules and procedures established by the Bureau of the Civil Service, and will undertake the assessment of his annual performance, calculate and grant leave, deduct and pay his pension contributions, as well as be responsible for disciplinary action in respect of offences committed by him during his period of delegation.

8) The Bureau shall determine the appropriate remuneration for the period of delegation to which the employee is entitled, taking into account Paragraph (6) of this Article, and shall also grant the benefits provided for the position to which he is delegated.

9) The employee has the right, at the end of the total period of delegation, to return to the same position he occupied prior to the delegation and retains all the benefits of the position he occupied prior to the delegation.

The Bureau shall issue the instructions concerning the rules and procedures for delegation.

**Article (19)**

**Secondment**

The employee can be seconded, with his written consent, to a government entity which is not subject to the provisions of the Civil Service Law, to any other institution affiliated to the State, to a company in which the State contributes at least 50% or Arab, regional, foreign or international governments or entities. Positions are seconded to one of these entities in accordance with the following controls:

1) The secondment shall be by a decision of the competent authority after an approval by the Bureau, and for holders of senior positions, by a decision of the authority concerned by the assignment.

2) The secondment shall be for a period of one year, renewable for similar periods, the total of which may not exceed four further years, except in cases required by the public interest.

3) When seconded to a government entity which is not subject to the provisions of the Civil Service Law, or to any other institution affiliated to the State, or to a company in which the State contributes at least 50%, the seconding entity, or as agreed between the two parties in accordance with the controls laid down by the Bureau shall be responsible for the salary of the seconded employee and the required social benefits and other financial charges, and shall be responsible for the payment of the pension contributions or end-of-service allowance, travel and transport costs, luggage transport, health and administrative benefits and leave due to the seconded employee, during and at the end of his service.

4) Upon a decision of the Prime Minister, in the event of secondment to Arab, regional, foreign or international governments or entities, the Government of the Kingdom of Bahrain shall bear all or part of the salary, rights and benefits provided for the position held by the seconded employee during the period of secondment.

5) Prior to being seconded, the employee has the right to use up his annual leave balance or to retain it until the end of the secondment period.

The Bureau shall issue instructions concerning the rules and procedures for secondment.

**Article (20)**

**Delegation on Official and Training Assignments**

An employee can be delegated on official and training assignments in accordance with the following controls:

1) The delegation shall be carried out with the approval of the competent authority in accordance with the budget approved for this purpose:

2) The official or training assignment is related to the duties and responsibilities of the government entity.

3) First-class air tickets are issued to holders of senior positions, their representatives and subordinates, judicial grades and heads of delegation who are deputed with the approval of the Council of Ministers, and business class tickets might be issued for these categories in case the travelling in the first class is not possible commensurate with the travel and work conditions. Business class tickets are issued for the heads of departments and their equivalents who are delegated for official or training missions that take place in one of the countries of the Gulf Cooperation Council, as well as the other employees making long journeys in accordance with the controls set by the Bureau. Economic class tickets will be issued in all other cases.

4) With the approval of the competent authority of the government entity, additional travel tickets may be issued to companions of grantees who are required to travel first class on the same travel class for official business, provided the number of companions shall not exceed a maximum of three.

5) Employees on official missions or on training or study courses outside the Kingdom are entitled to travel allowances to cover subsistence and other necessary expenses.

6) The Bureau is responsible for issuing the necessary instructions for organising travel procedures for employees of the government entities and for checking entitlement to travel allowances in accordance with the travel destination.

**Article (21)**

**Treatment Costs During Delegation**

The government covers the cost of the employee's treatment and the value of the medications in the following two cases:

1) When the employee is on an official mission outside the country.

2) When the employee is on a mission, scholarship or training programme outside the country.

The employee shall present his employer with documents showing the treatment costs and the value of the medicines, certified by the competent medical authority at the Ministry of Health. The government shall not cover the cost of dental implants of any kind, or the value of eyeglasses, medical lenses or prostheses, unless this is the result of an injury sustained in the performance of professional functions.

**Article (22)**

**Training**

The Bureau shall establish a system for training employees of government entities in accordance with the following controls:

1) Provide equal training and educational opportunities for employees.

2) Determine training needs based on career development paths, the objectives of the government entity, the results of professional and institutional performance evaluation reports, and the annual budget allocated to it in accordance with the general policy of the State.

3) Formation of a training committee of specialists in the field of human resources planning and development in each government entity.

4) Provision of training in the entities available in the State, and in cases where the requirements of the position demand it, or training programmes are not available in the State, training may take place outside the State, in all cases with the approval of the Bureau and in accordance with the budget allocated for this purpose.

5) The training period is an employment period during which the employee is entitled to all the salaries and benefits prescribed for the position, in accordance with the controls established by the Bureau.

6) The employee who receives a grant for training or study programmes lasting more than three months is required to sign an agreement in accordance with the model approved by the Bureau, and without prejudice to the provisions of this agreement, the employee shall work at the government entity that provided the training or study or by any other government entity, for a similar period, or he shall reimburse the cost of his training or studies.

7) Newly graduates Bahrainis from different educational levels shall be rehabilitated to take up government positions or to implement community service programmes in return for a fixed reward, whether the qualification is within the country or outside, in accordance with the instructions issued by the Bureau.

8) The competent authority, in co-ordination with the Bureau, shall develop the necessary preparation and training plans for senior positions in the government entities.

**Article (23)**

**Delegation on mission or scholarship**

By decision of the competent authority after approval by the Bureau, the employee may be sent on a mission or on scholarship inside or outside the Kingdom in accordance with the following controls:

1) The purpose of the delegation shall be to raise the level of the employee for the benefit of the government entity, taking into account the budget allocated for this purpose.

2) The employee shall have the minimum period of service or practical or scientific experience determined by the Bureau according to the nature of the position and the requirements of the employment.

3) The employee achieves the required level of performance in accordance with the Performance Management System.

The Bureau shall issue the instructions for the delegation criteria and procedures.

**Article (24)**

**Training and Study Expenses**

1) The government entity may, after the approval of the Bureau, pay all or part of the employee's studying fees as part of a career development project related to the employee's current or future employment.

2) The government entity has the right to stop paying the studying fees for the employee in the event of his breach of the applicable laws, regulations, decisions and instructions or of the conditions stipulated in the agreement.

3) The employee delegated to a training or study grant by the government entity shall be entitled to his salary and to the social benefits allocated to him during the training or study programme, in accordance with the regulations established by the Bureau, and the period of assignment to a training or study grant shall be included in the right to promotion and the calculation of the period of service calculated for retirement, taking into account the provisions of Law No. (13) of 1975 regarding the Regulating of Retirement Pensions and Benefits for Government Employees. The Bureau issues instructions concerning the employee's remuneration and entitlement to training and study costs, as well as the rules, provisions and forms of training agreements.

**Article (25)**

**Training and personal development**

Government entities shall encourage employees to undertake personal development and self-training, which is the responsibility of each employee, in accordance with the controls and procedures established by the Bureau.

**Article (26)**

**Working Hours**

Working hours in the government entities are subject to the following rules:

1) The employee is entitled to his salary and job benefits on the official and weekly public holidays and other legally established public holidays. It is permissible for the employee to work on such public holidays if necessary and shall be compensated therefor as determined by the Bureau.

2) Women shall not be employed in any government industrial project or in any branch thereof between the hours of eight o'clock in the evening and seven o'clock in the morning, except in exceptional circumstances as determined by the Bureau with respect to women working at night.

3) Where the necessity of the work requires an employee or several employees to remain at work for long hours due to any emergency, a special working session may be arranged for such employees, in accordance with the controls established by the Bureau.

**Article (27)**

**Over time Work**

The competent authority is entitled to assign overtime work to the employee after the official working hours and on public holidays in accordance with the following controls:

1) With the exception of holders of senior positions and their equivalents, the employee is entitled to compensation for the overtime work or hours assigned by the competent public authorities outside the official working hours determined by the Bureau.

2) Overtime work shall be of an urgent nature and may not be performed during official working hours.

3) Overtime work shall be related to the employee's tasks during official working hours.

4) Overtime work shall be the most practical and economical method of meeting the needs of the public authorities after exhausting all other means of organizing work during the official working hours, such as advance planning, scheduling work, modification of completion dates and redistribution of human resources. .

5) Overtime pay shall be within the budget approved by the Bureau, provided that it does not exceed the appropriations allocated to it in the manpower expenditure section.

6) Each public authority is responsible for regulating the overtime work for the employees by preparing overtime schedules and using overtime in emergencies while continuously assessing the need for overtime, and each public authority shall publish the procedures necessary to carry out these responsibilities.

7) The Bureau shall determine the maximum amount of overtime for employees of the public authorities.

**Article (28)**

**Annual Leave**

1) Employees' leave shall comply with the following rules and conditions:

a) The employee is entitled to an annual leave with pay at the rate of thirty working days for each year of service, an average of two and a half working days per month, and the employee shall retain the balance of his annual leave not taken, provided that the total balance transferred to the following year does not exceed seventy-five working days.

b) Weekends, official events and other legally prescribed public holidays are not included in the calculation of the annual leave.

c) The employee's entitlement to the annual leave shall be calculated for the first time as from the date on which he takes up his position and he is not entitled to take such leave until he has successfully completed his probationary period.

d) The employee is granted the annual leave up to the limit of his balance after the approval by his direct supervisor, and the employee shall return to work immediately after the end of his leave, and it shall not be extended except on the approval of his direct supervisor before the end of his leave, and the supervisors at all administrative levels are required to coordinate with the employees working under their supervision to establish a schedule that organises the employees' leave, taking into account the requirements of the workflow and the conditions of the employees, in order to avoid the employee losing his annual leave beyond the maximum authorised limit.

e) The entity to which the employee belongs may postpone or shorten the annual leave after its approval only for reasons necessitated by the interests of the work, provided that the employee is entitled to it or what remains of it later in the same year, and it is permissible, at the request of the competent authority to summon the employee from his annual leave and resume work before the end of his period if the interest of the work so requires, and in such case the actual days worked by him during his leave shall be added to the balance of his leave or his leave shall be extended by the equivalent of such days.

f) The employee shall be entitled, at the end of his service, to an indemnity in cash for the balance of his annual leave which he has not taken, provided that it does not exceed the maximum limit authorised for transfer to the following year, in addition to the leave due in respect of the year in which his service ended or at the end thereof, calculated on the basis of the last salary he received.

g) The employees working in the educational and training organisations, colleges and institutions where their positions are linked to the school year shall be entitled to annual leave, calculated on the basis of the duration of the study leave, to be determined by a decision of the competent authority after the approval by the Bureau.

h) The employee shall not stay at work for more than two consecutive years without taking annual leave, provided that the total of such leave is not less than twenty-two working days.

2) The employee's annual leave balance includes authorized periods of absence with pay, including annual leave, sick leave, other paid leave and special leave without pay not exceeding thirty days.

**Article (29)**

**Calculating Annual Leave**

The balance of an employee's regular annual leave is calculated in days, not hours. However, it may be calculated in hours, so that the employee benefits from less than a full day's annual leave.

**Article (30)**

**Sick Leave**

1) The sick leave shall comply with the following rules and conditions:

a) The employee is entitled to paid sick leave on the basis of approved medical certificates at the rate of twenty-four working days per year, at the rate of two working days per month.

b) The employee retains the balance of his sick leave from which he has not benefited, provided that this balance does not exceed two hundred and forty working days.

c) The employee shall inform his direct supervisor of the sick leave, unless there is a serious reason preventing him from doing so.

d) The competent medical authority is responsible for determining the employee's state of health in relation to the performance of his work, the validity of the medical certificates submitted by the employee and for determining the periods of incapacity or disability due to illness, and if the medical authority deems the employee at any time unfit, it shall make a decision to this effect and advise the entity to which the employee is affiliated to take whatever action it deems appropriate in respect of the employee, such as terminating the employee's services on the grounds of unfit health.

e) The sick leave is not approved for a period of one working day to five working days, except on the basis of a medical certificate submitted by the employee, and the direct supervisor may disregard the request for a medical certificate if the period of the leave is one day, and in the event that the direct supervisor suspects the validity of the medical certificate submitted, the employee shall be referred to the medical authority to prove its validity, as for the absence due to illness exceeding five working days, they shall be justified by a medical certificate approved by the competent medical authority.

f) The competent authority may grant the employee to whom the balance of sick leave has been exhausted additional sick leave with pay not exceeding sixty working days, if the relevant medical authority considers that his condition so requires, provided that his period of service is not less than one full year, and the additional sick leave may be granted once only under the conditions and controls described above, provided that one full year has elapsed since the date of commencement of the additional sick leave granted to him.

g) The employee suffering from scleroderma or kidney failure and who has used up his balance of sick leave and supplementary sick leave is entitled to further supplementary leave with pay not exceeding thirty working days for one time during the year, if the competent medical authority considers that his condition requires it.

h) The sick leave is considered as part of the period of service for which the employee is entitled to end-of-service indemnity or a retirement pension.

2) The employee's sick leave balance includes authorised periods of absence with balance, including annual leave, sick leave, other paid leave and special leave without pay not exceeding thirty days.

**Article (31)**

**Special Leave**

The employee is entitled to the following special leave with pay, as follows:

1) A marriage leave for a period of three working days and for one time only during his entire period of service, provided that he presents a certified copy of the marriage certificate.

2) A Muslim employee's pilgrimage leave to perform the Hajj is for a period of twenty-one days and for one time only throughout his period of service, whether that service is current or previous.

3) A maternity leave of sixty days for a female employee who gives birth to a newborn child, and it shall begin from the first day of delivery recorded in the approved medical certificate, provided that the employee informs her employer, and it is permissible, upon the employee's request, to obtain it before the estimated date of childbirth within a period not exceeding fifteen days.

4) A three-day leave for the death of a relative up to the fourth degree, provided that the employee informs the employer of the death of one of his relatives, and provides the employer with the death certificate with indicating the relationship of the deceased relative after his return to work.

5) The period of Iddah (Death of Husband) for a Muslim female employee whose husband dies is four months and ten days from the date of the husband's death, and the employee shall inform her employer of her husband's death, and if the employee in Iddah is pregnant and she gave birth during her Iddah period, she shall not be compensated for the maternity leave. and she is granted the rest of her maternity leave if this leave exceeds the period of Iddah provided for by law, and in all cases she is required to submit the supporting documents.

6) Leave to care for a sick person:

a)It is granted to the employee to accompany a sick relative up to the fourth degree who the competent medical committees have decided that he needs treatment abroad with a carer, for the prescribed period of treatment, provided that it does not exceed sixty days per year, whether continuous or intermittent.

b) With the approval of the Bureau, the employee may be granted the leave referred to in the previous paragraph to care for a patient who is not his relative in the absence of an accompanying relative.

c) This leave is also granted to the employee to care for a patient close to him in the first degree, and the attending physician has decided that he needs a carer during his treatment in the Kingdom, provided that it does not exceed seven consecutive or intermittent days in one year, in accordance with the controls set by the Bureau.

7) Patient contact leave with a contagious disease for the period determined by the competent medical authority, if the authority decides to prevent him from carrying out his work for this reason, provided that the employee informs his employer.

8) Quarantine leave for the period decided by the competent medical authority, provided that the employee informs his employer, and upon his return to work, submits the supporting certificates.

9) Leave for a period not exceeding one month per year to carry out a study examination under the following conditions:

a) The employee shall inform his employer when he takes part in the study and the institution in which he is studying, and submit the documents proving this.

b) The institution in which he studies is academically recognised by the competent authorities of the Kingdom.

c) The employee shall notify his employer prior to the date of the examination.

d) When applying for leave, the employee shall present proof of his submission to take part in the examination.

e) This leave for examinations can be divided into different periods during the year, and this leave is calculated according to the academic examination timetable set by the educational entity.

f) The employee is entitled to leave for the academic examination for the days specified in the study calendar approved by the educational authority, in addition to one day for travel before the examination and one day after it, whenever the examination takes place out of the State.

10) A permit to participate in cultural delegations to represent the Kingdom, depending on the duration required for such participation, and this leave is subject to the following rules:

a) The request for participation shall be written in an official letter from the relevant government entity to the employee's employer, specifying the duration of the event in which participation will take place, its location and the organising entity.

b) Such participation shall not affect the workflow of the government entity with which the employee is affiliated.

c) This leave shall be subject to the approval of the competent authority.

11) Leave due to injury at work for the period decided by the competent medical authority, taking into account the following controls:

a) The injury results from or is caused by the performance of the employee's professional functions or any other function officially entrusted to the employee.

b) The public authority to which the employee belongs informs the competent authorities of the injury as soon as it occurs.

c) The period of the injury leave is not deducted from the sick leave or any other leave.

12) Breast-feeding leave; The female employee who returns to work after the maternity leave is entitled to two hours of nursing time per day, with pay, to breastfeed her newborn child until it reaches the age of two years. Her hours are determined according to the interest of the position, provided that the employee submits supporting medical certificates to the employer.

**Article (32)**

**Special Unpaid Leave**

a)The leave is granted to the husband or wife if one of them is authorised to go abroad for a period of at least six months, and this leave may not exceed the duration of the husband's or wife's stay abroad, and the administrative authority shall respond to the husband's or wife's request in this case.

b) The female employee is entitled to a special unpaid leave to care for her child under the age of six, for a maximum of two years at a time and three times during her period of service.

c) The employee may benefit from special unpaid leave to attend studies or research or for any other reason expressed by the employee and assessed by the competent authority in accordance with the requirements of the regularity of work.

d) The period of leave in the above-mentioned cases is not included in the period of service which is included in the calculation of the pension or benefits in accordance with the provisions of Law No. (13) of 1975 regarding the organisation of pensions and retirement benefits for government employees.

**Article (33)**

**Other Leave Controls**

1) The employee is not entitled to the leaves provided for in the Civil Service Law during the probationary period, except in cases beyond his control and in accordance with the instructions issued by the Bureau, in which case the probationary period is extended for the duration of the leave period.

2) The employee is entitled to his salary and benefits for the period of absence from work, which is based on him being summoned by a competent public authority, provided that he submits proof thereof.

3) When the employee is transferred to another entity, he shall retain the leaves due to him.

4) The employee shall not be entitled to any of the leaves provided for in Article (20) of the Civil Service Law for periods of unauthorised absence from work.

5) Without prejudice to the leaves provided for in his contract of employment, the employee appointed on an interim or part-time basis and by contract is entitled to leave in the event of illness or death of a close relative in accordance with the periods and controls laid down by the Bureau.

6) The Bureau shall issue instructions to the public Authorities specifying the employment benefits granted to the employees during holidays with pay and the terms and conditions of all types of leave.

**Article (34)**

**Other Responsibilities, Violations and Penalties**

1) The employee shall:

a) Allocate official working time to the performance of the responsibilities of his position, not to be absent from work and not to leave the workplaces assigned to him without the permission of his direct supervisor, and he shall inform his direct supervisor in the event that he is unable to come to work before the start of official working hours within a sufficient period of time.

b) His behaviour is in accordance with the traditions and respect due to the ethics and honour of his position.

c) Cooperate with his colleagues in their work and treat the public appropriately, while fulfilling their interests in a timely manner.

d) Respond to training and development programmes prepared by the government entity in which they work and endeavour to develop his own skills and abilities to improve his professional performance.

e) Preserve the property and funds of the government entity in which he works.

f) Carry out the orders issued to him accurately and honestly, within the limits of the applicable laws and regulations.

2) The employee shall not:

a) Violate the rules and provisions stipulated in the applicable laws, regulations and instructions relating to the civil service.

b) Violate the rules and provisions stipulated in the general finance law, the regulations and decisions issued for its execution, and all financial rules.

c) Violate the rules and provisions stipulated in the law governing the public tenders, auctions, purchases and sales, and the regulations and decisions issued in application thereof.

d) Make any statement or declaration on behalf of the government entity in which he works to any media, unless he is authorised to do so by the competent authority.

e) Disclose facts of which he becomes aware by reason of his position if they are of a confidential nature or if he has been instructed to do so, and this obligation remains in force after the employee has left.

f) Keep for his personal use the original or a copy of any official document, or extract this original or this copy from the files designated for custody, or keep for his personal use the original or copies of recording tapes, photos, films, copies, operational programmes or applications related to the computer of the entity in which he works, even if it was related to personally assigned work.

g) Exploit his position for personal ends or which could harm others.

h) Instigate, threaten, participate in or incite strikes in vital installations where strikes are prohibited and specified by Prime Ministerial Resolution No. (62) of 2006 regarding the specification of vital installations in which strikes are prohibited, and in compliance with the law regulating them.

i) Take part in disturbances and destroy public or private property.

j) Organise, participate in, incite or urge to participate in assemblies and sit-ins that are unauthorised or unlawful, with due regard for the law regulating them.

k) Exploit a minor under the age of (18) to participate in any of the activities stipulated in Clauses (h), (i) and (j) of this Article.

3) The employee shall not accept any gift, reward, commission or loan in exchange for the performance of the duties of his position, nor shall he collect money or goods bearing a value in kind for any person or organisation or participate in the organisation of meetings within the workplace without the authorisation of the authority designated by the competent authority.

4) The employee shall not distribute flyers or printed matter or collect signatures inside the workplace.

5) The following activities shall not be carried out by an employee or by another person:

a) Purchase immovable or movable property put up for sale by the judicial or administrative authorities, if this is related to the performance of his work duties.

b) Engage in any commercial activity with the exception of the ownership of a share in a commercial company, by legal inheritance or by gift from one of his relatives up to the fourth degree, provided that he does not engage in any activity in this company.

c) Be a member of the board of directors of any joint stock company without the permission of the competent authority.

d) Have an interest in business, contracts or tenders related to the work of his position.

e) Rent land or buildings with the intention of exploiting them if such use is connected with his work.

6) No more than one penalty may be imposed for a violation, and the table of violations and penalties attached to this regulation indicates the types of violations and the penalties imposed on perpetrators in accordance with the provisions of Article (23) of the Civil Service Law, according to their nature and severity.

7) The employee is entitled to perform work for others, with or without pay or bonus, outside official working hours, provided that such work does not conflict with the nature of his position or undermine his dignity or the dignity of the position or of the entity to which he belongs.

8) The employee is entitled to undertake work of guardianship, trusteeship or agency on behalf of the absentees, or of legal assistance if the person covered by the guardianship, trusteeship, absentee or designated legal assistant is one with whom he is related by a family or lineage up to the fourth degree.

9) The employee may undertake the work of custodianship of funds in which he is a partner or owner of an interest or belonging to those with whom he is related by a family or lineage up to the fourth degree.

**Article (35)**

**Administrative Investigation and Disciplinary Action**

The competent authority shall notify the Prime Minister of the commission of facts and actions by persons in senior positions of responsibility that may constitute violations, and the Prime Minister may, if he is of the opinion that such facts and actions constitute a violation, refer him to the disciplinary authorities in accordance with Article (22) Paragraph (3) of the Civil Service Law.

The decision to refer one of the senior staff members for investigation shall include a statement of the facts and actions that constitute the alleged violations and the evidence in support of the charge. The offending employee shall be notified with a copy of this decision at least fifteen days prior to the date of the investigation, and the employee shall have the right to examine all procedures and documents relating thereto and to be provided with copies of all documents.

**Article (36)**

**Administrative investigation and Disciplinary Controls**

Without prejudice to the provisions relating to the imputability and discipline of persons of senior position, the following controls apply to all employees:

First: The employee shall be subject to a written investigation of any violations he commits, with the exception of violations for which the penalty is an oral warning or a written warning, in the following manner:

1) The investigation committee shall be set up by decision of the competent authority to which the employee belongs and shall consist of a president and at least two other members.

2) The president and members of the committee shall be experienced, competent and impartial employees.

3) The level of the committee president shall be no less than a head of a department , and his position and the positions of the other members shall be equal to or superior to the position of the employee referred to the investigation.

4) The president of the committee and the members, insofar as possible, shall be from the government entity with which the employee is affiliated, and the presence of representatives of the Bureau may be requested.

5) The president or a member of the committee shall not be a direct supervisor or manager of the employee or be related to him.

6) If the investigation committee considers that the allegations made against the employee constitute a penal violation as provided for by law, it shall inform the competent authority, if confirmed, and examine the question of continuing the investigation or postponing it until the end of the penal investigation.

7) The investigation committee shall immediately, upon finishing their work, submit its recommendations, with reasons, to the competent authority within a period not exceeding ten days from the date of closure of the investigation, as follows:

a) Save the investigation for lack of suspicion of violation.

b) Suggest that the appropriate penalty be imposed on the employee.

c) If required, it is permitted to recommend that the employee pay compensation for any damage to public property.

8) In drawing up its recommendations, the investigation committee shall take into account the following elements:

a) The prior administrative action that was taken to resolve the violation.

b) The nature and consequences of the violation alleged against the employee.

c) Previous violations of behaviour, their recurrence and severity.

d) Misunderstanding, estimation, concealment, participation or incitement to commit a violation.

e) The degree of the employee's ability to control the events and situations that led to the occurrence of the violation, in terms of time, place or sequence of events.

f) The degree to which previous measures of direction and correction have been taken with the aim of giving the employee the opportunity to improve his performance and behaviour.

g) Taking into account the material and moral cost resulting from the replacement of the employee by another in the event of a recommendation for dismissal or affecting the proper conduct of the work in the event of suspension.

h) Extremism if the breach involves deliberate disrespect or contempt for the public authorities.

i) The progressive imposition of sanctions.

j) The investigation committee may, before preparing its recommendations for submission to the competent authority, hear any mitigating circumstances or reasons that the employee wishes to disclose.

9) The competent authority may, within a period not exceeding fifteen days from the date on which the investigation committee submitted its recommendations to it, give a substantiated decision in either of the following two matters:

a) Return the investigation report to the committee if the competent authority considers that the sanction is severe.

b) To endorse, revoke or modify the committee's recommendations.

Second: For violations for which the sanction is a verbal warning or a written warning, the competent authority of the government entity to which the employee belongs, instead of forming a investigation committee, may entrust the task of investigation to an employee with experience, competence, integrity and impartiality who is no inferior to the level of employment of the employee who is the subject of the investigation. The investigation of the employee may be verbal in these cases, provided that its content is proven in the decision imposing the sanction.

Third: The suspension of the employee from work in the interest of the investigation shall be issued by decision of the competent authority for a period not exceeding six months with payment of salary during the period of suspension, in accordance with the following controls:

1) The employee shall be notified of the suspension decision as soon as it is made.

2) The employee shall sign the acknowledgement of receipt.

3) If the employee refuses to sign this notification, this refusal to sign shall be proved by the notifying authority and the seal of the competent authority shall be affixed, and in this case the employee shall be deemed to have been legally notified.

Fourth: If it is proved to the competent authority or if there is reason to believe that the employee has committed, or is suspected of having committed, one of the violations for which the penalties provided for in Article (23) of the Civil Service Law are imposed, the employee shall be referred to the investigation committee provided for in this Article.

Fifth: In all cases of violation or suspicion, an employee may not be investigated until the decision to refer him for investigation or to order an investigation has been notified to him.

Sixth: The person under investigation has the right to examine the investigation procedures and all related documents and to obtain a copy of these documents.

Seventh If the investigation committee decides to impose a penalty for dismissal, the employee shall be referred by the competent authority to a Disciplinary Board constituted by a decision of the President of the Bureau holding a specific statement of the facts alleged against the employee.

Eighth The Disciplinary Board shall be composed of a president, a vice-president and at least three other members.

Ninth: The position of the president of the disciplinary board and his deputy shall not be inferior to the position of a head of department, and the position of the president of the disciplinary board, his deputy and the other members are equal to or greater in position to the employee referred for investigation.

Tenth: The president of the Board of Directors, his deputy or the member shall not be a direct superior or director of the employee, be related to him nor participate in the investigation committee which issued the recommendation for dismissal against the employee.

**Article (37)**

**Investigation committee procedures**

The Employee Investigation Committee shall follow the following procedures:

1) Notify the employee in writing within a period not exceeding fifteen days from the date of referral for investigation to appear before the committee of the violation or violations alleged against him, the notification shall include a brief statement of the facts constituting the violation or violations and the date of their occurrence, provided that the employee signs the notification acknowledging receipt.

2) The employee shall be notified in person or by registered mail at his place of residence indicated in his service record or at the place of residence of one of his relatives whose names are entered in his service record, or by any other means that the committee investigation deems appropriate.

3) In the event that the employee refuses to sign indicating that he has received the notification, the competent notifying authority shall prove the refusal to sign and affix the seal of the competent authority to the notification. In this case, the employee shall be deemed to have been legally notified and the Investigation Committee may proceed in his absence unless it decides to notify him again, for reasons it evaluate, provided that it includes it in the Investigation Report.

4) The investigation may only take place in the presence of the employee and the investigation may take place in his absence if the interests of the investigation or the employee's situation requires so.

5) The investigation shall begin by verifying the employee's name, position, grade, age, a summary of the violation or violations alleged against him and the date of the decision to refer him for investigation.

6) The Investigation Committee shall hear the statements of all witnesses to the allegations attributed to the employee, from among the employees and others, if any, and shall summon experts and others as it deems necessary to hear their statements, and shall permit the employee to confer with them if necessary.

7) After hearing the witnesses against the employee, the Investigation Committee shall hear the employee's statements, if he wishes to make them orally or in writing, and shall examine any documents submitted by the employee, and then hear the statements of witnesses on the employee's behalf, if any.

8) In order to conduct his defence, the employee may be assisted by whomever he deems appropriate.

9) The Investigation Committee may be assisted by a clerk to transcribe the investigation in numbered minutes. On the front of the minutes, the date, place and time of its opening, the name of the clerk, if there is one, and the names of the president and members of the committee as well as their positions, grades and functions shall be recorded.

10) The minutes shall be annexed with the time at which it is closed, and the end of each sheet of the investigation documents shall be signed by each of the presidents and members of the Investigation Committee and by the employee if he is present. If the employee cannot read or write, his statements shall be read to him, provided that he affixes his right thumb print in place of his signature.

11) The incriminating and exculpatory documents shall be numbered and signed by the president of the investigating committee and added to the minutes.

The Bureau shall issue the necessary instructions for the implementation of the provisions of this Article.

**Article (38)**

**Disciplinary Board procedures**

1) All procedures of the Disciplinary Board shall be recorded in minutes which shall be kept in the case file.

2) The President of the Disciplinary Board shall set a date for the Board to meet in order to take disciplinary action against the employee and to notify the employee, provided that the notification includes a clear identification of the violation against him.

3) The employee shall sign the notice of receipt, and in the event of refusal to sign, the competent notification authority shall prove the refusal and affix the seal of the authority to the notice, and in this way the employee shall be deemed to have been legally notified and the Disciplinary Board may continue the procedures in his absence.

4) The employee shall attend the hearings in person and may be assisted by a representative to express his defence in writing or orally and may request that witnesses be called to hear their statements.

5) The employee or his representative has the right to examine the investigation documents and to make photocopies thereof.

6) The Disciplinary Board may be assisted by persons it deems to be experienced in matters requiring their advice.

7) All summonses from the Disciplinary Board shall be delivered to the employee personally or by registered mail to his work address if he continues to work,to his home or the home of one of his relatives whose names are recorded in his service file if he has been suspended or terminated, or by any other means that the Disciplinary Board deems appropriate.

8) The Disciplinary Board shall hold its meetings in the presence of two-thirds of its members, provided that the President or his deputy is among them, and decisions shall be taken by a majority of the votes of those present.

9) In the event of equal votes, the side of the President or his deputy in his absence shall prevail.

10) The Disciplinary Board shall issue its decision within a period not exceeding sixty days from the date of constitution of the Board, and the decision shall be in writing and substantiated, and the decision of the Disciplinary Board is final.

11) The Disciplinary Board's decision shall include a clear and precise statement of the alleged actions of the employee.

12) If the Disciplinary Board considers that the violations attributed to the employee constitute a penal violation, it shall inform the competent authority of the entity to which the employee belongs in order to refer him to the competent authority, and the disciplinary proceedings shall be suspended until an order or judgment is issued in this penal violation, after which the documents are returned to the Disciplinary Board To decide whatever it sees regarding the disciplinary responsibility of the employee, and the issuance of an order closing the penal investigation or a decision of acquittal does not prevent the disciplinary responsibility if its reasons are available.

13) In imposing the penalty of dismissal, consideration shall be given to whether it is proportionate to the level and seriousness of the violation, taking into account the precedents and mitigating or aggravating circumstances that accompanied the violation.

**Article (39)**

**Controls on the Termination of Entitlement to Impose a Sanction**

The employee shall not be liable to disciplinary action after the expiry of a period of three months from the date on which his direct supervisor becomes aware of the occurrence of the violation, or one year from the date of its occurrence, whichever comes first in the following cases:

1) The employee is related to his direct supervisor.

2) The direct supervisor is a partner of the employee in the commission of the violation or an instigator of the employee to commit it.

3) Circumstances beyond the direct supervisor's control prevented him from notifying the relevant employer of the employee's violation from the date of his knowledge.

4) The violation has caused serious material or moral damage to others.

The period referred to in any of the investigation procedures is suspended and the period applies again from the last procedure. If there is more than one employee, the suspension of the period in respect of one of them shall entail its suspension in respect of the others, even if no proceedings for suspension of the period have been imposed against them.

**Article (40)**

**Termination of a position**

Termination is the removal of the position, with all its functions and responsibilities, from the organisational tasks that include employment in the government entity on a permanent basis, which implies either the transfer of the employee to another vacant position if the competent authority so wishes, or the termination of the employee's service, for organisational reasons, such as proving that there is no need as a result of a reorganisation or restructuring of administrative operations, a reduction in the volume of work or in order to entrust tasks to the private sector, and other reasons that the Bureau shall assess, and the Bureau shall issue instructions specifying the terms and conditions for the termination of the position.

**Article (41)**

**Non-disciplinary Termination**

1) The employee occupying the higher position is terminated by non-disciplinary measures if he is relieved of his functions by a decision of the authority concerned by the appointment.

2) The employee holding a superior position shall be terminated by non-disciplinary means when a decree or decision is issued by the Prime Minister appointing another to the same position held by him, unless the competent authority decides, after the approval by the Bureau, to transfer him to another position with a grade no lower than the grade of the position held by him, while continuing to pay him his salary and benefits determined in accordance with the controls established by the Bureau.

**Article (42)**

**Termination of Service due to Death**

In the event of the employee's death, his family or the authority competent to receive the death notifications shall inform the public authorities in which he works about his death, and the public authorities concerned shall terminate his service with effect from the day after his death, upon receiving the official death certificate. , by sending all the required documents to the Bureau within thirty days of the date of receipt of the certificate.

**Article (43)**

**Notice of Service Termination**

The employee shall be notified of the decision to terminate his service, a copy of which shall be filed in his service file, and another copy shall be forwarded with the rest of the documents and forms prepared for this purpose to the Bureau within a period not exceeding one week from the date on which the decision is issued in order to take action for the payment of his financial contribution legally due following the termination of his service.

**Article (44)**

**Extension of Service**

The service of an employee who has reached the age of sixty may be extended by decision taken by the competent authority after approval of the Bureau, and in the case of holders of senior posts, a decision taken by the appointing authority, in accordance with the following controls:

1) The extension should be for a period of one year or more, not exceeding five years in total, depending on the public interest.

2) A qualified candidate could not be found to fill the position.

3) The person's government service is not less than fifteen years.

4) His performance record over the past two years should be no less than very good.

5) He shall have a conduct.

The Bureau shall issue instructions concerning the procedures for service extension.

**Article (45)**

**Grievance Committee and its Formation**

1) A permanent grievance committee shall be constituted in each government entity, by decision of the competent authority, consisting of a president whose level of employment is no less than an manager and of at least four members, to examine grievances submitted by employees other than those occupying senior and equivalent positions, concerning administrative decisions which affect their right to employment, in accordance with the following controls:

a) The Committee's president and members shall be chosen from among employees recognised for their integrity, competence and good conduct, and may be assisted by a representative of the Bureau.

b) The Committee shall determine its working procedures, and hold meetings at the request of its president and take decisions by a majority of its members. In the event of a tie, the president's side shall prevail and he may request the assistance of whomever he deems appropriate from among the specialists of the Bureau of the Public Service, the government entity or any other government entity.

c) The president of the committee or its members shall abstain themselves from attending the meeting at which a grievance is considered or decided by an employee under the direction of one of them or related to him up to the fourth degree, or if the challenged decision emanates from one of them and allows the president of the committee to designate a replacement, the one against whom the reason for resignation is established in the event that the quorum for the committee meeting could not be reached without him.

d) The employee submits the grievance within fifteen days of becoming aware of the decision.

e) The Committee decides on the grievance within fifteen working days of the date of its presentation.

f) The Committee may extend this period by a further ten working days if necessary.

g) The committee hears the employee's statements and may hear others if necessary and take all necessary measures to study and settle the grievance.

h) The Committee shall issue its decisions in the form of recommendations submitted to the competent authority for approval, modification or cancellation by administrative decision, and the competent authority shall notify its decision to the aggrieved employee within a period not exceeding five working days from the date of its issue.

i) In all cases, the aggrieved employee has the right to appeal to the Bureau or to the courts to contest the final decisions which affect any of his employment rights.

2) The grievance of holders of senior positions and their equivalent against administrative decisions taken in their regard shall be brought before the Prime Minister, in the following manner:

a) The grievance shall be submitted within thirty days of the date of knowledge of the decision.

b) The Prime Minister shall be entitled to entrust the examination of the grievance to any party he deems appropriate.

c) The decision issued to rule on the grievance shall be definitive.

**Article (46)**

**Final Provisions**

1) Public authorities shall prepare working procedures in accordance with the forms approved by the Bureau and the applicable conditions, controls and standards, and shall transmit them to the Bureau after the final approval by the competent authority of the government entity.

2) The Bureau shall review and make the final decision on these procedures.

**Table of violations and penalties**

| **Number** | **Type of Violation** | **First** | **Second** | **Third** |
| --- | --- | --- | --- | --- |
| First: Administrative Violations |
| 1- | Delay in attendance at work | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 2- | Leave work without permission | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 3- | Waste of official working time | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 4- | Absence from work without permission | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 5- | Stay at the workplace or return to it after the work has ended without permission | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 6- | No use of uniform | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 7- | Lack of interest in good appearance | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 8- | Misuse of mobile phone while working | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 9- | Failure to complete the training and development program | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 10- | Absence from work for 5 continuous days without a permission | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 11- | Pretending to be sick for sick leave | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 12- | Disobeying work orders and instructions | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 13- | Refrain from conducting a medical examination when requested by the administration | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 14- | Negligence and lack of interest in work | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 15- | Traffic violations when driving government vehicles or engaging in traffic accidents | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 16- | Causing a work injury to others | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 17- | Failure to complete or refuse to complete the summons work | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 18- | Refusal to attend overtime hours | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 19- | Misrepresentation or falsification of government documents or proof devices, distortion and confidentiality of facts | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 20- | Quarrel, beating, or causing physical harm | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 21- | Consuming alcohol or unauthorized drugs or being in the workplace under their influence | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 22- | Using obscene or insulting words | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 23- | Impolite, inappropriate or immoral behavior | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 24- | Slander, insult, false accusation, and distorting the reputation of others | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 25- | Misbehaving inside or outside the workspace in contravention of the requirements of the public job or undermining its dignity | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 26- | Being associated with work that harms or conflicts with government work | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 27- | Making deals to sell, buy or promote goods in the workplace | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 28- | Release of any permit or statement of the work of the job to any media outlet other than that of the competent President | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 29- | Disclosing confidential government information to unauthorized persons, publishing government information without authorization | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 30- | Mistreatment of the public | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 31- | Keeping any official paper or removing it from the original with the intention of preserving it | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 32- | Violating work instructions and guidelines | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 33- | Sexual assault or harassment by word or deed | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 34- | Exploiting one’s position to harm others | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 35- | Use of devices and work equipment for private benefit | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 36- | Damaging, destroying or wasting public property | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 37- | Advocacy, threat, participation or incitement to strike in violation of laws and regulations | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 38- | Impersonating someone else to enter unauthorized places | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 39- | Concealing the theft from public funds | Dismissal from service |  |  |
| 40- | Exploiting the job for private benefit | Dismissal from service |  |  |
| 41- | Theft or embezzlement | Dismissal from service |  |  |
| 42- | Requesting or accepting gifts, rewards or services to perform job duties | Dismissal from service |  |  |
| Second: Violations related to education |
| 43- | Using corporal punishment against students | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 44- | Using non-pedagogical methods in dealing with students | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 45- | Deviating from the content of the prescribed curriculum in a way that contradicts its requirements | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 46- | Failure to take the necessary measures when students commit behavioral violations | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 47- | Treating students according to racial and sectarian grounds | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 48- | Incite students to commit behavioral violations | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 49- | Helping students to cheat | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 50- | Increasing sectarian differences between students or teachers | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 51- | Leak or wave exam questions | Dismissal from service |  |  |
| 52- | Writing about the students on the answer sheet | Dismissal from service |  |  |
| 53- | Leaking information about exams | Dismissal from service |  |  |
| 54- | Modifying the student’s answer sheet during correction | Dismissal from service |  |  |
| 55- | Modifying the student’s grade obtained in the exam | Dismissal from service |  |  |
| 56- | Profiting by preparing and printing notes and selling them to students | Dismissal from service |  |  |
| Third: Crimes related to public office |
| 57- | Requesting a gift or advantage for performing work or abstaining from work in violation of the duties of public office. | Dismissal from service |  |  |
| 58- | Unlawful embezzlement of funds or papers through exploitation of government office, with or without intent to acquire possession | Dismissal from service |  |  |
| 59- | Take what is not due or in excess of the receivable through his work in collecting fees, fines, returns or taxes | Dismissal from service |  |  |
| 60- | Causing damage to property that his job duties require preserving | Dismissal from service |  |  |
| 61- | Suspension or interruption of the implementation of the provisions of laws, regulations, decisions, orders issued by the Government or any judgement or order issued by the court | Dismissal from service |  |  |
| 62- | Hiding a message delivered to the post office, destroying it, opening it, or facilitating that for someone else. This applies to wired and wireless messages. | Dismissal from service |  |  |
| 63- | Interference in a public function or service without assignment or competence in order to achieve an unlawful purpose to obtain an advantage for it or for any other kind | Dismissal from service |  |  |
| 64- | Giving false testimony to a doctor, midwife, or nurse regarding pregnancy, childbirth, illness, disability, or death if he gave the testimony for the sake of a request, recommendation, or mediation. | Dismissal from service |  |  |
| 65- | Omission to set up a backup kept away from the device or in a safe place | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 66- | Maintenance or repair of personal computer without contact with a competent entity, resulting in damage or other party's access to the information stored | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 67- | Use of personal computer without obtaining a license by the competent manager | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 68- | Personal automated computers not closed at the end of official business | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 69- | Use and activation of unlicensed software in personal computers from the Internet or others | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 70- | Using an official document - is one that a public official, by virtue of his job, is responsible for issuing it or interfering with its issuance in any form or giving it an official status - the forgery while knowing that it is forged or using a valid document in the name of someone else or benefiting from it unlawfully. | Dismissal from service |  |  |
| 71- | Advocacy, threat, participation or incitement to strike in critical facilities | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 72- | Organizing unlicensed or unauthorized gatherings and sit-ins, or participating, calling for participation, or inciting to do so. | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 73- | Participating in riots and vandalizing public and private property | Dismissal from service |  |  |
| 74- | Exploiting minors to participate in any of the activities stipulated in clauses (71, 72, 73) of this table | Dismissal from service |  |  |
| Fourth: Violations related to the use of computers |
| 75- | Failure to report when computers, their accessories, or any other devices are stolen | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 76- | Do not leave the network and turn off the computer when you are away from the office unless the matter requires otherwise | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 77- | Copying, distributing or using software and data outside the government entity without permission | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 78- | Do not install antivirus protection software on portable personal devices | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 79- | Using computer equipment in a government agency for personal purposes, which may affect official work | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 80- | Use of computer equipment to produce personal works or special programs | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 81- | Use of personal automated computers to process data about the government entity without permission | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 82 | Making contact with computer systems without obtaining the approval of the competent manager | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 83- | Not notifying the information security official in advance about external communications (competent director) | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 84- | Not following confidentiality rules in the case of mobile devices | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 85- | Not reporting infection with the virus upon learning of it | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 86- | Change personal data of government entity without prior permission | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 87- | Misuse of Email | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 88- | Using e-mail to send obscene materials, jokes, obscene and indecent materials, defamation, defamation, or attacks on religions, and broadcasting what constitutes a violation of the Penal Code. | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 89- | Overstepping or exposing officials through any means | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 90- | Bringing in personal laptop computers and connecting them to the network without the employer’s approval | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 91- | Using social media sites to abuse people and religions | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| Fifth: Violations related to the disclosure of data and information |
| 92- | Leaving important information on the office | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 93- | Disposal of systems developed in the government entity without permission | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 94- | Exceeding authorized levels | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 95- | Use another person's login name and password | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 96- | Disclosure of password for use by other persons | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 97- | Neglect to keep password and not follow instructions and keep confidentiality | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 98- | Sending, re-sending or storing attachments that are not related to the work of the government agency | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 99- | Sending, viewing, downloading, or executing an e-mail that may pose a threat to the work of the government entity | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 100- | Sending confidential information via e-mail | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 101- | Write information by e-mail that would offend or harm the government entity | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 102- | Placing the information and data of the government entity on the Internet without permission | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 103- | Conduct business and transactions with others without authorization from the direct administrator | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 104- | Non-functioning under the Government Entity's approved telecommunication rules | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 105- | Failure to follow the rules of confidentiality and password when entering the network | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 106- | Leave important information on the printer, photocopier, or fax machine | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 107- | Failure to follow proper methods for disposing of the contents of magnetic media and printed reports | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 108- | Disclosure of information about the government entity | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 109- | Use of information for the personal interest or the interest of another party | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 110- | Destroy data backups without permission from the employer | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 111- | Entering unauthorized places at work | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 112- | Causing damage to data | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| 113- | Using magnetic tapes and memory sticks to copy data outside the scope of work without permission | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |  |
| Sixth: Violations related to occupational safety legislation in the work environment |
| 114- | Failure to implement occupational safety instructions for the working environment | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 115- | Failure to follow safe work rules in the work practiced | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 116- | Not wearing personal protective equipment while working | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 117- | Failure to implement instructions for the preservation and maintenance of personal protection tasks | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 118- | Destroy personal protection tasks | Verbal warning to written warning | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. |
| 119- | Destroy or disable fire alarms available at the workplace | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 120 | Destroy or disable available primary control devices | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |
| 121- | Failure to implement evacuation instructions or disabling them when hazards occur at work sites and warning notices are issued | Written warning up to 10 days suspension from work and salary | 10 days suspension from work and salary to dismissal from service. | Dismissal from service |