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**Decision No. (20) of 2020 amending Some Provisions of the Implementing Regulation of the Civil Service Law No. (48) of 2010 promulgated by Decision No. (51) of 2012**

First Deputy Prime Minister, Chairman of the Civil Service Council:

Having reviewed the Civil Service Law promulgated by Legislative Decree No. (48) of 2010 and its amendments;

Royal Decree No. (50) of 2018 assigning the First Deputy Prime Minister to develop the Performance of the Executive Authority Bodies;

And the Implementing Regulation of the Civil Service Law promulgated by Legislative Decree No. (48) of 2010, promulgated by Decision No. (51) of 2012, as amended;

And upon the proposal of the Civil Service Bureau,

**Hereby Decides:**

**Article One**

Articles (15) Clause (4), (32) Paragraph (C), (36) Clause (Seventh), (44), (45) Paragraph (1) Clause (B) of the Implementing Regulation of the Civil Service Law promulgated by Legislative Decree No. (48) of 2010, promulgated by Decision No. (51) of 2012, shall be replaced by the following texts:

**Article (15) Clause (4):**

“4- The promotion of an employee who has been the subject of a salary deduction penalty may only be considered after the expiry of the period prescribed on which the penalty will be erased.”

**Article (32 ) Paragraph (c):**

“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 controls set by the Bureau.”

**Article (36) clause (Seventh):**

“Seventh: If the investigation committee decides to impose a penalty from the salary of more than one month to dismissal from service, the employee shall be referred by the competent authority to a Disciplinary Board constituted by a decision of the President of the Bureau and the referral decision must include a specific statement of the actions attributed to the employee.

**Article (44):**

"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- His performance level for the last two years shall not be less than Estimating signed the.

4- He shall have a conduct.

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

**Article (45), Paragraph (1), Clause (B):**

“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.

The committee shall invite a representative of the Civil Service Bureau to participate in its discussions without having his vote counted when voting, when the subject of the grievance is related to the penalty of deduction from the salary for more than ten days.

**Article Two**

A new clause No. (10) is added to Article (34) to the executive regulations of the Civil Service Law promulgated by Legislative Decree No. (48) of 2010 promulgated by Decision No. (51) of 2012, which reads as follows:

**Article (34) Clause (10):**

“10- An employee may - throughout his job - publish his point of view by all means, provided that he does not deal with anything that raises differences in society, affects national unity, or directs criticism of government policy and decisions by any means.”

**Article three**

The Schedule of Violations and Penalties attached to the Executive Regulations of the Civil Service Law promulgated by Legislative Decree No. (48) of 2010 promulgated by Decision No. (51) of 2012 shall be replaced by the schedule attached to this decision.

**Article Four**

The Ministers, the President of the Civil Service Bureau and the concerned parties -each within his jurisdiction- shall implement provisions this Decision, and it shall come into force from the day following the date of its publication in the Official Gazette.

**First Deputy of the Prime Minister**

**Salman bin Hamad Al Khalifa**

Issued on: 18 Dhual-Qi'dah 1441 A.H.

Corresponding to: 09 July 2020

**Table of Violations and Penalties**

**No.**

**Type of violation**

**First:**

**Second:**

**Third:**

**Fourth:**

1

**Being late to work**

**Oral alert to written warning**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

2

**Leaving work without authorisation**

**Oral Reprimand to Written Warning**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

3

**Wasting official working hours**

**Oral alert to written warning**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

4

**Absence from work without authorisation**

**Oral Reprimand to Written Warning**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

5

**Being present at the work site after the end of working hours without authorisation**

**Oral Reprimand to Written Warning**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

6

**Non-compliance with the official uniform**

**Oral Reprimand to Written Warning**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

7

**Non-compliance with the appropriate appearance**

**Oral Reprimand to Written Warning**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

8

**Misuse of Devices at work**

**Oral Reprimand to Written Warning**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

9

**Non-compliance or failure to complete the training and career development program**

**Oral Reprimand to Written Warning**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

10

**Disease claim**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

11

**Non-compliance with work decisions, orders and instructions promulgated by the direct supervisor**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

12

**Refusal to undergo medical examination upon the request of the administration**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

13

**Neglect and disinterest in work**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

14

**Committing traffic violations or causing an accident while driving government vehicles**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

15

**Causing work injury to others**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

16

**Non-performance or refusal to complete recall work or refusal to attend overtime**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

17

**Concealment of testimony or making statements other than the truth or reversing it**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

18

**Neglect preparing a backup copy which is kept away from the device or in a safe place**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

19

**Disclosure of any information accessed by virtue of or because of his job**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

20

**Failure to report to the direct official of the administrative and financial violations**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

21

**Carrying out the inspection without observing the conditions stipulated in the laws and decisions, while being aware of that**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

22

**Discrimination when providing government services**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

23

**Employee's failure to perform his or her own work**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

24

**Inciting employees to violate laws, regulations, decisions, instructions and orders related to work**

**Deduction from salary from one day to 10 days**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

25

**Absence from work for 5 consecutive days without authorisation**

**Deduction from salary from one day to 10 days**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

26

**Distortion in attendance and departure proof devices**

**Deduction from salary from one day to 10 days**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

27

**Causing a traffic accident while driving government vehicles resulting in serious injuries or damage**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

28

**Publishing by any means that raises disputes in society, affects national unity, or directs criticism of government policy and decisions**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

29

**Not notifying the direct manager in writing in the event of a conflict between the personal interest and the public interest**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

30

**Abuse and undermining the dignity of the public office inside or outside work**

**Deduction from salary for 10 days to dismissal from service**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

31

**Deliberate a work injury to others**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

32

**Quarrel or beating**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

33

**Using alternate or insulting words**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

34

**Rude or inappropriate behaviour**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

35

**Being associated with work that harms or conflicts with government work**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

36

**Conducting sale, purchase or promoting goods in the workplace**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

37

**Mistreatment of the public**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

38

**Non-compliance with work decisions, orders and instructions promulgated by the competent senior management**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

39

**Exploiting the job, its devices or equipment for private benefit**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

40

**The employee finally obtains a low performance evaluation according to the job performance management system**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

41

**Concealment of theft from public funds or failure to report it**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

42

**Take deliberately what is not warranted or exceeding what is warranted through his work in collecting fees, fines, incomes or taxes**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

43

**Causing damage to funds whose job duties require to be preserved**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

44

**Insult public officials or expose them by any means possible**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

45

**Violation of applicable laws, regulations, decisions and instructions related to work**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

46

**The employee's concealment of items obtained from a crime with his knowledge**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

47

**Publishing by any means what offends the government's policy and decisions**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

48

**Forgery of documents**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

49

**Defamation, insult, slander, tarnishing the reputation of others, or assaulting the sanctity of private or family life**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

50

**Disclose any statement or communication on the work activities to any media without prior authorisation from the relevant authority**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

51

**Withhold any official document or a copy thereof and a or remove the original document in order to preserve it to himself without permit**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

52

**Sexual assault or harassment**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

53

**Exploiting the job to mistreat others**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

54

**Cause damage to, destroy or waste public properties**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

55

**Participation in the strike**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

56

**Impersonate others for unauthorised access or for any purpose**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

57

**Stop or obstruct the implementation of the provisions of laws or regulations or decisions or orders promulgated by the government or any decision or order promulgated by the court**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

58

**Concealing, destroying or opening a message delivered by any means or facilitating for others to do so**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

59

**Interfering in a job or a public service without assignment or jurisdiction for achieving an unlawful purpose to obtain an advantage for himself or for another person of any kind**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

60

**Participation in unauthorised or unauthorised gatherings or sit-ins**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

61

**Organising unauthorised or unauthorised assemblies and sit-ins, or threatening to participate in them**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

62

**Consuming alcoholic substances or using drugs, psychotropic substances or precursors in the workplace or being under their influence**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

63

**Revealing classified government information to unauthorised persons or publishing it without authorisation**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

64

**organising, threatening or inciting a strike**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

65

**Theft or embezzlement**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

66

**Asking or accepting for himself or for others a gift or privilege, or promising something like that to carry out job duties, or to perform a work or refrain from work in violation of the duties of a public position.**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

67

**Using a forged official document with knowledge of its forgery, or using a valid document in the name of someone else, or benefiting from it unlawfully**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

68

**Take part in disturbances and destroy public or private property.**

**Dismissal from service**

69

**Exploit minors to take part in any of the activities stipulated in Clauses (69, 65, 62، 61)**

**From this table**

**Dismissal from service**

**Violations related to information systems**

70

**Failure to install anti-virus protection or updating software on necessary work devices**

**Oral Reprimand to Written Warning**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for more than one month to dismissal from service**

71

**Maintenance or repair of work equipment without contacting the government agency**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

72

**Use of a personal computer without obtaining a licence from the relevant liability**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

73

**Do not turn off the work computer when leaving work**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

74

**Use and activate unlicensed programmes on a special devices, whether from the Internet or another source**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

75

**Copy, distribute or use programmes and data necessary work outside the government entity without authorisation**

**Written Warning to 10 days salary deduction**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

76

**Connecting the devices to the systems and networks of the work without obtaining the approval of the competent official**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

77

**Non-compliance with the rules of confidentiality in devices used for work purposes**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

78

**Not informing the information security officials immediately in the event of suspected exposure of the devices used for work purposes to any defect such as hacking or a virus**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

79

**Misuse of work email**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

80

**Neglecting to keep important documents and information confidential**

**Deduction from salary from one day to 10 days**

**Deduction from salary more than 10 days to a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

81

**Use work e-mail to send inappropriate material, jokes, obscene and vulgar material, defame or insult religions and disseminate sectarian or anything that constitutes a breach of the Penal Code.**

**Deduction from salary for 3 weeks or to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

82

**Handle the systems of the government entity without authorisation**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

83

**Exceeding authorised standards in the system**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

84

**Use someone else's login name and or password**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

85

**Neglecting or disclosing the password**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

86

**Sending or storing files on work devices that are not related to the work of the government entity**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

87

**Send, view, download or execute an e-mail that may pose a threat to the work of the government entity with his knowledge**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

88

**Conduct business and transactions with others without the authorisation of the immediate superior**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

89

**Not working by the remote communication rules approved by the public authority**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

90

**Failure to follow appropriate methods for disposing of the contents of devices used to store and copy information and printed reports**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

91

**Using information to the personal benefit or the benefit of another party**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

92

**Destroy back-up data copies without the Jurisdiction's authorisation**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

93

**Causing the destruction of data**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

94

**Using storage devices and copying information outside the scope of work without permission**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

95

**Failure to report theft or loss of work devices and their accessories or any other devices that contain data**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

96

**Changing personal or job data in the government agency without obtaining prior permission**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

97

**Send confidential information to unauthorised parties**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

98

**Send information by e-mail that could offend or cause prejudice to the government entity**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

99

**Uploading the information and data of the public authority online without permit**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

**Violations related to occupational safety**

100

**Non-application of workplace safety or recourse to any further instructions in the working environment or evacuation instructions**

**Oral Reprimand to Written Warning**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for more than one month to dismissal from service**

101

**Failure to wear personal protective equipment while working**

**Oral Reprimand to Written Warning**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for more than one month to dismissal from service**

102

**Failure to comply with instructions for storing and maintaining personal protective equipment or destroying them**

**Oral Reprimand to Written Warning**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for more than one month to dismissal from service**

103

**Destruction or deactivation of fire alarms available on the work site**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

104

**Destruction or deactivation of available primary means of control**

**Written Warning until 10 days salary deduction**

**Deduction from salary more than 10 days until a month**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

105

**Bringing flammable materials to work or that may harm others or state property without a permit**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

106

**Disabling evacuation instructions when dangers occur at work sites and warning notices are promulgated**

**Deduction from salary for one month or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

**Education-related offenses**

107

**Use non-educational methods when dealing with the students**

**Written Warning to two weeks salary deduction**

**Deduction from salary more than two weeks to a 3 months**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

108

**Deviate from the content of the prescribed learning programme in a way that contradicts its requirements**

**Written Warning to two weeks salary deduction**

**Deduction from salary more than two weeks to a 3 months**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

109

**Not taking appropriate measures when students commit behavioural violations**

**Written Warning to two weeks salary deduction**

**Deduction from salary more than two weeks to a 3 months**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

110

**Being late or not attending classes**

**Written Warning to one month salary deduction**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

111

**Late completion of the course without convincing reasons**

**Written Warning to one month salary deduction**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

112

**Non-compliance with the content of the prescribed curriculum or termination of the curriculum in violation of the study plan**

**Written Warning to one month salary deduction**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

113

**Refrain from attending insurance classes or the work entrusted to him for the conduct of the school day**

**Written Warning to one month salary deduction**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

114

**Non-compliance or failure to complete the training and career development program**

**Written Warning to one month salary deduction**

**Deduction from salary for one month or more to dismissal from service**

**Dismissal from service**

115

**The use of physical punishment or bullying students**

**Deduction from salary for 10 days to a month**

**Deduction from salary for more than one month to dismissal from service**

**Dismissal from service**

116

**Treat students in a racial and sectarian manner**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

117

**Encourage students to commit behavioural violations**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

118

**Help students to cheat**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

119

**Cause sectarian differences between students or teachers**

**Deduction from salary for 3 weeks or more to dismissal from service**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

120

**Leak or hint at exam information or questions**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

121

**Writing on behalf of the students on the answer sheet**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

122

**Modify the student's answer sheet during correction**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

123

**Modify the score obtained by the student in the exam**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**

124

**Profit by preparing and printing course notes and sell them to the students**

**Deduction from salary for 3 months to dismissal from service**

**Dismissal from service**