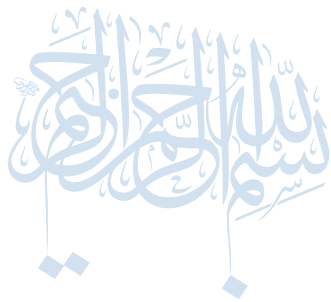


# **Violations and Penalties Bylaws**

2021





## Contents

Subject	Page
Chapter One: <b>General Provisions</b>	4
Chapter Two: <b>Violations and penalties</b>	5
Chapter Three: <b>Table of violations and penalties</b>	8



## CHAPTER ONE

# General Provisions

### **Article (1)**

These regulations have been issued in implementation of the provisions stipulated in Article (12) of the Labor Law issued by the Royal Decree No. (M/51) dated 23/8/1426 A.H.

### **Article (2)**

These regulations shall be used to educate the employees about the repercussions regarding neglecting their duties or violating work conduct.

### **Article (3)**

The provisions provided herein shall apply to all employees at Prince Sultan University.

### **Article (4)**

These regulations shall be deemed effective towards the University as of the date of informing the University of the Ministerial Resolution issued upon its approval, provided that the same shall apply to the employees as of the next day following its announcement.

### **Article (5)**

These regulations shall be announced by placing them in a visible place in the University within a maximum period of one week as of the issuance date of the Ministerial Resolution referred to in the above article.

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## Chapter Two

# Violations and Penalties

### Article (6)

In these regulations, any act provided in the violations and penalties table, which is an integrated part of these regulations, attached to these regulations shall be deemed a punishable violation.

### Article (7)

Penalties which may be imposed on an employee shall be as follows:

- a. Notice: It is a verbal or written reminder directed to the employee by his line manager or through the Human Resources Department stating the committed violation and requesting the employee to follow and abide by the rules that are followed to perform his job duties and to avoid repeating the same in the future.
- b. Written notice: A letter sent by the University to the employee stating the type of breach committed by him and drawing his attention that he: be subject to a more severe penalty should such breach persist or be repeated in the future.
- c. Fine (financial penalty): Deduction of the employee's daily wage, or Deduction of a one-day salary to a maximum of five-day salary per month.
- d. Suspension from work without pay: Suspend the employee from work for a certain period and deprive him of his wage during that period, provided that the same shall not exceed five days per month.
- e. A Deprivation of promotion or periodic increment for a maximum period of one year as of its entitlement date.
- f. A termination of service with end-of-service benefits: terminating the employee's service for a legitimate cause for committing a violation, without prejudice to his right of receiving end-of-service benefits.
- g. A termination of service without end-of-service benefits: Terminating the employee's work contract without benefits or compensation for committing one or more of the violations stated in Article (80) of the Labor Law.

### **Article (8)**

Every employee who commits any of the violations stated in the violations and penalties table referred to in Article (6) of these regulations shall be punished with a penalty indicated for the committed violation, provided that the penalty imposed must commensurate with the type and extent of the violation committed by the employee.

### **Article (9)**

The violations and penalties table attached to these regulations does not prejudice the University's right to punish the employee who commits any act that the University Administration, through the legal committee, considers a violation that requires punishment, and is not included in the violations and penalties table, provided that the penalty imposed must commensurate with the type and extent of the violation committed by the employee.

### **Article (10)**

The Vice President for Administrative & Financial Affairs and the Human Resources Director at the University shall have the authority to impose the penalties provided herein and may replace the penalty for any violation, if committed for the first time, with a mitigated punishment.

### **Article (11)**

If the employee commits the same violation six months after it was committed, it shall not be considered as a repeated violation, and such violation shall be considered as if it was committed for the first time.

### **Article (12)**

In the event of multiple violations resulting from one act, only the most severe penalty stipulated in these regulations shall be imposed.

### **Article (13)**

No more than one penalty may be imposed on the employee for a single violation, and the employee may not be punished for a single violation with a fine of more than a five-day wage, provided that such deductions does not exceed a five-days wage per month for paying the fines imposed on him.

### **Article (14)**

The University may not impose any of the penalties stipulated in these regulations until after notifying the employee in writing of the violations, hearing his defense, investigating his defense according to a report kept in his own file.

### **Article (15)**

Without prejudice to the provisions of Article (80) of Labor Law, the University may not impose any penalty on the employee for an act he committed outside the workplace unless it is directly related to work, the University or its President.

### **Article (16)**

Disciplinary accountability for the employee drops thirty days as of discovering the violation, without the University taking any action to investigate the same.

### **Article (17)**

The University may not impose any of the penalties stipulated in these regulations if more than thirty days have passed since the date on which the violation was proven.

### **Article (18)**

The University is obligated to notify the employee in writing of the penalties imposed on him, their type and amount, and the penalty which shall be imposed on him upon repeating the same violation. If the employee refuses to receive the notice or refrains from signing an acknowledgement of receipt, such notice shall be sent to him by e-mail.

### **Article (19)**

Without prejudice to the employee's right to object before the competent committee, the employee may file a grievance to the University Administration against any penalty imposed on him in accordance with the grievance provisions stipulated in the Personnel Governing Policies and Regulations.

### **Article (20)**

The fines imposed on the employee shall be recorded in a special register in accordance with the provisions of Article (73) of the Labor Law.

### **Article (21)**

The provisions of the previous Articles shall not prejudice the University's right to terminate the work contract in accordance with the provisions of Articles (74 and 80) of the Labor Law.





## Chapter Three

# Violations and Penalties Table

### 1) Violations related to working hours

No.	Violations related to working hours	(Penalty) In addition to a deduction for tardiness or absenteeism			
		First time	Second Time	third time	Fourth time
1/1	Tardiness (or leaving work before the end of the working day) from (1) minute up to (600) minutes per month	-	-	-	-
1/2	Tardiness (or leaving work before the end of the working day) for more than (600) minutes per month	written warning	Deduction of (1) day	Deduction of (2) days	Deduction of (3) days
1/3	Absence without excuse from (1) one to (5) days during the month	Deduction of (1) day	Deduction of (2) days	Deduction of (3) days	Deduction of (4) days
1/4	Absence without excuse from (6) days to (10) days during the month	Deduction of (3) days	Deduction of (4) days	Deduction of (5) days	Deduction of (6) days
1/5	Absence without excuse for (10) days or more during the month	Deduction of (5) days	Deduction of (6) days	Deduction of (7) days	Separation with bonus
1/6	Absence from work without an excuse for more than (15) consecutive days	A termination of service without end-of-service benefits or compensation, to be preceded by a written warning after ten consecutive days of absence.			
1/7	Intermittent absence without excuse for a period of (30) days in one year	A termination of service without end-of-service benefits or compensation, to be preceded by a written warning after twenty consecutive days of absence.			
1/8	Attendance registering manipulation through the approved device	50% Deduction of the daily wage	Deduction of (1) day	Deduction of (2) days	Deduction of (3) days



## 2) Violations related to work system

No.	Violations related to work system Type of Violation	(Penalty)			
		First time	Second Time	third time	Fourth time
2/1	Not reporting to work for more than (15) minutes without prior permission	Notice	Written Notice	Deduction of (50%) of the daily wage	Deduction of (1) day
2/2	Leaving the workplace during official working hours without a justified reason	Notice	written warning	Deduction of (50%) of the daily wage	Deduction of (1) day
2/3	Receiving visitors at the workplace who are not the University's employees or students without justification or prior permission	Notice	First written warning	Second written warning	A (25%) deduction of the daily wage
2/4	Eating at the workplace in other than the specified break times	Notice	written warning	Second written warning	A (25%) deduction of the daily wage
2/5	Sleeping during working hours	written warning	Second written warning	Third written warning	A (50%) deduction of the daily wage
2/6	Disobeying work instructions and decisions	written warning	A (50%) deduction of the daily wage	Deduction of (1) day	Deduction of (2) days
2/7	Inciting others to disobey work instructions and decisions	Deduction of (1) day	Deduction of (2) days	Deduction of (3) days	Separation with bonus
2/8	Smoking in prohibited work areas and the areas and places where it is announced to be prohibited.	Deduction of (2) days	Deduction of (3) days	Deduction of (5) days	Separation with bonus
2/9	Negligence or carelessness at work that may result in harming the health of employees or cause damages to the university's equipment, materials, or vehicles	Deduction of (1) day	Deduction of (3) days	Deduction of (5) days	Separation with bonus
2/10	The use of the University's devices, equipment and vehicles for purposes that are not related to work	Notice	written warning	Second written warning	A (50%) deduction of the daily wage
2/11	Unlawful interference by the employee in any work outside his competence area, or in work that is not entrusted to him	written warning	Deduction of (1) day	Deduction of (2) days	Deduction of (3) days
2/12	Deliberately destroying billboards, advertisements, equipment, or University Administration circulars... etc.	Deduction of (1) day	Deduction of (2) days	Deduction of (3) days	Deduction of (4) days
2/13	Failure to work or failure to perform job tasks on time	Notice	A (50%) deduction of the daily wage	Deduction of (1) day	Deduction of (2) days
2/14	Neglecting the use of items in his possession such as (Vehicles, machines, devices, equipment, etc.)	Deduction of (2) days	Deduction of (3) days	Deduction of (5) days	Termination with end-of-service benefits

### 3) Violations related to the employee’s conduct

No.	Violations related to the employee’s conduct	(Penalty)			
	Type of Violation	First time	Second Time	third time	Fourth time
3/1	Fighting with colleagues or with others, or causing disturbance in the workplace	Deduction of (1) day	Deduction of (2) days	Deduction of (3) days	Deduction of (5) days
3/2	Violation of health and preventive instructions issued by the University	written warning	Deduction of (1) day	Deduction of (2) days	Deduction of (4) days
3/3	Collecting donations or money without a permission from the Administration	written warning	Deduction of (1) day	Deduction of (2) days	Deduction of (3) days
3/4	Deliberately secluding with the opposite sex in the workplace	Deduction of (1) day	Deduction of (2) days	Deduction of (3) days	Termination with end-of-service benefits
3/5	Use of offensive words or actions that humiliate an individual	Deduction of (2) days	Deduction of (3) days	Deduction of (5) days	Termination with end-of-service benefits
3/6	Attacking other employees verbally or by gestures, or through the use of electronic means of communication for the purpose of insulting or humiliating them	Deduction of (2) days	Deduction of (3) days	Deduction of (5) days	Termination with end-of-service benefits
3/7	Abusing other employees, or others, physically	Deduction of (1) day	Deduction of (2) days	Deduction of (3) days	Separation with bonus
3/8	Confrontation or altercation with another employee verbally or physically or by using electronic means of communication against the employee’s direct manager or any of his superiors during work or as caused by work	Termination without end-of-service benefits, notice or compensation in accordance with Article (80) of the Labor Law			
3/9	Submitting a malicious report or complaint	Deduction of (3) days	Deduction of (5) days	Termination with end-of-service benefits	
3/10	Failure to respond to the committee's request to attend or testify	Deduction of (2) days	Deduction of (3) days	Deduction of (5) days	Termination with end-of-service benefits