

يجب مراجعة المخالفات مع اللائحة التنفيذية لنظام العمل قبل تعميمها بالمنشأة

الشكر بعد الله لمن قام بإعداد هذا الجدول
أخوكم فهيد بن مبارك

IDENTIFIED MISCONDUCT LIST		ACTION (% of deduction is out of the daily wage)			
		1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
MISCONDUCTS RELATED TO WORK TIME					
1/1	Late attendance for less than 15 minutes without permission or accepted reason, without effecting the work of others	Written warning	5% deduction of daily wage	10% deduction of daily wage	20% deduction of daily wage
1/2	Late attendance for less than 15 minutes without permission or accepted reason, with effecting the work of others	Written warning	15% deduction of daily wage	25% deduction of daily wage	50% deduction of daily wage
1/3	Late attendance for 15 to 30 minutes without permission or accepted reason, without effecting the work of others	10% deduction of daily wage	15% deduction of daily wage	25% deduction of daily wage	50% deduction of daily wage
1/4	Late attendance for 15 to 30 minutes without permission or accepted reason, with effecting the work of others	25% deduction of daily wage	50% deduction of daily wage	75% deduction of daily wage	Deduction of 1 day
1/5	Late attendance for more than 30 minutes to 60 minutes without permission or accepted reason, without effecting the work of others	25% deduction of daily wage	50% deduction of daily wage	75% deduction of daily wage	Deduction of 1 day
1/6	Late attendance for more than 30 minutes to 60 minutes without permission or accepted reason, with effecting the work of others	30% deduction of daily wage	50% deduction of daily wage	Deduction of 1 day	Deduction of 2 days
		In addition to deduction of number of lateness hours			
1/7	Late attendance for more than 1 hour without permission or accepted reason, with or without effecting the work of others	Written warning	Deduction of 1 day	Deduction of 2 days	Deduction of 3 days
		In addition to deduction of number of lateness hours			
1/8	Leaving the work place without permission before the work-end time by less than 15 minutes	Written warning	10% deduction of daily wage	25% deduction of daily wage	Deduction of 1 day
		In addition to deduction of the duration of leaving			
1/9	Leaving the work place without permission before the work-end time by more than 15 minutes	10% deduction of daily wage	25% deduction of daily wage	50% deduction of daily wage	Deduction of 1 day
		In addition to deduction of the duration of leaving			
1/10	Staying at the work place after working hours without an accepted reason	Written Warning	10% deduction of daily wage	25% deduction of daily wage	Deduction of 1 day
1/11	Absence for 1 day without written permission or accepted reason during the contractual year	Deduction of 2 day	Deduction of 3 days	Deduction of 4 days	Denial of promotion or premium one-time
		In addition to deduction of absence days			
1/12	Absence for 2 to 6 consecutive days without permission or accepted reason during the contractual year	Deduction of 2 days	Deduction of 3 days	Deduction of 4 days	Denial of promotion or premium one-time
		In addition to deduction of absence days			
1/13	Absence for 7 to 10 consecutive days without permission or accepted reason during the contractual year	Deduction of 4 days	Deduction of 5 days	Denial of promotion or premium one-time	Termination with end of service benefits. If the total days of absence did not exceed 30 days
		In addition to deduction of absence days			
1/14	Absence for 11 to 14 consecutive days without permission or accepted reason during the contractual year	Deduction of 5 days	Denial of promotion or premium one-time and giving al written warning	Termination according to article (80) of LL	
1/15	Absence for 15 (consecutive) days without permission or accepted reason during the contractual year	Termination without end of service benefits after giving a written warning after the 10th day according to article (80) of LL			
1/16	Absence for 30 (non consecutive) days without permission or accepted reason during the contractual year	Termination without end of service benefits after giving a written warning after the 20th day according to article (80) of LL			
MISCONDUCTS RELATED TO WORK REGULATIONS					
2/1	Unathorized presence in a location other than the assigned work location during working hours	10% deduction of daily wage	25% deduction of daily wage	50% deduction of daily wage	Deduction of 1 day
2/2	Unauthorized hosting of external visitors within the workplace	Written warning	10% deduction of daily wage	15% deduction of daily wage	25% deduction of daily wage
2/3	Personal use of company property without permission	Written warning	10% deduction of daily wage	25% deduction of daily wage	50% deduction of daily wage
2/4	Interference in tasks not related to the employees area of responsibility	50% deduction of daily wage	Deduction of 1 day	Deduction of 2 days	Deduction of 3 days
2/5	Using unauthorized entrances or exits to access the work place	Written warning	10% deduction of daily wage	15% deduction of daily wage	25% deduction of daily wage
2/6	Negligence in the cleanliness and maintenance of the company's equipment or not reporting any defects to the management	50% deduction of daily wage	Deduction of 1 day	Deduction of 2 days	Deduction of 3 days
2/7	Failure to return repair and maintenance tools or other equipment to the assigned location after using them	Written warning	25% deduction of daily wage	50% deduction of daily wage	Deduction of 1 day
2/8	Destruction of advertisements or announcements set by the management	Deduction of 2 day	Deduction of 3 days	Deduction of 5 days	Termination with end of service benefits
2/9	Negligence in handling company property in his possession, As: (cars, machines, devices, equipment, tools, etc)	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days	Termination with end of service benefits
2/10	Eating outside break times or in a location that is not assigned for eating.	Written warning	10% deduction of daily wage	15% deduction of daily wage	25% deduction of daily wage
2/11	Sleeping during working hours.	Written warning	10% deduction of daily wage	25% deduction of daily wage	50% deduction of daily wage
2/12	Sleeping during working hours in cases that require continous alertness	50% deduction of daily wage	Deduction of 1 day	Deduction of 2 days	Deduction of 3 days
2/13	Loitering or wondering around during working hours	10% deduction of daily wage	25% deduction of daily wage	50% deduction of daily wage	Deduction of 1 day
2/14	Tampering with records of attendance	Deduction of 1 day	Deduction of 2 days	Denial of promotion or premium one-time and giving al written warning	Termination with end of service benefits

ACTION (% of deduction is out of the daily wage)				
1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	
MISCONDUCTS RELATED TO WORK TIME				
1/1	Late attendance for less than 15 minutes without permission or accepted reason, without effecting the work of others	Written warning	5% deduction of daily wage	10% deduction of daily wage
1/2	Late attendance for less than 15 minutes without permission or accepted reason, with effecting the work of others	Written warning	15% deduction of daily wage	25% deduction of daily wage
1/3	Late attendance for 15 to 30 minutes without permission or accepted reason, without effecting the work of others	10% deduction of daily wage	15% deduction of daily wage	25% deduction of daily wage
1/4	Late attendance for 15 to 30 minutes without permission or accepted reason, with effecting the work of others	25% deduction of daily wage	50% deduction of daily wage	75% deduction of daily wage
1/5	Late attendance for more than 30 minutes to 60 minutes without permission or accepted reason, without effecting the work of others	25% deduction of daily wage	50% deduction of daily wage	75% deduction of daily wage
1/6	Late attendance for more than 30 minutes to 60 minutes without permission or accepted reason, with effecting the work of others	30% deduction of daily wage	50% deduction of daily wage	Deduction of 1 day
1/7	Late attendance for more than 1 hour without permission or accepted reason, with or without effecting the work of others	Written warning	Deduction of 1 day	Deduction of 2 days
1/8	Leaving the work place without permission before the work-end time by less than 15 minutes	Written warning	10% deduction of daily wage	25% deduction of daily wage
1/9	Leaving the work place without permission before the work-end time by more than 15 minutes	10% deduction of daily wage	25% deduction of daily wage	50% deduction of daily wage
1/10	Staying at the work place after working hours without an accepted reason	Written Warning	10% deduction of daily wage	25% deduction of daily wage
1/11	Absence for 1 day without written permission or accepted reason during the contractual year	Deduction of 2 days	Deduction of 3 days	Deduction of 4 days
1/12	Absence for 2 to 6 consecutive days without permission or accepted reason during the contractual year	Deduction of 2 days	Deduction of 3 days	Deduction of 4 days
1/13	Absence for 7 to 10 consecutive days without permission or accepted reason during the contractual year	Deduction of 4 days	Deduction of 5 days	Denial of promotion or premium one-time
1/14	Absence for 11 to 14 consecutive days without permission or accepted reason during the contractual year	Deduction of 5 days	Denial of promotion or premium one-time and giving al written warning	Termination according to article (80) of LL
1/15	Absence for 15 (consecutive) days without permission or accepted reason during the contractual year	Termination without end of service benefits after giving a written warning after the 10th day according to article (80) of LL		
1/16	Absence for 30 (non consecutive) days without permission or accepted reason during the contractual year	Termination without end of service benefits after giving a written warning after the 20th day according to article (80) of LL		
MISCONDUCTS RELATED TO WORK REGULATIONS				
2/1	Unauthorized presence in a location other than the assigned work location during working hours	10% deduction of daily wage	25% deduction of daily wage	50% deduction of daily wage
2/2	Unauthorized hosting of external visitors within the workplace	Written warning	10% deduction of daily wage	15% deduction of daily wage
2/3	Personal use of company property without permission	Written warning	10% deduction of daily wage	25% deduction of daily wage
2/4	Interference in tasks not related to the employees area of responsibility.	50% deduction of daily wage	Deduction of 1 day	Deduction of 2 days
2/5	Using unauthorized entrances or exits to access the work place	Written warning	10% deduction of daily wage	15% deduction of daily wage
2/6	Negligence in the cleanliness and maintenance of the company's equipment or not reporting any defects to the management	50% deduction of daily wage	Deduction of 1 day	Deduction of 2 days
2/7	Failure to return repair and maintenance tools or other equipment to the assigned location after using them	Written warning	25% deduction of daily wage	50% deduction of daily wage
2/8	Destruction of advertisements or announcements set by the management	Deduction of 2 day	Deduction of 3 days	Deduction of 5 days
2/9	Negligence in handling company property in his possession, As: (cars, machines, devices, equipment, tools, etc)	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days
2/10	Eating outside break times or in a location that is not assigned for eating.	Written warning	10% deduction of daily wage	15% deduction of daily wage
2/11	Sleeping during working hours.	Written warning	10% deduction of daily wage	25% deduction of daily wage
2/12	Sleeping during working hours in cases that require continuous alertness	50% deduction of daily wage	Deduction of 1 day	Deduction of 2 days
2/13	Loitering or wondering around during working hours	10% deduction of daily wage	25% deduction of daily wage	50% deduction of daily wage
2/14	Tampering with records of attendance	Deduction of 1 day	Deduction of 2 days	Denial of promotion or premium one-time and giving al written warning

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IDENTIFIED MISCONDUCT LIST		ACTION (% of deduction is out of the daily wage)			
		1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
2/15	Failing to follow normal work orders or noncompliance with instructions posted in the work place.	25% deduction of daily wage	50% deduction of daily wage	Deduction of 1 day	Deduction of 2 days
2/16	Inciting colleagues to disobey work-related instructions and orders	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days	Termination with end of service benefits
2/17	Smoking in the work place where it is prohibited	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days	Termination with end of service benefits
2/18	Negligence during work which may affect the safety and health of other workers or may damage the company property, equipment, or tools	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days	Termination with end of service benefits
MISCONDUCTS RELATED TO EMPLOYEE BEHAVIOR					
3/1	Fighting with colleagues or creating any form of riots in the work place.	Deduction of 1 day	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days
3/2	Pretending illness or falsely claiming an injury due to work or at the work place	Deduction of 1 day	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days
3/3	Refusing to conduct a medical examination at the request of the company doctor or failure to follow the instructions during medical treatment	Deduction of 1 day	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days
3/4	Contravention of health instructions set in the work place	50% deduction of daily wage	Deduction of 1 day	Deduction of 2 days	Deduction of 5 days
3/5	Writing on the walls or posting advertisements	Written warning	10% deduction of daily wage	25% deduction of daily wage	50% deduction of daily wage
3/6	Refuse inspection conducted when leaving the work place	25% deduction of daily wage	50% deduction of daily wage	Deduction of 1 day	Deduction of 2 days
3/7	Not delivering company collected money to the company account in a timely manner without justification or acceptable reason	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days	Termination with end of service benefits
3/8	Failing to wear protective clothes or using tools that ensure safety in the workplace.	Written warning	Deduction of 1 day	Deduction of 2 days	Deduction of 5 days
3/9	Intentionally being alone with the opposite gender in the workplace.	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days	Termination with end of service benefits
3/10	Making sexually explicit comments or acts.	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days	Termination with end of service benefits
3/11	Assaulting colleagues verbally (swearing or insulting), or using any body sign, or through any digital communication tool.	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days	Termination with end of service benefits
3/12	Physically assaulting work colleagues or other parties including sexual assault.	Termination without end of service benefits after according to article (80) of LL			
3/13	Physically or verbally assaulting line managers or owners or any manager in the organisation, during working hours or due to work related issues, including any posts on social media or other digital communication devices.	Termination without end of service benefits after according to article (80) of LL			
3/14	Making false claims or un-justified complaint.	Deduction of 3 days	Deduction of 5 days	Termination with end of service benefits	
3/15	Failure to attend or provide testimony to an investigation committee upon request.	Deduction of 2 days	Deduction of 3 days	Deduction of 5 days	Termination with end of service benefits

م	نوع المخالفة	الجزاء (النسبة المصنوعة من نسبة من الأجر اليومي)			
		أول مرة	ثاني مرة	ثالث مرة	رابع مرة
2/15	عدم إطاعة الأوامر المادية الخاصة بالعمل أو عدم تنفيذ التعليمات الخاصة بالعمل والمعلقة في مكان ظاهر	25%	50%	يوم	يومين
2/16	التحريض على مخالفة الأوامر والتعليمات الخطية الخاصة بالعمل	يومين	ثلاثة أيام	خمسة أيام	فصل مع المكافأة
2/17	التخفيف في الأمان المحظورة والمعن عنها للمحافظة على سلامة العمال والمنشأة	يومين	ثلاثة أيام	خمسة أيام	فصل مع المكافأة
2/18	الإهمال أو التهاون في العمل الذي قد ينشأ عنه ضرر في صحة العمال أو سلامتهم أو في المواد أو الأدوات والأجهزة	يومين	ثلاثة أيام	خمسة أيام	فصل مع المكافأة
مخالفات تتعلق بسلوك العامل					
3/1	التشاجر مع الزملاء أو إحداث مشاجرات في محل العمل	يوم	يومين	ثلاثة أيام	خمسة أيام
3/2	التعرض أو إدعاء العامل كذباً أنه أصيب أثناء العمل أو بسببه	يوم	يومين	ثلاثة أيام	خمسة أيام
3/3	الامتناع عن إجراء الكشف الطبي عند طلب طبيب المنشأة أو رفض اتباع التعليمات الطبية أثناء العلاج	يوم	يومين	ثلاثة أيام	خمسة أيام
3/4	مخالفة التعليمات الصحية المتعلقة بإمكانة العمل	50%	يوم	يومين	خمسة أيام
3/5	كتابة عبارة على الجدران أو لصق إعلانات	10% إنذار كتابي	25%	50%	فصل مع المكافأة
3/6	رفض التفتيش عند الانصراف	25%	50%	يوم	يومين
3/7	عدم تسليم النقود المحصلة لحساب المنشأة في المواعيد المحددة دون تبرير مقبول	يومين	ثلاثة أيام	خمسة أيام	فصل مع المكافأة
3/8	الامتناع عن ارتداء الملابس والأجهزة المقررة للوقاية والسلامة	يوم	يومين	ثلاثة أيام	خمسة أيام
3/9	تعدد الخلوة مع الجنس الآخر في أماكن العمل	يومين	ثلاثة أيام	خمسة أيام	فصل مع المكافأة
3/10	الإيحاء للآخرين بما يخش الحياء قولاً ، أو فعلاً	يومين	ثلاثة أيام	خمسة أيام	فصل مع المكافأة
3/11	الاعتداء على زملاء العمل بالقول ، أو الإشارة ، أو باستعمال وسائل الاتصال الإلكتروني بالشتن ، أو التحقير	يومين	ثلاثة أيام	خمسة أيام	فصل مع المكافأة
3/12	الإعتداء بالإيذاء الجسدي على زملاء العمل ، أو على غيرهم بطريقة إباحية	فصل بدون مكافأة أو اشعار أو تعويض بموجب المادة (الثمانون)			
3/13	الاعتداء الجسدي ، أو القوي ، أو بأي وسيلة من وسائل الاتصال الإلكترونية على صاحب العمل ، أو المدير المسئول ، أو أحد الرؤساء أثناء العمل ، أو بسببه	فصل بدون مكافأة أو اشعار أو تعويض بموجب المادة (الثمانون)			
3/14	تقديم بلاغ أو شكوى كيدية	ثلاثة أيام	خمسة أيام	فصل مع المكافأة	
3/15	عدم الامتنال لطلب هيئة التحقيق بالحضور ، أو الانلاء بالأقوال ، أو الشهادة .	يومين	ثلاثة أيام	خمسة أيام	فصل مع المكافأة

الشكر بعد الله لمن قام بإنشاء هذا الجدول

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