

**Decision No. 51/ 2012 Promulgating the Executive Regulations of Civil Service  
Law issued by Decree Law No 48/ 2010**

The Prime Minister :

After review of the Decree Law no 39/ 2002 regarding the General Budget, amended by Law no 3/ 2007,

And Civil Service Law issued by Decree Law No 48/ 2010,

And the Executive Regulation of the Civil Service Law no 35/ 2006 issued by Resolution no 37/ 2007 , and its amendments ,

And pursuant to a proposal by the Civil Service Bureau .

It is decided as follows -

**First Article**

The provisions of the Executive Regulations of Civil Service Law issued by Decree Law No 48/ 2010 annexed to this Decision shall be in force.

**Second Article**

The Prime Minister, upon the Bureau's proposal, shall issue a resolution determining salaries and benefits prescribing conditions for their entitlement. And until such a resolution is issued the provisions regulating salaries, wages, allowances, reimbursements, awards, compensations and other benefits and controls for their entitlements stated in the Prime Minister's Resolution no 37 /2007, its amendments and Civil Service Instructions issued accordingly shall continue to be in force .

**Third Article**

The Executive Regulations of the Civil Service Law No. 35/2006 issued by the Resolution No . 37/2007 shall be repealed , and any provision contrary to the provisions of the Executive Regulation annexed to this decision shall be repealed as well .

**Fourth Article**

This Decision and the Executive Regulations annexed thereto shall be published in the Official Gazette, and shall come into force with effect from the date of the subsequent day of the Decision and the publication of the Executive Regulations in the Official Gazette.

**Khalifa Bin Salman Al-Khalifa  
Prime Minister**

**Issued at: 10 Shawal 1433  
Corresponding to: 28 August 2012**

# **Executive Regulations of the Civil Service Law**

**issued by Decree- Law No 48/2010**

## **Article (1)**

### **GENERAL PROVISIONS**

Words and expressions prescribed in these Regulations shall have the same meanings respectively assigned to them in the Civil Service Law unless the context otherwise requires.

## **Article (2)**

The table of offenses and penalties annexed to this Regulation shall be an integral part thereof

## **Article (3)**

### **Positions & management Organization**

The Civil Service Bureau shall undertake the following responsibilities and functions :

(1) Study the establishment of Directorates and Senior Positions including their amendment and deletion and submission of recommendations about such a study to the Council of Ministers for approval and issuance of a decree in this regard .

(2) Conduct organizational studies and surveys in the field of job analysis and organizing including studies regarding the establishment and abolition of permanent and temporary Positions as well as requirements for part-time and contract employment. The Bureau, in coordination with the Relevant Authority, shall delete certain positions as a result of such a study and in accordance with the Bureau instructions .

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

(4) Undertake the study on the impact of the privatization and outsourcing of services and activities in the Government Entities on employee and manpower conditions and its impact on the maximum ceiling of the number of positions for each Government Entity before and after the privatization proposal.

The Bureau shall issue instructions prescribing requirements, rules and procedures to implement the provisions of this article .

#### **Article (4)**

##### **Classification of Positions**

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

In case a position has been reclassified into a lower grade, the employee shall retain his grade and pay. The Government Entity, in coordination with the Bureau, shall transfer the employee to a suitable vacant position which is classified at a grade level that commensurate with the position the employee held before the transfer. If such a transfer is impossible the employee shall be placed in the reclassified position until a suitable position becomes available.

#### **Article (5)**

##### **Appointment to positions**

(1) The candidates for Positions of Undersecretaries and Assistant Undersecretaries and Positions legally construed as equivalent shall be appointed by a Decree.

(2) The candidates for Positions of Directors and Positions legally construed as equivalent shall be appointed by a decision of the Prime Minister.

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

(4) Without prejudice to the provisions of the Appointment's Decrees and Decisions regarding senior positions , the Bureau shall determine the grade level of the employees appointed in all positions

### **Article (6)** **Types of Recruitment And Their Controls**

**(1) Permanent Employment :** The employee works fulltime for unspecified period throughout work days with pay and benefits decided for the position in accordance with the following controls :

- a) Shall be for Bahraini citizens as well as nationals of the Arab Gulf Cooperation Council's countries .
- b) 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 chart

**(2) Temporary Employment :** The employee works fulltime on a contract basis for a limited period throughout work days 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 provided that such pay does not exceed the maximum pay range of that position , in accordance with the following controls :

- a. shall be for Bahraini citizens as well as nationals of the Arab Gulf Cooperation Council's countries .
- b. The position shall be budgeted and approved within the maximum ceiling of positions on the organizational chart.

c. Meeting urgent needs when certain employees are on leave, or assisting in implementation of 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 selection for holding positions on temporary employment basis

e. Shall be for a period not exceeding one year renewable subject to the Bureau's approval,

**(3) Part-time Employment :** The employee works on a contract basis for a specified period and his daily working hours shall be less than the daily working hours for full time permanent employment. Part time employment contract shall be with monthly lump sum pay calculated in terms of hours, day ,week ,month or piece of work as agreed upon by the Government Entity and the candidate after the approval of the Bureau provided that such pay does not exceed the maximum pay range for the grade of that position , in accordance with the following controls:

1. The part-time employment shall be effected, after the Bureau's approval, in a classified vacant positions which shall be also budgeted and approved on the organizational chart, or such employment shall be effected in a vacant position on the organizational chart established temporarily with the Bureau's approval for a specific period . Work by piece may be exempted in certain cases from such controls and the bureau shall issue instructions determining such cases . This type of employment may be made if the employee is assigned after the official working hours to a work not related to his permanent position in the same Government Entity in which he works or the employee assigned to a work similar to the functions of his position but in other Government Entity to achieve the following objectives :

a. Meet job requirement of seasonal nature or acquire rare knowledge or skills or expertise .

b. If part-time is more cost – effective.

c. Assist in performing certain support functions or developmental programmes or projects .

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

3. The Civil Service 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 labor market and the availability of the required budget .

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

6. Part-time working hours shall be regular , irregular, continuous or interrupted

**(4) Contract Employment :** 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 :

1) A Bahraini candidate who meets the conditions for occupying the required position cannot be identified.

2) To seek rare expertise ,knowledge and skills .

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

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

5) Contracts may be for the maximum period of two years and may be renewable subject to the Bureau's approval .

6) Civil Service Bureau shall undertake advertising for the Positions to be held on a contract basis , negotiation with applicants or with overseas recruitment entities abroad, submitting offers for recruitment and approval of appointment contracts in coordination with the relevant Government Entity .

7) Civil Service Bureau shall be the official sponsor of civil service non-Bahraini employees in regard to obtaining work and residence Permits. Government entities shall undertake follow-up function of procedures in respect of issuing visas and permits, submitting applications for renewal of residence visas after the Bureau's approval, obtaining visas for employee's family members authorized to accompany employee pursuant to the contract and also obtaining visit visas subject to applicable laws and regulations in the kingdom of Bahrain.

#### **Article (7)**

#### **Commencement of work**

Employee shall not commence work unless the relevant government entity notifies Civil Service Bureau with employment in order that Civil Service Bureau approves employee's commencement of work.

#### **Articl (8)**

#### **Appointment within Project Budget**

Without prejudice to the provision of Decree-Law 39/2002 regarding the General Budget , the Relevant Authority subject to the Bureau's approval may decide to make appointment in approved positions within the project budget of the Government Entities including those Entities whose personnel affairs are regulated by special regulations in accordance with conditions and procedures prescribed by the Bureau .

**Article (9)**  
**Job Advertisement**

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

**Article(10)**  
**Employee Salary**

1) Employee's salary shall - on appointment - be determined in the minimum step of the grade employee is appointed therein. And the competent authority subject to the approval of the Bureau may accorded the employee holding distinguished qualifications or extensive experience in the field of Position higher pay than the minimum pay in the same grade employee is appointed therein.

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

- a. the employee holds high qualifications and distinguished or rare competence .
- b. when it is extremely difficult to attract the qualified candidates for the work required or keep them in service.
- c. Due consideration for the supply and demand circumstances On the position in the labor market.

**Article (11)**



## **Re-appointment**

Employee who has been previously appointed in a grade lower than the grade prescribed for his qualifications and experience may- by a decision of the relevant authority subject to the approval of the Bureau - be re-appointed in the grade commensurate with his qualifications and expertise provided that there is a vacant, budgeted and approved within the maximum ceiling of positions on the organizational chart and the employee satisfies the requirements for occupying the Position provided also that employee's salary shall be amended to the minimum pay of the grade employee is re-appointed therein or be paid equal to his previous salary whichever is greater. However employee shall not exceed maximum range in the grade wherein employee is re-appointed.

## **Article (12)**

### **Probationary Period**

Except for persons appointed to Senior Positions, newly appointed Employees shall be subject to a probationary period of six (6) months from the date he commences work and for one academic year as a maximum for Employees appointed to academic Positions with school vacation entitlement in accordance with the following conditions –

- a.** The Employee shall be appraised in accordance with the performance management system;
- b.** The Employee's direct supervisor shall closely monitor the employee performance during the probationary period and shall provide every support and guidance to improve the employee performance. The employee's direct supervisor, before one (1) month of the expiry of the probationary period, shall submit a report to the Management Entity that includes the results of the employee performance appraisal during such period and recommend based on the outcome of the appraisal the confirmation of the Employee in his Position or his termination with supporting justifications and documentation .

Management Entity shall submit its recommendations to the Relevant Authority whose decision shall be final either to retain the employee or terminate his service .

c. The employee's direct supervisor shall notify the employee before the end of the probationary period by at least five work days about the decision of the Relevant Authority and the period of the probationary period shall be charged to the Employee service if he has been confirmed in his Position;

d. The employee shall be assumed to be confirmed in his position if the probationary period ended without notifying the employee with the decision of the Relevant Government Entity.

e. The Employee service may be terminated during the probationary period if he violates the duties of his position pursuant to the provisions of the law . The Relevant Authority shall issue a decision terminating his service with cause;

f. The Employee may resign during the probationary period by giving five ( 5 ) days notice period to his direct supervisor;

g. Upon employee termination for any reason specified in this article, his entitlement shall be commuted to the last day he works;

The probationary period shall apply to contract Employees unless their contracts provides the contrary.

The temporary employee Shall be subject to a probationary period if the period of the contract exceeded six months. In case of the employee permanent employment on his temporary employment position is confirmed, the period of not less than six months the employee served on temporary basis shall be counted within his actual service and the employee shall not be subject to another probationary period .

The Bureau shall issue instructions prescribing the procedures for such period.

## **Article (13)**

### **Institutional performance**

The Bureau shall establish an institutional performance management system aimed at improving government services as well as upgrading productivity and efficiency in the Government Entities, meeting the needs and expectations of the customers provided that such a system includes the following controls:

- 1) To promote an organizational culture of professionalism, integrity and transparency in the Government Entity which shall empower its employees to achieve its mission and strategic goals, meet customers needs and expectations ;
  
- 2) To establish a mechanism for evaluating and measuring institutional performance and determine the level of participation in achieving continuous improvement for the Government Entity and for the national objectives and initiatives in accordance with common international standards and measurements ;
  
- 3) To establish rules and standards to support institutional work environment and to encourage excellent employee performance in the Government Entity in order to improve knowledge, efficiency and productivity
  
- 4) To determine the means of rewarding and recognizing the Government Entities for their excellent performance; and
  
- 5) To determine the period of review and reporting to the Government Entities on standards compliance and take appropriate actions to improve services and productivity therein .

The Bureau shall report the outcome of its evaluation of the institutional performance of any Government Entity to the Council of Ministers and recommend appropriate actions to be taken to improve institutional performance of the relevant entity.

## **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 conditions prescribed as follows –

- a. Determining basic job competencies upon which employee 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 positions' nature and type ;
- b. Developing performance standards, discussing Employee's expected level of performance and monitoring performance according to specific objectives intended to be achieved according to prescribed annual plan;
- C. Determining aspects for the development of performance, formulating a plan for such development together with determining aspects of positive support which shall be rendered to Employee in order to promote level of performance within specific timeframe; and
- d. The results of Performance Appraisal shall be the objective basis for administration's decision regarding employee's training, development, promotion, motivation, better work environment, simplifying work procedures, improving policies and administrative system efficiency, evaluating training programmes and their feasibility, and other administrative decisions relating to improvement of administrative performance.
- e. Performance appraisal reports for all Employees shall be prepared by their direct supervisors at least once annually and shall discuss the report with the employee before submitting it to the relevant management entity for approval . The employee shall be provided with a copy of the Performance Appraisal Report after its approval .

f. If employee is sick for a period exceeding six months, such employee's Performance Appraisal shall be based on employee's last Annual Report. And if the appraisal is on Weak rating, his Performance shall legally be considered Satisfactory.

g. If the employee is delegated or seconded to another Position within the kingdom of Bahrain, the entity to which employee is delegated or seconded shall prepare employee's Performance Reports during his term of service in that entity if it exceeds six months, and shall send the report to employee's original entity for the purpose of using the Report as guidance when preparing the Annual Report. In the event of secondment of employee outside kingdom of Bahrain, the previous report prepared before employee is seconded shall be taken into account.

h. If employee is transferred to another Position within government entity where employee works or from such entity to another government entity, the entity employee has been transferred from shall undertake preparing employee's Performance Report during the period employee spent therein after his last Appraisal, and such entity shall send the report to the entity employee is transferred to for the purpose of using the report as guidance when preparing Performance Report of the concerned employee.

i. The employee may appeal , within fifteen (15) days from the date of his notification of a copy of his performance appraisal report, to the relevant reviewing entity to reconsider his appraisal report . The relevant reviewing entity shall issue its decision on the employee appeal within fifteen (15) days from the date of the submission of the appeal .

## **Article (15)**

### **Employee promotion**

The Bureau shall develop a promotion system, to include promotion during the employee service and promotion in case the employee reaches the maximum range of the grade Of his position as well as promotion in case of his service termination, in accordance with the following controls :

- (1) prescribing the concept and types of promotion, and terms and conditions for employee promotion entitlement, including service period requirements and the rights resulting from such a promotion that match the nature of positions .
- (2) Prescribing the concept of meritocracy and the required performance level for promotion in accordance with the performance management system,
- (3)The Employee shall not be eligible for promotion during the period that the Employee is suspended from work or committed to investigation on criminal trial in a felony or dishonorable crime. However if such Employee is proven innocent or the penalty of Oral Reprimand or Written Warning is imposed against the Employee, he shall be entitled upon promotion to have his seniority in the newly promoted position backdated to the date when the promotion was due;
- (4) The employee shall not be considered for promotion in case of disciplinary suspension from work and pay unless after deletion of the penalty
- (5)The employee shall not be considered for promotion If the Employee is the subject of a judicial ruling following a criminal trial.
- (6) Promotion shall be effected within the annual quota determined by the Bureau for each Government Entity in consideration of the allocated budget to each Government Entity.
- (7) If the date of promotion coincides with the date of salary increment related to annual performance appraisal, Employee shall be accorded promotion first, and thereafter shall be accorded such an increment. The effective date of promotion shall be decided by the Relevant Authority after the approval of the Bureau.

## **Article (16)**

### **Health Care , Occupational health and safety**

The Bureau shall formulate in coordination with the Government Entities a social and health care system as well as an occupational health and safety system in the Government Entities subject to the conditions prescribed as follows-

#### **Social and Health Care System**

- a. The system shall determine the types of health, cultural, and social programmes and services provided for employees in the Government Entities ,
- b. The system shall determine the admin procedures related to social,cultural and health care for employees in the Government Entities .
- c. The system shall determine type of positions that require a regular medical check up and shall develop a mechanism to discover early the diseases including their preventive actions .
- d. The system shall include the formation of committees for health and social care in the Government Entities and shall specify the committees' functions .
- e. The system shall develop techniques related to the occupational diseases preventive actions and compensation for such diseases .

#### **Occupational Health and Safety System Controls :**

- a. Include administrative measures for occupational health and safety including policy, organizing, planning and implementation, evaluation, and procedures for continuous improvement;
- b. Mechanisms for ensuring compliance with occupational health and safety legislations and regulations ;
- c. Criteria for establishing occupational health and safety committees in Government Entities .;

d. Measures to deal with emergencies and accidents, including adequate first-aid arrangements;

e. A mechanism for the collection and analysis of data on occupational injuries and diseases in accordance Social Insurance scheme requirements ;

f. Mechanisms for encouraging motivating the Government Entities and their Employees to improve the occupational health and safety at their workplaces;

g. Formulate an occupational health and safety programme in each Government Entity who shall implement, monitor, evaluate and periodically review the programme ;

## **Article (17)**

### **Transfer of employee**

An Employee may be transferred from a Position to another within a Government Entity, or in other Government Entity subject to the following conditions -

1) The transfer within the Government Entity shall be effected by a decision of the Relevant Authority after the approval of the Bureau;

2) The transfer to other Government Entity shall be effected by a decision of the Relevant Authority in the two entities after the approval of the Bureau;

3) The Employee shall meet the conditions and criteria required to fill the Position to which he is transferred;

4) The transfer shall be to a vacant Position and approved in the organization chart and within the maximum ceiling of positions if the transfer is to another government entity ;



5) The Employee may, on transfer, be promoted if the Employee satisfies the criteria, rules and conditions for promotion in accordance with the promotion system;

6) The transfer of the Senior Positions holders shall be effected by a decision of the relevant appointing authority; and

The Bureau shall issue instructions regarding the rules determining the salary, benefits and procedures on the transfer action .

## **Article (18)**

### **Delegation of duties**

An Employee may be delegated temporarily to carry out the duties of another Position in the same or another Government Entity in accordance with the following conditions –

1) The delegation within the Government Entity shall be effected by a decision of the Relevant Authority after the approval of the Bureau;

2) The delegation to another Government Entity shall be effected by a decision of the Relevant Authority in the two entities after the approval of the Bureau;

3) The Position shall be vacant due to the absence of the Employee occupying the Position, or where another Employee is not available to occupy the Position;

4) The Employee shall satisfy the conditions for occupying the Position to which the Employee is delegated;

5) The delegation shall be for a period of one (1) year renewable for a maximum period of three (3) years for the whole delegation period;

6) The delegation may be in addition to the Employee original work or for full time;

7) The Government Entity to which the Employee is delegated, or as agreed by the two Government Entities shall bear the cost of the Employee's salary, benefits and other financial entitlements in accordance with rules and procedures prescribed by the Bureau . The Government Entity shall also undertake the employee annual performance appraisal, leave entitlement , paying pension contribution and disciplining the employee in case of misconduct during the delegation period ;

8) The Employee shall be entitled to a delegation reimbursement determined by the Bureau in consideration of item ( 6 ) of this article in addition to the benefits decided for the position to which the employee is delegated .;

9) An Employee shall, at the end of delegation period, be entitled to return to the same Position that the Employee was occupying prior to delegation and he shall retain all entitled benefits prior to delegation; and The Bureau shall issue instructions regarding the system and procedures for delegation .

## **Article (19)**

### **Secondment of Employee**

The Employee may be seconded subject to his consent in writing to a Government Entity which is not subject to the Civil Service Law or to any other Entity affiliated to the State or to a company in which the State has shares not less than 50% or to Governments or Arab, Regional , Foreign or International Organisations. And Positions may be occupied by secondment from one of the above mentioned entities in accordance with the following conditions -

1) The secondment shall be effected by a decision of the Relevant Authority subject to the approval of the Bureau, and secondment of Senior Positions Holders shall be effected by a decision of the Relevant Appointing Authority .

2) The secondment shall be for one (1) year, renewable for a similar period, provided that such periods shall not exceed four (4) years except in cases when public interest justifies a renewal for more than four (4) years;

3) In case of secondment to a government entity which is not subject to the Civil Service Law or to any other Entity affiliated to the State or to a company in which the State has shares not less than 50% or to Governments or Arab, Regional , the entity to which the Employee is seconded or pursuant to agreement between the two concerned entities in accordance with the controls prescribed by the Bureau, shall bear the cost of the full salary of the Employee together with the full financial entitlements and privileges prescribed for the Position occupied by the Employee, and shall also bear the costs of pension contribution, end-of-service-gratuity, travel, transportation and luggage expenses, provision of medical and administrative services and granting leave entitlement during and at end of the Employee's service;

4) However the Government may, subject to a decision of the Prime Minister, bear the cost of all or part of the Employee's salary and benefits during the secondment period in case of secondment to Arab, Regional , Foreign , or international governments or organizations ;

5) The Employee may use all his annual leave balance before secondment or retain such leave balance until the end of secondment period; and

The Bureau shall issue instructions related to the secondment rules and procedures .

## **Article (20)**

### **Assignment to official mission**

An Employee may be assigned to official missions and training subject to the following conditions –

1) The mission shall be approved by the Relevant Authority in accordance with the approved budget for the purpose;

2) The mission or training shall be related to the functions and responsibilities of the Government Entity;

3) Holders of Senior Positions or their representatives, employees at judicial grades and heads of delegations on out-of- country missions attending conferences or on training shall - subject to Council of Minister's approval - be entitled to first class airfare tickets.

In case it is impossible to travel first class taking into account travel and work circumstances, the above-mentioned category of employees shall be entitled to travel with business class tickets.

Employees who hold the position of Section Chief or who are at their position level assigned to official missions or training held in an Arab Gulf Cooperation Council( GCC) Country , and other employees travelling on long distance journeys shall be entitled to business class airfare tickets, in accordance with controls prescribed by the Bureau . All other employees shall be entitled to economy class airfare tickets

4) Employees accompanying holders of senior Positions entitled to travel by airfare first class tickets may - subject to approval of competent authority in the concerned government entity - be entitled to first class tickets, provided that the number of accompanying employees shall not exceed (3).

5) Employees assigned to official mission or training or studies outside the Kingdom shall be granted travel compensations to meet living requirements and other necessary expenses

6) The Bureau shall issue instructions prescribing Employee travel procedures during the mission including the rates of travel compensations as per the geographical locations in the world and the controls for compensations entitlement due for the Employee.

**Article (21)**  
**Treatment Expenses during Mission**

The government shall bear the cost of employee's medical treatment and medicines in the following two cases:

- 1 - In case employee is on official mission outside Kingdom of Bahrain.
- 2 - In case employee is on sponsored scholarship, educational grant or training programme outside Kingdom of Bahrain.

And employee shall submit to the government entity where employee works documents authenticated by the competent medical committee in the Ministry of Health evidencing medical treatment expenses and prices of medicines.

The government shall not bear the expenses of orthodontic services whatever the type, cost of eye-glasses, contact lenses or artificial limbs unless the above is due to injury sustained during performance of position's functions.

**Article (22)**  
**Training**

The Bureau shall issue instructions to regulate training in the Government Entities in accordance with the following conditions -

- 1) Provide training and educational opportunities for Employees on equal footing ;
- 2) Determine training needs, in accordance with the state's general strategic plan, the objectives of the Government Entity, the Outcome of employee and institutional performance reports, and the allocated annual budget in conformity with the state policy ;
- 3) Form in each Government Entity a training committee constituted of Employees specialized in the field of human resource planning and development;

- 4) Provide training in available bodies in the Kingdom of Bahrain, however, in cases justified by job requirements or non availability of training opportunities inside the Kingdom, Employee may be trained outside the Kingdom after the approval of the Bureau subject to the budget allocated to that training;
- 5) Where an Employee is assigned to training, the period of assignment shall be included in his service and he shall be entitled to his salary and benefits in accordance with conditions determined by the Bureau ;
- 6) The Employee, assigned to training or educational programmes over 3 months, shall sign an agreement in a form prepared by the Bureau. And without prejudice to the provisions of that agreement, the employee shall commit himself to work for the Government Entity which provided training or academic studies to him or work for any other Government Entity for a period equal to the period of his training or academic studies otherwise he shall reimburse the Government Entity all expenses granted to him during that period;
- 7) The Government Entity may qualify newly graduated Bahrainis from different educational levels to fill certain vacant positions in the Entity or to implement community service programmes by paying them a lump sum cash award, whether the qualifying process is inside or outside the Kingdom of Bahrain in accordance with instructions issued by the Bureau ;and
- 8) The Relevant Authority shall undertake in coordination with the Bureau to formulate succession and training plans necessary for the preparation of the management leadership in the Government Entity.

### **Article (23)**

#### **Scholarship and study leave**

The Relevant Authority may grant an Employee after the Bureau's approval scholarship or study leave inside or outside the Kingdom of Bahrain subject to the following conditions –

- 1) The scholarship or study leave shall aim at upgrading the level of employee competence in the government interest with due consideration for the allocated budget;
- 2) The Employee shall satisfy a minimum period of service or experience as specified by the Bureau subject to the nature of the position and work requirements;
- 3) The Employee shall satisfy the required performance level as specified by the the performance management system;  
And the Bureau shall issue instructions prescribing the standards and procedures for the scholarship and the study leave .

#### **Article (24)**

##### **Training and educational expenses**

- (1) Subject to the approval of the Bureau, a Government Entity may bear the costs of all or part of educational expenses of an Employee within the Employee's career path development plan for his present or future Position.
- (2) The Government Entity shall discontinue payment of educational expenses in case of his violations of laws , regulations, resolutions and instructions in force or conditions prescribed in the agreement .
- (3) An Employee in Government sponsored training or educational scholarship shall be entitled to his salary, including benefits to which the Employee is entitled during training or educational programs in accordance with conditions prescribed by the Bureau . The period of scholarship, study leave or training shall be calculated as part of employee's term of service for the purposes of promotion, calculation of pension without prejudice to the provision of law No. 13/1975 in Respect of Regulating Retirement Pensions and Gratuity for Government Employees and Amendments Thereto.
- (4) The Bureau shall issue instructions regarding compensations and entitlements for training and educational expenses and shall prescribe the rules , provisions and formulation for training agreements.

## **Article (25)**

### **Self training and development**

Government Entities shall endeavor to encourage its Employees to self training and development which shall be regarded as an Employee responsibility in accordance with conditions and procedures prescribed by the Bureau.

## **Article (26)**

### **Working Timings**

Working timings in the Government Entities shall be subject to the following rules :

- 1) Employee shall be entitled - during legally prescribed official, daily, weekly and other holidays - to salary including all benefits. And employee may - when it is necessary – be entrusted to work during such holidays and the employee shall be compensated in accordance with the Bureau's instructions .
- 2) Female employees shall not be entrusted to work in a government industrial project or in a branch of that project between 8p.m. to 7a.m. save as in exceptional circumstances determined by the Bureau in respect of female employees' night duty.
- 3) In case work's requirements necessitates stay of employee or a number of employees on the job for long hours to meet an emergency, special work tour shall be conducted for such employees in accordance with conditions prescribed by the Bureau .

## **Article (27)**

### **Over time Work**

The relevant authority may – after official working hours and during holidays – entrust employee with Over-time Work according to the following conditions:



1. Employees – save as holders of senior Positions and Positions legally construed as equivalent – shall be entitled to compensation for additional works and over-time hours whenever they are entrusted by the relevant authority in government to discharge official functions after official working hours in accordance with the Bureau's instructions
2. Over-time Work shall be of urgent nature and can not be performed during official working hours.
3. Over-time Work shall be related to employee's functions during working hours.
4. Over-time Work shall be the practical and economical ideal process to meet the government entity's requirement, provided that all other methods and processes for regulating work within the official working hours shall be exhausted, such as pre - planning, work scheduling, changing work's performance deadlines and redistribution of human resources.
5. Sufficient budget shall be available for Over-time Work pays shall be within the budget approved by the Bureau for the government entity provided that such pays shall not exceed the budget allocated to that government entity in the Workforce Expenditures Chapter .
6. Each government entity shall be responsible for regulating employees over-time working hours by preparing scales for over-time working hours, using such hours in emergency situations by evaluating necessity for over-time work, and each government entity shall issue the necessary procedures for discharging such responsibilities.
7. The Bureau shall determine the maximum ceiling for over-time work for employees in the government entities .

### **Article (28)**

#### **Annual leave**

- (1) The annual leave shall be in accordance with the following terms and conditions -

a. An Employee shall be entitled to annual leave with pay at a rate of thirty (30) work days annually i.e. at a monthly rate of two and a half (2.5) days, and the Employee may retain his unused annual leave credit provided his credit leave does not exceed seventy five (75) work days;

b. Weekends, holidays, official occasions and other holidays shall not be calculated as part of the annual leave;

c. The annual leave shall be commuted from the date Employee assumes work and he shall not commence his annual leave before successfully completing the probationary period;

d. The Employee shall be granted annual leave within the limit of his leave credit after the approval of his direct supervisor and he shall return to work after the end of his leave immediately and he shall not extend his leave unless the approval of his direct supervisor is obtained . Supervisors at all administrative levels shall co-ordinate with junior Employees to formulate leaves scales in order to regulate Employee's leaves without prejudice to work-flow requirements and circumstances of Employees to avoid the employee loss of additional leave entitlement to his maximum leave credit ;

e. The Government Entity where the Employee works shall not defer the employee's annual leave or shorten it after its approval save for reasons warranted the work interest . The employee shall be entitled for such leave or the remaining part of it later during the same year . The Relevant Entity may recall the Employee and cut short his annual leave to the work in the requirements of public interest, and the days Employee worked during his annual leave shall be added to his leave balance or his leave shall be extended for the days he worked ;

f. An Employee shall, upon termination of service, be entitled to a cash compensation for the balance of regular annual leave not taken by the Employee provided such balance does not exceed the maximum rate authorized to carry forward to the next year in addition to entitled leave for the year during which the employee service has terminated or at the end of that year .

The compensation shall be on the basis of his last salary received upon termination;

**g.** Employees working at educational and training institutes and colleges, whose positions are related to academic year, are entitled to annual leave whose duration is equal to the academic holidays and such leave shall be determined by the Relevant Authority after the approval of the Bureau; and

**h.** An Employee shall not continue work for more than two (2) years without using his annual leave provided such leave shall not be less than 22 work days

(2) Employee shall be entitled to annual leave with pay for periods of authorized absence including periods of annual leave, sick leave, other leave with pay, special leave with pay, and periods of special leave without pay not exceeding thirty (30) days.

### **Article (29)** **Calculation of Annual Leave**

Employee's balance of Regular Annual Leave shall be calculated on the basis of days and not hours, however leaves may be calculated in hours by according employee Annual Leave for less than a full day.

### **Article (30)** **Sick leave**

(1) The sick leave shall be in accordance with the following terms and conditions -

a An Employee shall be entitled to sick leave with pay based on approved medical certificate at a rate of twenty four work days annually i.e. at a monthly rate of two (2) days;

b.Periods of sick leave not taken by an Employee shall be added to the Employee's entitlement, provided that the total shall not exceed two hundred and forty (240) work days;

c. The Employee shall notify his direct supervisor about his sick leave unless there is a valid justification prevents him from such notification;

d. The relevant medical committee shall be responsible for deciding the medical fitness of Employees in regard to carrying out job duties, extent of authenticity of medical certificates submitted by Employees and determining the periods of medical unfitness or disability due to illness. However if the relevant medical entity is ascertained that the Employee is medically unfit to perform his work it shall issue a decision to be communicated to the Relevant Entity where the Employee works to take an appropriate action such terminating the Employee service for medical unfitness;

e. Sick leave till five (5) work days shall not be approved unless medical certificate is submitted by the employee, however an Employee's direct superior may approve a sick leave for one (1) day without submission of medical certificate by the Employee,

And in case the employee direct supervisor suspects the authenticity of the medical certificate, he shall refer the Employee to the relevant medical entity to prove its authenticity.

f. Absence for sick reason exceeding five (5) work days shall be supported by a medical certificate approved by a relevant medical entity;

g. The Relevant Authority may, grant an Employee who uses all his balance of sick leave, an additional sick leave with pay, provided that such additional sick leave shall not exceed sixty (60) working days if the relevant medical Entity is of the opinion that the Employee's medical condition justifies such additional leave provided the Employee service shall not be less than one (1) year and additional sick leave may be granted again in accordance with the conditions and controls mentioned above provided that one year shall have lapsed from the date of the last additional sick leave granted to the employee ;

h. Employee with Asiklr disease and kidney failure, and who has used all of his sick leave and additional sick leave balance , shall be entitled to another additional leave with pay not exceeding thirty (30) work days to be granted once during the year, if the relevant medical entity is of the opinion that employee condition warrants such additional leave

i. Sick leave shall be charged to Employee service period for which the Employee shall be entitled for end of service remuneration or pension pay;

(2) Employee shall be entitled to sick leave with pay for periods of authorized absence including periods of annual leave, sick leave, other leave with pay , special leave with pay, and special leave without not exceeding thirty (30) days.

### **Article (31)**

#### **Special leave**

An Employee shall be entitled to the following special leave with pay as follows -

##### Marriage Leave

1) Marriage Leave for three (3) working days once during term of service of Employee and with submission of marriage certificate;

##### Haj Leave

2) Haj leave for Muslim Employee for twenty one (21) days once during Employee's tenure of service whether such service is current or pervious;

##### Maternity Leave

3) Sixty (60) days Delivery Leave for female Employee commence from the first day of delivery date stated in the birth certificate provided the Employee notify the Government Entity where she works and she may upon request be granted such leave prior to the date of expected delivery for the period not exceeding fifteen (15) days;

#### Bereavement Leave

4) Bereavement Leave for three (3) days in the event of death of Employee's relative of the fourth degree family relationship, provided that Employee submits to government entity after returning to work a certificate evidencing Employee's relationship with the deceased;

#### Odda (Death of Husband Leave)

5) Odda (Death of Husband Leave) for female Muslim Employee for a period of four (4) months and ten (10) days in the event of death of her husband, provided that Employee submits certificate evidencing death of husband. However if the concerned Employee is pregnant and has delivered during her Odda , she shall not be compensated for delivery leave and shall be granted the remaining days of the the delivery leave if such leave exceeded the Odda period , and in all cases supporting certificates shall be provided .

#### 6) Accompanying Sick Person Leave

a. Accompanying Sick Person Leave may be granted for the employee for a period not exceeding sixty (60) days annually whether continuous or interrupted to accompany a sick person upto fourth degree of blood relationship in case the relevant medical entity decides that the sick person shall travel outside Bahrain for medical treatment together with an accompanying person;

b. subject to the approval of the Bureau - the employee may be accorded an Accompanying Sick Person Leave to accompany a sick person other than relatives prescribed in this Article in case the patient doesn't have accompanying person of closer relationship than the Employee;

c. Such leave, not exceeding seven (7) days and subject to the approval of the Relevant Medical Authority, may be granted to an Employee to accompany sick person of first degree relationship the treating doctor has decided that he needs a company during his treatment inside the Kingdom of Bahrain in accordance with the conditions prescribed by the Bureau

7) Attending Sick Person Leave

Attending Sick Person Leave when he attends to a patient suffering from contagious disease and the Relevant Medical Authority is of opinion that Employee shall not practice work for a period which it specifies provided that the Employee notify the Government Entity where he works;

8) Quarantine Leave

Quarantine Leave pursuant to the period prescribed by the Relevant Medical Authority, provided that Employee shall upon resuming work after quarantine period submit medical certificates evidencing quarantine and provided also that the Government Entity where Employee works shall be notified with quarantine;

9) Examination Leave

Examination Leave not exceeding thirty (30) days subject to the following conditions –

a. Employee shall notify Government Entity where Employee works with enrollment in studies, the entity Employee studies therein and shall submit documents evidencing the same;

b. The entity where Employee studies shall be recognized academically by the competent academic entities in the Kingdom of Bahrain;

c. Employee shall - prior to a reasonably sufficient time - notify the Government Entity where Employee works with Examination's date;

d. Employee shall - when applying for this Leave - submit documents evidencing that Employee will sit for the Examinations;

e. Examination Leave may be divided into several different periods during the year, and the Leave shall be calculated in accordance with Examinations schedules prescribed by the concerned educational entity; and

f. And Employee shall be entitled to Examinations Leave pursuant to days prescribed in the approved Examinations schedule in addition to one (1) day before examinations and one (1) day after if examinations are conducted outside Kingdom of Bahrain.

#### 10) Leave for cultural activities in official delegation

Leave to participate in representing the Kingdom of Bahrain in cultural occasions for the period required for the occasion subject to the following conditions –

a. Application for participation in such occasions shall be made in the form of an official letter from the government competent authority to the entity where employee works containing periods of the occasion, its venue and the organizing body;

b. It shall be taken into consideration that such Participation Leave shall not prejudice work-flow in the Government Entity where employee works; and

c. This leave shall be subject to the approval of the Relevant Authority of the Government Entity where the Employee works.

#### 11) Occupational Injury Leave

Occupational Injury Leave for a period to be specified by the Relevant Medical committee with due regard to the following controls –

a. The injury shall be sustained in the course of duty or by reason of exercising Position's duties or any other duties entrusted officially to Employee;

b. The Government Entity where the employee works shall notify the Relevant Authorities about the injury immediately after its occurrence ; and

c. Occupational Injury Leave shall not be calculated as part of Sick Leave or any other leave.

#### 12) Suckling Leave

Two suckling hours for Female employee on commencing duties after delivery for the purpose of caring for and feeding her new born child until it is two years of age shall be scheduled in work interest provided the employee submits medical documents evidencing such care feeding.



## **Article (32)**

### **Special Leave without pay**

Leaves without pay shall be in the following manner -

a. Spouse may be accorded leave without pay in case the other spouse is officially assigned outside Bahrain for a minimum period of six (6) months, provided that the leave without pay shall not exceed period of assignment . The Management Entity shall respond to the spouse request for such leave in this case .;

b. Female Employee shall be entitled to leave without pay for a period not exceeding two (2) years and such period shall be accorded for three times during Employee's term of service in order to care for her child whose age does not exceed six (6) years;

c. Employee may be accorded leave without pay for dedication to studies, research or for any other reasons submitted by employee and subject to the discretion of the Relevant Authority pursuant to the requirements of regular work ; and

d. Leave without pay shall not be calculated as part of pensionable service according to Law No. (13/1975) in respect of Regulating Retirement Pensions and Gratuities for Government Employees And Amendments Thereto.

## **Article (33)**

### **Other controls relating to leave**

(1) An Employee shall not be granted any special leave mentioned in the the Civil Service Law during the probationary period save cases out of his control in accordance with instructions issued by the Bureau, and in this case the probationary period shall be extended for the period equal to the granted special leave.

(2) An Employee shall be entitled to salary including benefits for a period of absence from work if such absence is due to an official request for appearance before a relevant Government Entity provided that Employee shall submit documents as evidence of that request and appearance.

(3) If an Employee is transferred to another entity, he shall retain all his entitled leave.

(4) An Employee shall not be entitled, during his unauthorized absence, any of the leave mentioned in Article (20) of the Law.

(5) Without prejudice to the leave stated in the employee's employment contract, the employee who is on temporary ,part-time and contract basis shall be entitled to sick leave and Bereavement leave in accordance with periods and conditions prescribed by the Bureau .

(6) The Bureau shall issue the instructions to the Government Entities determining the benefits granted to the employees during paid leave and regarding the procedures for all type of leave.

### **Article (34)**

#### **Other Duties ,Violations and Penalties**

(1) An employee shall:

- A- Devote official time for the performance of the Position, and not to be absent or leave the work site without permission from his immediate supervisor , and he shall notify him in time in case he is not able to report to work early before the beginning of the working hour .
- B- The conduct of the employee shall comply with the tradition and due respect for the morals and dignity of the Position.
- C- Co-operate with work colleagues, properly deal with the public and respond to the public's interest within a reasonable time.
- D- Participate in the training and development programs formulated by the government entity for employees and always strive to develop personal skills and competencies and to enhance performance.
- E- Preserve the property and assets of the government entity in which the employee works.

F- Diligently and honestly execute the instructions issued by senior employees within applicable laws and regulations.

### **Prohibited Activities**

(2) An employee shall not -

**a.**Violate the rules and provisions prescribed in the applicable Laws, regulations and instructions;

**b.**Violate the rules and provisions prescribed in the General Budget Law, regulations, decisions issued for implementation of such law or any financial rules;

**c.**Violate the rules and provisions prescribed in the regulation of Government Tenders and Purchases Law and any applicable regulations and decisions issued for implementation of such law;

**d.**Make any statement or declaration to any media agencies on behalf of the Government Entity where the Employee works unless the Employee is authorized by the Relevant Authority to make that statement or declaration;

**e.**Disclose any information the Employee has knowledge of by virtue of Position if such information is of confidential nature or in accordance with instructions, and such obligation shall remain valid after the termination of service of the Employee;

**f.**Keep personally any original official document, or copy of the same, remove from relevant files any original document or copy of the same, keep personally any original or copy tape recordings, films or copies, operational or applied computer programs from the entity in which the Employee works, even where this is related to work personally entrusted to the Employee;

**g.**Exploit the Position for any personal purpose that could cause harm to others ;

**h.** Call for or threaten or participate or encourage others to hold strike in key Government installations in accordance with the Prime Minister's Resolution no 62/2006 and its governing law ;

**i.** Participate in rioting activities and cause damage to public and private properties;

**j.** Organize unlawful or unauthorized gathering or sit-ins or call for or encourage to hold such gathering or sit-ins and shall abide by its governing law ; and

**k.** Exploit the minors who is under the age 18 years to participate in any activities mentioned in paragraphs (h), (i) and (j) of this article .

(3) An Employee shall not accept any gift, gratuity, commission or loan in consideration of performing the duties of Position, collect money or in-kind items for any individual or organization, or participate in organizing any meeting in the workplace without the approval of an authority determined by the Relevant Authority.

(4) Employees shall not distribute leaflets or publications or collect signatures in the workplace.

(5) An Employee shall not personally or through others practice the following activities -

a. Purchase of real or movable property offered by judicial or administrative authorities for sale if the property is related to the functions of the Employee's Position;

b. Any commercial activities save the ownership of a share in a commercial company or through inheritance or a gift from any relative up to the fourth degree provided the Employee shall not perform any work in that company;

c. Be a member of the board of directors in any joint stock company without the approval of the Relevant Authority;

d. Have any interest in contracting works or tenders related to the functions of the Employee's Position; and

e. Lease lands or property for the purpose of investment if such investment is related to the Employee's work.

(6) No more than one penalty shall be imposed for one offence. The Table of Offences and Penalties attached to this executive Regulations shall determine type of offences and penalties which shall apply to employees in case of their commitment of violations in accordance with article (23) Of the civil service law based on their nature and severity.

(7) An Employee may perform duties for another party during non-working hours in consideration of salary, gratuity or freely without charge, provided that such duties shall not conflict with the nature of the Employee's Position or prejudice the dignity of the Employee or the dignity of his position or the dignity of the entity where the employee works.

(8) An Employee may be entrusted with the functions of guardianship, custody, agency on behalf of absent persons or with judicial aid if the person subject to guardianship, custody, absent person or a person for whom a judicial aid is appointed is a fourth degree relative of the Employee.

(9) And an Employee may conduct receivership of property in which the Employee is a partner or has an interest or where the property is owned by a maximum fourth degree relative.

### **Article (35)**

#### **Disciplinary investigation procedures**

The Relevant Authority shall notify the Prime Minister with the facts and acts committed by a holder of senior position which may constitute violations. The Prime Minister may – if he is of opinion that such facts and acts constitute a violation – entrust committal of senior Position holders to disciplinary liability in accordance with Article (22) paragraph (3) of Civil Service Law.

The decision to refer holders of senior positions to disciplinary investigation shall contain statement with facts and acts that constitute violations attributed to employee and evidence supporting such accusation; and the employee shall be notified with the committal to investigation decision not less than (15) days before the determined date of the committee's session. Employee shall be entitled to review the proceedings and all other documents related to the proceedings and shall also be entitled to be furnished with a copy of such documents.

### **Article (36)**

#### **Controls for Administrative Investigation and Discipline**

Without prejudice to the provisions on accountability and discipline of holders of Senior Positions, the following controls shall be applicable to all Employees.

(1) Save disciplinary offences of oral warning or written reprimand penalty, investigation of disciplinary offences committed by an Employee shall be conducted in writing according to the following conditions –

a. A committee shall be formed, by the Relevant Authority in the Government Entity where the Employee works, consisting of a chairman and at least two other members;

b. The chairman and members shall be experts, competent, partial and shall have a high sense of integrity .

c. The chairman shall be of a grade not lower than the grade of section chief and the chairman and other members shall be of a higher grade than the grade of the Employee under investigation or at his grade level

d. The chairman and members shall whenever reasonably possible be from the Government Entity where the Employee works and representatives from the Bureau may be sought for advice ;

e. The chairman and the members of committee shall not be the immediate director or supervisor of the Employee or his relative;

f. If the investigation committee is of the opinion that actions attributed to the Employee constitute a legally prescribed criminal offence, submit the matter to the Relevant Authority to notify the relevant entities, and if it is ascertained that the actions attributed to the Employee constitute a criminal offence, the Relevant Authority may also decide whether the investigation shall continue or be postponed until the criminal investigation is completed ;

g. The investigation committee shall submit its substantiated recommendations to the Relevant Authority within ten (10) days from the completion of the investigation and shall be as follows -

- 1) the investigation for lack of evidence.
- 2) Proposing an appropriate penalty against the Employee; and
- 3) If any damages to public property are caused by the Employee, it may be recommended that the Employee shall pay compensation for such damages.

h. The investigation committee shall when preparing recommendations take into consideration the following -

- 1) Previous administrative action taken to deal with the offence;
- 2) The nature and consequences of the offence attributed to the Employee;
- 3) The repetition and extent of seriousness of previous offences related to ethics;
- 4) The existence of misunderstanding, misjudgment, assistance, occurrence of complicity or instigation to commit the offence;
- 5) The extent of the Employee's ability to control events and situations which lead to the occurrence of the offence in respect of time, location and sequence of events;

6) Whether any guiding and corrective measures have been undertaken with the Employee in order to afford the Employee the opportunity to promote the Employee's performance and improve conduct;

7) Due regard shall be given to material and moral cost and implications resulting from replacing the Employee with another in the event the investigation committee recommends a dismissal, or the effect of the suspension of the Employee from work on work needs;

8) The increase of the penalty when the offence contains elements of contempt or willful disregard for public authorities;

9) The gradual application of penalties; and

10) The investigation committee may prior to preparing its recommendations in order to submit them to the Relevant Authority hear any statements which the Employee wishes to make with regard to any mitigating circumstances or grounds.

i. The Relevant Authority shall, within a period not exceeding fifteen (15) days from the date of submitting the recommendations of the investigation committee to the Relevant Authority, issue a substantiated decision in respect of one of the following two matters –

1. The remand of the investigation record to the investigation committee where the Relevant Authority is of the opinion that the punishment should be increased; and

2. Confirming, revoking or amending recommendations of the investigation committee.

(2) Where offences are punishable by an Oral Reprimand or Written Warning, the Relevant Authority in the Government Entity where the Employee works may, instead of forming a committee to conduct the investigation of the Employee, give the responsibility of the investigation of the offences to an Employee, who is known for his expertise,



competence, integrity and impartiality, whose position grade shall not be lower than the grade of the Employee under investigation, and in such a case the investigation may be conducted orally provided that the investigation's content shall be stated in the penalty decision .

(3) The Relevant Authority may, for the purposes of investigation, suspend the Employee from work for a period not exceeding three (6) months during which the Employee is entitled salary in accordance with the following controls :

a. The Employee shall be notified of the decision to suspend immediately after it has been issued.

b. The Employee shall sign a notification to prove receipt of the decision, and,

c. Where the Employee refuses to sign this notification, the relevant entity entrusted to notify the Employee shall record the refusal and stamp the notification with the relevant entity's stamp, and in this event, the Employee shall to have been deemed legally notified.

(4) If it is evident to the Relevant Authority or if it has reason to believe that the Employee has committed, or there is reasonable suspicion that he has committed, one of the offences punishable by one of the penalties prescribed in Article (23) of the Civil Service Law, the Employee shall be referred to the investigation committee prescribed in this article .

(5) In no case shall an Employee be placed under investigation for any offence unless the Employee is notified of the committee's decisions or instructions to conduct an investigation.

(6) The Employee shall also be entitled to review the proceedings and all other documents related to the proceedings and shall be entitled to be provided with a copy of these documents.

(7) Where the investigation committee recommends the dismissal of the Employee from service, the employee's case shall be passed, by the issuance of a decision by the relevant entity in the Government Entity where the Employee works, to a Disciplinary Board which shall be constituted by a decision of President of the Bureau containing accurate statement with acts attributed to the employee.

(8) The disciplinary board shall consist of a chairman, deputy chairman and at least three (3) other members.

(9) The chairman and his deputy shall be of a grade not less than a director and the chairman, his deputy and other members of the board shall be of a grade higher than the grade of the employee under investigation or at his grade level

(10) The chairman, his deputy and other members of the board shall not be a direct director or supervisor of the employee or his relative or has participated in the investigation committee, which recommended the dismissal of the Employee.

### **Article (37)**

#### **Investigation Committee Proceedings**

The investigation committee shall apply the following procedures:

- 1** - Notify employee in writing to appear before the committee for violation or violations against him within a period not exceeding fifteen (15) days from the date of committal of employee to investigation; such notification shall contain a summary of facts constituting the violation or violations and date of occurrence provided that employee shall sign notification to prove receiving the same.
- 2** - Employee shall - personally or by registered mail - be notified with investigation at his residence address, address of one of his relatives as stated in employee's file or any other means the investigation committee deems appropriate.

- 3 -** In case employee refuses to sign as proof of receiving the notification, the relevant entity entrusted with notifying employee shall record such refusal and stamp notification with the stamp of the relevant entity, and in this case the employee shall be deemed legally notified, and the investigation committee may conduct proceedings in his absence unless it deems appropriate to re-notify employee for reasons which shall be stated in investigation record.
- 4 -** Investigation shall not be conducted during absence of employee, however it may be conducted in his absence if interest of investigation or circumstances of employee require the same.
- 5 -** Investigation shall commence with recording employees name, position, grade, age, summary of violation or violations and the date of committal to investigation decision.
- 6 -** The investigation committee shall hear statements of all witnesses of facts who are employees and others if any, and may summon experts and other witnesses if the committee deems necessary to hear their statements, and the employee shall be enabled to discuss and examine statements of witnesses.
- 7 -** After hearing all prosecution witnesses, the committee shall hear the employee's statements if he is desirous of giving his statement orally or in writing, and the committee shall review any documents submitted by employee and shall then hear defense witnesses if any.
- 8 -** Employee may - for the purpose of making his defence before investigation committee – seek the assistance of whoever person the employee deems appropriate.
- 9 -** Investigation committee may be assisted by a clerk in order to record investigation proceedings in serial numbers, and shall state at the beginning of the record, the date, place and hour of commencement of investigation, name of the clerk if any and chairman and members of committee's names, grades and Positions.

**10-**When investigation is completed, the date and hour shall be stated at the bottom of the record, and the chairman and members of the committee shall sign all investigation papers; and employee - if present - shall also sign, however if employee is illiterate, he shall instead of signing put his right hand thumb fingerprints on the record.

**11-**Prosecution and defense documents shall be numbered and signed by the chairman of the committee and shall be attached with the record.

The Bureau shall issue required instructions to implement the provisions of this article .

### **Article (38)**

#### **Disciplinary Board proceedings**

(1) All Disciplinary Board proceedings shall be put on record to be kept in the case file.

(2) The Chairman of the Disciplinary Board shall determine the date for disciplinary proceedings immediately after the Employee's case has been passed to the Board. A notification will be issued by the Board to the Employee, stating the date and a clear statement of the offences of the Employee.

(3) The Employee shall sign the notification as evidence of receipt of it, and where the Employee refuses to sign the notification, the relevant entity responsible for notifying the Employee shall note the refusal in writing and stamp it with the stamp of the relevant entity. In this event the Employee shall be deemed to have been legally notified and the Disciplinary Board may conduct proceedings in his absence.

(4) The Employee shall appear personally before the Disciplinary Board, and shall be entitled to be assisted in preparing his defense, whether in writing or orally, by a representative, and is also entitled to call witnesses to give statements before the Board.

(5) The Employee or his representative shall be entitled to review the investigation documents or copies of these.

(6) The Disciplinary Board may be assisted by experienced personnel whom the Board sees fit in matters that justify seeking their opinions.

(7) Any summons by the Disciplinary Board shall be by registered mail, and the Employee shall be served with the summons at his work address if he is not suspended from work, or at his residential address as stated in his service file if the Employee is suspended or is absent from work, or any other means the Disciplinary Board deems appropriate.

(8) The Disciplinary Board shall hold sessions with the presence of two-thirds (2/3) of Board's members provided that the chairman or the deputy chairman shall be among those present; and decisions shall be issued by a majority of the members present.

(9) In the event of a split vote the chairman, or his Deputy in his absence, shall have the casting vote.

(10) The Disciplinary Board shall issue its decision within sixty (60) days from the date of its formation, the decision shall be substantiated, in writing, and shall be final.

(11) Such decision shall include an accurate statement of the acts attributed to the Employee.

(12) If the Disciplinary Board is of opinion that the violations attributed to Employee constitute a criminal offence, the Board shall notify the Government Entity where Employee works with the Board's opinion in order to refer the Employee to the relevant entity, and the Board's proceedings shall abate until a final ruling is issued by the relevant court. After the issue of final ruling by the court, the documents shall be referred to the Disciplinary Board to take the appropriate disciplinary action.

The filing of an investigation or the acquittal of the an employee from charges shall not exonerate the Employee of any disciplinary liability where the grounds for that liability are satisfied .

(13) Due regard, when imposing dismissal penalty, shall be given to appropriateness of penalty with level and degree of grievousness of the violation taking into account previous convictions and mitigating or aggravating circumstances associated with the violation.

### **Article (39)**

#### **Limitation period controls**

An Employee shall not be liable for disciplinary action after the lapse of three (3) months of the Employee's superior becoming aware of the violation or after one (1) year commencing from the date of occurrence of such violation, whichever date is earliest . The three- month period shall not be considered in the following cases :

- a.**There shall be blood relation of any degree between the Employee and his direct supervisor;
- b.**The direct supervisor of the Employee shall be his partner in committing the violation or encouraging the Employee to do so;
- c.**There shall be circumstances beyond the control of the Employee direct supervisor prevented him from notifying the relevant entity of employee violation from the date of his knowledge; and
- d.**The violation shall have caused gross material or moral damage to others.

This liability period shall be considered interrupted by any investigation process, and the period shall recommence with effect from the date of the last process.

Where several employees are subject to disciplinary action at the same time, an interruption of the liability period in respect of any one of these employees shall be deemed an interruption in favour of the others regardless of whether or not processes for the interruption of the liability period have been taken against the others.

**Article (40)**  
**Deletion of position**

The permanent deletion of a position and its duties and responsibilities from the organizational functions in the Government Entity shall result in transferring the employee to another vacant position at the wish of the Relevant Authority or in terminating his service for organizational reasons such as lack of demand for such a position as a result of reorganization or re-engineering of management operations, reduction of the volume of work, outsourcing the position functions to the private sector, or other reasons determined by the Bureau .

The Bureau shall issue instructions prescribing the procedures for the deletion of the position .

**Article (41)**  
**Non-disciplinary termination**

(1) An employee holding a senior position shall be terminated on a non-disciplinary basis in case of his release by the Appointing Relevant Authority .

(2) An Employee holding a senior position may be dismissed by non-disciplinary termination by – a Royal Decree or Prime Minister decision appointing a person to hold the Senior Position occupied by the Employee, unless it is evidently clear that the Government Entity conclusively intends after the Bureau' approval to transfer such Employee to another Position of the same grade level with continued pay and benefits decided for him in accordance with conditions prescribed by the Bureau ,

**Article (42)**  
**Termination of service upon death of employee**

In the event of an Employee's death, his family or the entity which is relevant to receive the notification of death, shall notify the Government Entity where the Employee works, of the Employee's death.

The Government Entity concerned shall, by sending all necessary documents to the Bureau within thirty (30) days from receiving the death certificate, terminate the Employee's service from the day following the Employee's death.

### **Article (43)**

#### **Notice of termination of service**

An Employee shall be served with a copy of the termination of service decision, and a copy shall be in filed in the Employee's service file.

Another copy, together with the prescribed documents and forms, shall be sent to the Bureau within a period not exceeding seven (7) days from the date of the issue of the decision so that the Bureau can carry out the necessary procedures for payment of the Employee's legally prescribed financial entitlements at the end of his service.

### **Article (44)**

#### **Extension of the Employee's service**

The Relevant Authority upon the Bureau's approval may extend the service of the employee who reached the age of sixty (60) years. Such extension for holders of senior positions shall be made by the Relevant Appointing Authority in accordance with the following conditions :

(1) The extension shall be for one (1) year or more for maximum of five (5) years in the public interest .

(2) Difficulty in finding a qualified candidate for the position.

(3) The employee 's service in the government shall not be less than fifteen (15) years .

(4) The employee performance rating for the last two years shall not be less than very good

(5) The Employee shall be of good conduct and reputation.

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



## **Article (45)**

### **Grievance Committee**

(1) A permanent Grievance Committee shall be constituted in each Government Entity by a decision of the Relevant Authority, in order to hear grievances submitted by Employees, other than holders of Senior Positions and Position legally construed as equivalent, against any decisions affecting the Employee's employment rights. The Committee shall be presided over by an official at a Director level as a minimum and shall include at least other four members in accordance with the following controls -

a. Members of the Committee shall be known for their competence, honesty and good reputation and a representative from the Bureau may be sought for assistance;

b. The Committee shall determine its procedural work procedures, hold meetings called for by its chairman and its decisions shall be issued by a majority of the members present. And in the event of a split vote the chairman shall have the casting vote. The Committee, as it deems appropriate, may sought assistance from the Bureau, the Government Entity where the employee works or other Government Entity ;

c. The chairman or any member of committee shall not attend a meeting where the chairman or any other member is the immediate director or supervisor of the Employee or his relative up to the fourth degree, or the decision against which the employee has submitted his grievance has been issued by any one of them .And in this case, the chairman of the committee shall select an official to replace the absentee member in case of lack of quorum due to the absence of the chairman or that member of the committee .

d,An Employee shall submit a grievance to the Committee within fifteen (15) days from the date of his knowledge of the decision;

e. The Committee shall settle the appeal within fifteen (15) working days commencing from the date of the submission of the appeal to the Committee;

f. However the Committee may if it deems necessary extend such period for further ten (10) working days;

g. The Committee may hear a statement by the Employee or any other person and carry out all the necessary procedures to hear and settle the grievance;

h. The Committee shall issue its decisions in the form of recommendations to be submitted to the Relevant Authority in order to approve, amend or repeal the recommendations by the administrative decision and notify the Employee with its decision within a period of not exceeding five (5) working days from the date of issue of the decision; and

i. The aggrieved Employee shall always have the right to resort to the Bureau or to the relevant courts to appeal against the final decision affecting any of the Employee's rights related to the employee's Position.

(2) Holders of Senior Positions and Position legally construed as equivalent may submit their grievances against the administrative decisions affecting them to the Prime Minister in accordance with the following controls –

a. Submit the grievance within thirty (30) days from the date of his knowledge of the administrative decision;

b. The Prime Minister may assign the grievance proceeding to any entity he deems appropriate; and

c. The decision of the Prime Minister regarding the grievance shall be final.

## **Article (46)**

### **Final Provisions**

(1) Government Entities shall formulate civil service procedures according to the standard forms approved by the Bureau, applicable conditions, controls and standards, and shall send the same to the Bureau after they have been finally approved by the Relevant Authority.

(2) The Bureau shall review these procedures and issue a final decision in respect of them.

### Table of Offences and Penalties

No.	Type of offence	First	Second	Third
<b>1) Administrative Offences</b>				
1	Arrive late for work	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
2	Leave the workplace without permission	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
3	Waste official time at work	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
4	Absent from work without permission	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
5	Stay in office or return back after working hours without permission	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
6	Not wearing formal uniform	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
7	Lack of interest in good appearance	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
8	Abuse of a mobile phone during working hours.	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
9	Failure to complete a training & development program	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
10	Absent from work for 5 days without permission	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
11	Pretend illness to take sick leave	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
12	Refuse to carry out work instructions	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
13	Refuse to undergo medical check-up .	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
14	Negligence and lack of interest in work	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service

**Table of Offences and Penalties**

<b>No.</b>	<b>Type of offence</b>	<b>First</b>	<b>Second</b>	<b>Third</b>
15	Traffic violation while driving government vehicles or causing accidents.	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
16	Cause work injury to others	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
17	Non-performance or refusal to complete on call duties	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
18	Refuse to work overtime	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
19	Misrepresentation or falsification of government documents – including time attendance records	10days suspension from work and pay to Dismissal from service	Dismissal from service	
20	Verbally or physically harm others at work.	10days suspension from work and pay to Dismissal from service	Dismissal from service	
21	Alcohol or drug abuse or being at work under their influence	10days suspension from work and pay to Dismissal from service	Dismissal from service	
22	Use abusive & obscene language or degrading words	10days suspension from work and pay to Dismissal from service	Dismissal from service	
23	Immoral act	10days suspension from work and pay to Dismissal from service	Dismissal from service	
24	Spread defamatory remarks and demean the reputation of others	10days suspension from work and pay to Dismissal from service	Dismissal from service	
25	Misconduct in violation of public post requirements or affecting its dignity .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
26	Engagement in a work that harms or conflicts with government work .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
27	Conduct business during working hours .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
28	Declare in a statement to media about the job without permission from relevant authority .	10days suspension from work and pay to Dismissal from service	Dismissal from service	

**Table of Offences and Penalties**

<b>No.</b>	<b>Type of offence</b>	<b>First</b>	<b>Second</b>	<b>Third</b>
<b>29</b>	Disclosure of confidential government information without permission	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>30</b>	Maltreat the public .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>31</b>	The retention or removal of any official paper from its origin for the purpose of appropriation	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>32</b>	violation of work instructions and guidelines	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>33</b>	Sexual offence or harassment verbally or physically	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>34</b>	Abuse of position to harm others	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>35</b>	use work equipment for personal interest.	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>36</b>	Damage public properties	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>37</b>	Call for or threaten or participate or incite for strikes in violation of laws and regulations	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>38</b>	Impersonate others to enter into unauthorized places	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>39</b>	Covering up for theft of public money	Dismissal from service		
<b>40</b>	Exploit the job for personal gain	Dismissal from service		
<b>41</b>	Theft or embezzlement	Dismissal from service		
<b>42</b>	Request or accept gifts, incentives, services to carry out job duties.	Dismissal from service		

**Table of Offences and Penalties**

<b>No.</b>	<b>Type of offence</b>	<b>First</b>	<b>Second</b>	<b>Third</b>
<b>2) Offences related to Education</b>				
<b>43</b>	Use of corporal punishment against students	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
<b>44</b>	Use of non educational methods in dealing with students	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
<b>45</b>	Deviation from approved curriculum content in contravention thereof	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
<b>46</b>	Failure to take necessary actions when students commit behavioral offences	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
<b>47</b>	Treating students in a racial and sectarian manner	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>48</b>	Enticing students to commit behavioral offences	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>49</b>	Helping students to cheat	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>50</b>	Stirring up sectarian disputes between students and teachers	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>51</b>	Leakage of exam questions	Dismissal from service		
<b>52</b>	Writing for students in answer sheet	Dismissal from service		
<b>53</b>	Leakage of exam related information	Dismissal from service		
<b>54</b>	Modifying students answer sheet during correction	Dismissal from service		
<b>55</b>	Modifying student's scores obtained during exams	Dismissal from service		
<b>56</b>	Profiting through the preparation and printing of notes and selling them to students.	Dismissal from service		

**Table of Offences and Penalties**

No.	Type of offence	First	Second	Third
<b>3) Crimes related to Public Posts</b>				
57	Request a gift or advantage to perform or refrain to perform in breach of job duties	Dismissal from service		
58	Embezzlement or stealing official documents in abuse of public post with or without the intention of appropriation.	Dismissal from service		
59	Taking what is not deserved or owed more than through his work in the collection of fees or fines or or taxes or revenue	Dismissal from service		
60	Abuse of Public money in violation of his job duties to preserve it .	Dismissal from service		
	Intervention on behalf of himself or others in the work of contracting , procurement, tenders, or auctions and others when was related to job duties	Dismissal from service		
61	Non-implementation of provisions of laws, regulations, instructions or orders issued by the Government or any court verdict or order	Dismissal from service		
62	Hide, destroy or open a wired or wireless letter submitted to the Post Office	Dismissal from service		
63	Intervention in a job or a public service without specialization or assignment for getting benefit illegally to himself or to others	Dismissal from service		
64	False testimony by a doctor or midwife or nurse regarding the pregnancy or birth or illness or disability or death if such a testimony has to meet a request or recommendation or mediation .	Dismissal from service		
65	Unawareness to produce a backup copy kept separately from the computer device or in a secure place .	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
66	The maintenance or repair of the personal PC without contacting the relevant	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service



	authority Which leads to its damage or give access to others to the saved information .			
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### Table of Offences and Penalties

<b>NO</b>	<b>Type of Offence</b>	<b>First</b>	<b>Second</b>	<b>Third</b>
<b>67</b>	Use personally owned PC to process government information without permission	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
<b>68</b>	Failure to log off the computer network at the end of working hours .	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
<b>69</b>	Use unlicensed programs activated in the PC either from world wide web ( Internet ) or others .	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
<b>70</b>	Knowingly using a false official document or using an original official document for others or for his advantage without right .	Dismissal from service		
<b>71</b>	Call for or threaten or participate or encourage others to hold strike in key Government installations	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>72</b>	Organize unlawful Or unauthorized gatherings or sit-ins or call for or encourage to hold such gathering or sit-ins.	10days suspension from work and pay to Dismissal from service	Dismissal from service	
<b>73</b>	Participate in rioting activities and cause damage to public and private properties .	Dismissal from service		
<b>74</b>	Exploit minors to participate in any activities mentioned in items 71, 72, and 73 above	Dismissal from service		

#### 4) Offences related to the Use of Computers

<b>75</b>	Failure to notify in case of theft of computer devices .	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
<b>76</b>	Failure to exit or close the computer whilst leaving the office .	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service

77	Make copies or use software or data outside the work place without permission	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
78	Failure to fix anti virus protection programs in personal portables.	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service

### Table of Offences and Penalties

No	Type of Offence	First	Second	Third
79	Use computers for personal business that interfere with official works .	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
80	Use equipment to produce personal business or special programs.	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
81	Use personally owned PC to process government information without permission	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
82	Access to computer systems without authorization from the relevant Director .	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
83	Make external communication without prior notification to the information security official	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
84	Failure to conform to the confidentiality rules in dealing with portables .	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
85	Failure to notify the relevant Director in viruses attack cases.	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
86	Change personal data at Government Entity without prior permission .	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
87	Abuse of the electronic mail	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
88	Use e mail for sending materials which are abusive, illegal, unethical including dirty jokes , anti- religion offence and others in violation of the Criminal Law .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
89	Blasphemy to government officials or their incitement by any means .	10days suspension from work and pay to Dismissal from service	Dismissal from service	

90	Make PC connection to the network without permission from the relevant authority .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
91	Use social networking sites to abuse persons and religions	10days suspension from work and pay to Dismissal from service	Dismissal from service	

### Table of Offences and Penalties

No.	Type of offence	First	Second	Third
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#### 5) Offences related to the Disclosure of Information and Data

92	Leave important information on the desk during absence.	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
93	Handle developed systems at Government Entity without permission .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
94	Exceed permitted levels of authority .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
95	Use others user name and password	10days suspension from work and pay to Dismissal from service	Dismissal from service	
96	Disclosure of password for use by others	10days suspension from work and pay to Dismissal from service	Dismissal from service	
97	Carelessness in keeping the password and in following instructions related to confidentiality matters.	10days suspension from work and pay to Dismissal from service	Dismissal from service	
98	Send or forward or save attachments irrelevant to the work of the Government Entity .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
99	Send or view or load an electronic mail that may cause hazards to the work of the Government Entity .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
100	Send Secret Information through the electronic mail .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
101	Provide information through e mail discrediting the Government Entity or shattering its image .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
102	Place information and data owned by the Government Entity in the internet without permission .	10days suspension from work and pay to Dismissal from service	Dismissal from service	

103	Conduct business and transactions with others without authorization from the immediate supervisor .l	10days suspension from work and pay to Dismissal from service	Dismissal from service	
104	Failure to work in accordance with the remote connections rules in force in the Government Entity .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
106	Leave important information unattended in the printer or scanner or fax machines	10days suspension from work and pay to Dismissal from service	Dismissal from service	

### Table Of Offences and Penalties

No	Type of Offence	First	Second	Third
107	Failure to follow secure methods in getting rid of compact disk content and print out reports	10days suspension from work and pay to Dismissal from service	Dismissal from service	
108	Disclosure of information owned by the Government Entity .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
109	Use information for personal interest or that of other party .	10days suspension from work and pay to Dismissal from service	Dismissal from service	
110	Destroy back up copies of information without permission from work entity	10days suspension from work and pay to Dismissal from service	Dismissal from service	
111	Enter unauthorized places in the work location	10days suspension from work and pay to Dismissal from service	Dismissal from service	
112	Cause damage to data	10days suspension from work and pay to Dismissal from service	Dismissal from service	
113	Use compact disks and memory savers in copying information irrelevant to work without permission .	10days suspension from work and pay to Dismissal from service	Dismissal from service	

### 6) Offences related to Occupational Safety & Work Environment Legislations

114	Refusal to carry out occupational safety instructions in work Environment	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
115	Failure to follow safe work rules while performing work	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
116	Failure to wear personal precaution clothes /equipment at work.	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service

117	Failure to carry out instructions related to the maintenance of personal precaution clothes /equipment.	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
118	Destruction of personal protection tools .	Oral Reprimand to Written Warning	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service
119	Destruction or incapacitation of fire alarm equipment at work .	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
120	Destruction or incapacitation of fist aide equipment at work.	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service
121	Non-implementation or incapacitation of the evacuation instructions in the event of workplace hazards and warning notice thereof	Written Warning to 10 days suspension from work and pay	10days suspension from work and pay to Dismissal from service	Dismissal from service