



## **Circular No. (26) of 2020**

### **Emphasizing The Employees Continued Commitment To The Precautionary Measures To Limit The Spread Of Epidemics**

#### **To: All Ministries & Federal Entities**

The Federal Authority for Government Human Resources (FAHR) would like to send you kind regards, wishing you all the success in your endeavors.

Given the requirements of the public interest and the importance of the safety and health of employees in the workplace, the Authority requests all Ministries and Federal entities to educate their employees and urge them to continue to abide by the circulars and previous guidelines issued by the Authority, by considering the health precautionary measures and social distancing among employees, in accordance with the guideline issued by the Authority regarding the office work environment and attendance from workplaces under emergency circumstances issued in accordance with the Authority's Circular No. 17 of 2020, And the health precautionary measures issued by the competent authorities in the country that must be followed by employees to prevent the spread of epidemics in workplaces.

Due to the importance of this matter and the risk of non-compliance with the precautionary guidelines by employees, and accordingly, and for the purposes of supporting the federal authorities in this aspect, the Authority has deemed it necessary to take the following actions:

1. Preparing a Disciplinary Penalties guide for emulation by the violations committees formed at the Federal Authority when dealing with employees who are not committed to the precautionary measures to limit the spread of



epidemics, this shall be done to ensure serious adherence to the procedures. A copy of the Disciplinary Penalties guideline is attached.

2. This guide is considered a guide for violations committees in federal entities. The Human Resources Departments shall refer violating employees to those committees in accordance with the rules stipulated in the Human Resources Law of the Federal Government and its implementing regulations.

3. Accordingly, and for the purposes of supporting and empowering all ministries and federal entities regarding the proper application of the Guideline procedures. The Federal Authority for Government Human Resources is pleased to invite human resources managers and concerned personnel in all Ministries and Federal Entities to attend the virtual workshops in order to explain the guideline and its implementation mechanisms to ensure the safety and protection of Employees and clients from the spread of epidemics and to clarify any related matters in this regard on the following dates:

#	Virtual Workshop	Day and Date	Time	Access Link
1	Virtual workshop No. 1	Thursday 24 <sup>th</sup> September 2020	11 AM -1 PM	The workshops will be presented via Microsoft Teams by accessing the following link: <a href="https://tinyurl.com/y3wfbryn">https://tinyurl.com/y3wfbryn</a>
2	Virtual workshop No. 2	Sunday 27 <sup>th</sup> September 2020	11 AM -1 PM	
3	Virtual workshop No. 3	Wednesday 30 <sup>th</sup> September 2020	11 AM -1 PM	

While the Authority wishes everyone safety, it requests all federal government employees to observe precautionary measures at work places to achieve safety of all.

Federal Authority for Government Human Resources (FAHR)



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**Attachments:**

- A Disciplinary Penalties guide for the violations committees formed at the federal authorities when dealing with employees not adhering to precautionary measures to limit the spread of epidemics.

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This translation of the Federal Law by Decree No. 11 of 2008 on Human Resources in the Federal Government only aims at identifying and clarifying the Articles of the Law and relevant policies (and procedures) .In case of any conflict between the Arabic and English versions, the Arabic version shall prevail and overcome.



**A Disciplinary Penalties Guide For The Violations Committees Formed At The  
Federal Authorities When Dealing With Employees Not Adhering To  
Precautionary Measures To Limit The Spread Of Epidemics**

Violation Type	First Time	Second Time	Third Time
1. The employee shaking hands with others at workplace under the precautionary measures	Written Attention Draw Letter	Written Warning	Basic salary deduction up to 1 day maximum
2. A number of employees or clients gathered at the workplace without achieving the conditions for social distancing in accordance with the instructions from the competent authorities	Written Warning to the employee and the Direct Manager	Basic salary deduction up to 1 day maximum	Basic salary deduction up to 3 days maximum
3. Not wearing a medical mask in the workplace	Written Warning	Basic salary deduction up to 1 day maximum	Basic salary deduction up to 3 days maximum
4. Employee's refusal to conduct a medical examination upon request to find out whether he/she was infected with the Coronavirus or not	Basic salary deduction up to 1 day maximum	Basic salary deduction up to 3 days maximum	Basic salary deduction up to 5 days maximum
5. Failure to comply with the circulars and guidelines issued by the competent authorities in the country regarding the	Written Attention Draw Letter	Written Warning	Basic salary deduction up to 1 day maximum



precautionary measures to limit the spread of epidemics			
6. The employee failure to report medical status if he feels the symptoms of the Covid-19 in accordance with the medical instructions issued by the competent authorities and reporting to the workplace.	Basic salary deduction up to 3 days maximum	Basic salary deduction up to 5 days maximum	Basic salary deduction up to 10 days maximum
7. Lack of commitment by the Direct Manager to supervise the adherence of his employees or clients to implement the precautionary measures inside the workplace	Written Attention Draw Letter	Written Warning	Basic salary deduction up to 1 day maximum
8. Lack of commitment by the employee affected by Covid-19 to the approved treatment mechanism decided by the health authorities or his refusal to continue the treatment prescribed for him/her despite his knowledge.	Basic salary deduction up to 10 days maximum		
9. The employee leaves or returns to the country without being adhering or obtaining the necessary health approvals or requirements.	Basic salary deduction up to 3 days maximum	Basic salary deduction up to 5 days maximum	Basic salary deduction up to 10 days maximum
10. The Employee Entry to the workplace despite his/her knowledge of the positive result and concealing the	Basic salary deduction up to 10 days maximum		





result from the Direct Manager, management or his/her colleagues.			
11. The employee failure to inform the management of his contact with an infected person or failure to comply with the instructions of home quarantine in accordance with the directives of the competent health authorities when contact with an infected person is proven.	Basic salary deduction up to 1 day maximum	Basic salary deduction up to 3 days maximum	Basic salary deduction up to 5 days maximum
12. Failure of the Direct Manager to take the necessary preventive measures and precautions if it becomes evident to him/her that one of his/her employees or clients has symptoms of the Covid-19 virus.	Written Warning	Basic salary deduction up to 1 day maximum	Basic salary deduction up to 3 days maximum

**Remark:** This guideline is a guide for violations committees in federal entities, the Human Resources Departments shall refer violating employees to those committees in their respective departments in accordance with the rules stipulated in the Human Resources Law of the Federal Government and its executive regulations. In case that the violation is repeated more than 3 times, the Violations Committee shall estimate the penalty in accordance with the gravity of the repeated violation and in accordance with the provisions of the executive regulations of the Human Resources Law in the Federal Government.