

<u> Circular No. (26) of 2020</u>

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: Government the supercome

	#his Virtual Workshop ticle Day and Date Access Link						
#h	S Virtual Workshop	Day and Date	Time	Access Link			
18			11 AM -1	The workshops will be			
	clarifying In cas	September	PM	presented via Microsoft			
	clarifyling .In co	2020		Teams by accessing the			
2	Virtual workshop No. 2versioworkshop No.	Sunday 27 th	11 AM -1	following link:			
	2versie	September	PM	https://tinyurl.com/y3wfbyrn			
		2020					
3	Virtual workshop No.	Wednesday 30 th	11 AM -1				
	3	September	PM				
		2020					

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)



Issued on: 14th September 2020

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 incourses in the return of the Law and relevant policies (and clarifying the Articles of the Law and the terms of the law and terms of the law and the terms of terms of the terms of term une number of any conflict between the Arabic and English 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 Written Warningos ee No. 11 of 2005 ee No. 11 of 2005 ee No. 11 of 2005 ee No. 11 of 2005	Third Time
1. The employee shaking hands	Written	Written Warning	Basic salary
with others at workplace under	Attention Draw	10,11 of 20	deduction up to
the precautionary measures	Letter	ee No. 11 or ide Basic aims at ide deduction up to	1 day maximum
2. A number of employees or	Written Warning	Basic satary deduction up to	Basic d E salary
clients gathered at the	to the employee	deduction up to	deduction up to
workplace without achieving	and the Direct	1 day maximum	3 days maximum
the conditions for Federal	Manager aict b	etwo dovercom	
distancing in accordance with	any contine	ail and	
the instructions from the	ion shall pro		
 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 Not wearing a medical mask 	rsion	deduction up to I day maximum etween and overcome ail and overcome Basic salary	
3. Not wearing a medical mask	Written Warning	Basic salary	Basic salary
in the workplace		deduction up to	deduction up to
		1 day maximum	3 days maximum
4. Employee's refusal to	Basic salary	Basic salary	Basic salary
conduct a medical examination	deduction up to	deduction up to	deduction up to
upon request to find out	1 day maximum	3 days maximum	5 days maximum
whether he/she was infected			
with the Coronavirus or not			
5. Failure to comply with the	Written	Written Warning	Basic salary
circulars and guidelines issued	Attention Draw		deduction up to
by the competent authorities	Letter		1 day maximum
in the country regarding the			

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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	Basic salary deduction up to 3 days maximum	Basic salary deduction up to 5 days maximum	Basic salary deduction up to 10 days maximum
 Workplace. 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. 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. 9. The employee leaves or a state of the approved to the treatment of the t	Written Attention Draw Letter ral Law by Decr ral Law by Decr Government of the Law of the Law of the State FanyBasic salars d	Written Warning ee No. 11 of 2008 only aims at ide only aims at ide and relevant and relevant etween the Arab etween the Arab etween the Arab etween the 10 d	Basic masalary deduction up to 1.day maximum ntil and policies and English bic and English ays 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	Basicsalarydeductionup to10daysmaximum
10. The Employee Entry to the workplace despite his/her knowledge of the positive result and concealing the	Basic salary d	eduction up to 10 d	ays maximum

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result from the Direct			
Manager, management or			
his/her colleagues.			
11. The employee failure to	Basic salary	Basic salary	Basic salary
inform the management of his	deduction up to	deduction up to	deduction up to
contact with an infected	1 day maximum	3 days maximum	5 days maximum
person or failure to comply			
with the instructions of home			
quarantine in accordance with			
the directives of the			
competent health authorities			man
when contact with an infected		- 09	on Humand
person is proven.		11 of 200	s on Human ntifying and (and
12. Failure of the Direct	Written Warning ral Law by Deer	Basic salary	Basic salary
Manager to take the necessary	by Dec.	deduction up to	deduction up to
preventive measures and	ral Lawment	1 day maximum	3 days maximum
precautions if it becomes	Governiaw	and the Ard	2
evident to him/her that one of	of the nict b	etweet overconn	
his/her employees or clients	conflict	ail and c	
person is proven. 12. Failure of the Direct Manager to take the necessary preventive measures and precautions if it becomes evident to bim/her that one of his/her employees or clients has symptoms of the Covid 19 virus arity in the covid 19	t any shall prev		
virusarifying .In car	rsion		
procedul the Arabic			
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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.