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**Published on the website on May 2024**

**Decision No. (22) of 2016 regarding promulgating the Human Resources for the Constitutional Court Regulation**

President of the Constitutional Court:

Having reviewed Legislative Decree No. (27) of 2002 regarding the Establishment of the Constitutional Court, as amended by Legislative Decree No. (38) of 2012;

Law No. (52) of 2006 regarding the Publication of the Administrative Regulations;

Civil Service Law promulgated by Legislative Decree No. (48) of 2010, as amended by Legislative Decree No. (69) of 2014, and its Implementing Regulation promulgated by Decision No. (51) of 2012, as amended by Decision No. (61) of 2015;

Regulations for the Determination of Salaries, Job Benefits and their Entitlement rule for Employees subject to Civil Service Law promulgated by Decision No. (77) of 2013;

And the Human Resources for the Constitutional Court Regulation promulgated by Decision No. (11) of 2016, as amended by Decision No. (15) of 2016;

And upon the submission of the Secretary-General;

**Hereby Decides:**

**Article One**

The provisions of the Human Resources for the Constitutional Court Regulation, attached to this Decision, shall be applied.

**Article Two**

The Human Resources for the Constitutional Court Regulation promulgated by Decision No. (11) of 2016, as amended by Decision No. (15) of 2016 shall be repealed.

**Article Three**

This Decision and the attached Regulation shall be published in the Official Gazette and shall come into force from the day following the date of publication.

**Article Four**

The Secretary-General of the Constitutional Court shall implement this Decision.

**President of the Constitutional Court**

**Khalifa bin Rashid bin Abdullah Al Khalifa**

Issued on: 2 Safar 1438 A.H. Corresponding: 2 November 2016

The Human Resources for the Constitutional Court Regulation

**Part One**

**General Provisions**

**Article (1)**

The Constitutional Court is an independent, self-contained judicial authority with financial and administrative independence. The affairs of its Civil Servants shall be governed by the the Human Resources for the Constitutional Court Regulation, apart from what is stated in the provisions and decisions in its implementation, provisions of the Civil Service Law promulgated by Legislative Decree No. (48) of 2010, as amended by Legislative Decree No. (69) of 2014, and its Implementing Regulation promulgated by Decision No. (51) of 2012, as amended by Decision No. (61) of 2015, and the instructions and decisions of the civil service shall apply to the Court’s Civil Servants.

**Article (2)**

In applying the provisions of this Regulation, the following terms and expressions shall have the meanings assigned to them below, unless the context requires otherwise:

1

Court:

The Constitutional Court.

2

President or the President of the Court:

The President of the Constitutional Court.

3

Senior Positions:

Secretary-General and the Assistant Secretary-General and the Directors and their equivalent positions.

4

Competent Authority:

The President of the Constitutional Court.

5

Secretary-General:

The Secretary-General of the Constitutional Court.

6

**Regulation:**

The Human Resources for the Constitutional Court Regulation.

7

Job:

The total sum of duties, responsibilities and powers assigned or delegated by the President of the Court and which shall be undertaken pursuant to requirements and standards that shall be fulfilled by those who carry out such duties, responsibilities and powers on a permanent or temporary basis.

8

**Civil Servant:**

Anyone who occupies a job at the Court, regardless of the nature of his work or the title of his job, except for the President, Vice President and members of the Court.

9

Organizational Structure:

The Organizational Structure means arranging the various job positions within the framework of the Court, with an indication of the group that includes them, their nature or type, and their grade in the job ladder, which shall facilitate the distribution of work among them and clarify the relationships between their occupants, whether these relationships are vertical or horizontal.

10

Year and Month:

Year and Month shall be according to the Gregorian year.

**Article (3)**

The President of the Court shall have the powers of the Minister prescribed in the laws and regulations over all Civil Servants, and the President of the Court shall exercise the powers authorized to the Minister of Finance in the laws and regulations regarding the implementation of the Court’s budget within the limits of the appropriations included in it. The President of the Court shall also exercise the powers authorized to the Civil Service Bureau, and it shall be permissible for him to delegate whomever he deems appropriate from those holding Senior Positions or their equivalents to carry out any of his competencies or tasks mentioned in this Regulation.

**Article (4)**

A committee headed by the Secretary-General and the membership of the occupants of the Senior Positions shall be formed in order to review nominations for allowances, incentives rewards and incentives.

The committee shall hold its meetings in the presence of at least two-thirds of its members, provided that the President shall be among them, and issues its proposals by the majority of the votes of those present. The member of the committee shall abstain himself from attending the meeting in which job matters related to him personally are being considered or decided.

The President of the Committee shall submit the nominations to the President of the Court to decide what he deems appropriate in their regard.

**Article (5)**

The President of the Court shall issue a decision to form the necessary committees to work at the Court according to the proposal of the Secretary-General.

**Article (6)**

The President shall issue the necessary decisions in the implementation of this Regulation in accordance with the submission of the Secretary-General.

**Article (7)**

The violations and penalties Schedule attached to this Regulation shall be deemed an integral part of it.

**Part Two**

**Organizational Structure and Job Arrangement**

**Article (8)**

The Secretary-General shall propose an Organizational Structure for the Court, taking into account the division of the General Secretariat into administrations and departments, in proportion to the size and areas of work therein, and a decision regarding it shall be issued by the President.

The Secretary-General shall set a job description for each job in the Court, and a decision shall be issued by the President of the Court prior to its implementation, specifying its duties, responsibilities and the requirements that shall be met by those who occupy it, especially the minimum qualifications, skills, and capabilities necessary for it. The job description shall be the basis on which job classification, grade and salary determination shall be based.

**Article (9)**

In the event that the duties and responsibilities of a particular job changes to a significant degree, the Secretary-General, after the approval of the President, shall take the necessary action to review and amend the job description as needed.

When the job is reclassified to a lower grade, the Civil Servant shall retain his grade and salary, and the Secretary-General, after the approval of the President of the Court, shall transfer the Civil Servant to a suitable vacant job classified at a grade commensurate with the garde of the job he was occupying. In case this is impossible, he shall remain at his re-classified job until the proper job is available.

**Article (10)**

The Court jobs shall be divided into groups, each group shall include a number of jobs that have common features and characteristics according to the classification system approved by the President of the Court, which aims at defining the appropriate frameworks for managing salaries and jobs and achieving optimal use of human resources. These groups are:

1) The group of the executive jobs, which includes jobs with supervisory, senior management and leadership duties that fully supervise jobs subject to the administrative or technical supervision or both, which are the jobs of the Secretary-General, Assistant Secretary-General, Director of Administration and Head of Department. This group shall also include some consulting jobs that provide specialized technical advice, such as experts and consultants and jobs classified on the executive schedule.

2) A group of specialized jobs, which shall include specific jobs that require a university academic qualification of no less than a Bachelor's degree.

3) The group of public jobs, which shall include all professional, craftsmanship, supportive, clerical, technical, administrative and the other jobs that require a professional or educational qualification commensurate with the level and nature of the job, and shall not fall within the scope of the other job groups shown in the two preceding Clauses.

**Article (11)**

The arrangement, evaluation and categorization of jobs shall be in accordance with the following rules and conditions:

1) Level of duties, responsibilities, powers, qualifications and other factors, and it is permissible to be guided by the classification system approved by the Civil Service Bureau.

2) Similarities and differences in the nature and quality of work for each job.

3) Relative importance of the job in the administrative organization.

4) Supply and demand for the job in the labour market.

**Part Three**

**Job Appointment**

**Article (12)**

1) The appointment of each of the Secretary-General and the Assistant Secretary-General shall be by decree.

2) The appointment of the Directors of Administrations and the occupants of other jobs shall be by a decision of the President of the Court based on the nomination of the Secretary-General, and the President shall approve the recruitment procedure form including details of the grade, rank and date of appointment, provided that a copy of the Civil Servant’s job description shall be received.

3) It is not permissible to combine two permanent jobs in the Court or in any other authority.

**Article (13)**

Occupation of permanent jobs shall be through appointment, promotion, transfer, deputation or secondment, taking into account the fulfilment of the necessary requirements for this.

**Employment Types and Controls**

**Article (14)**

Permanent employment: The employment in which the Civil Servant shall work for an indefinite period on a full-time basis throughout the working days, and receive the salary and benefits prescribed for the job he occupies. Those who are appointed to one of the jobs in the Court shall be required to meet the following:

1) Shall have the Bahraini nationality.

2) Shall be of good conduct and reputation.

3) Shall not have been previously convicted of a felony or a freedom-restraining penalty for an offence against honour or trust, unless he has been rehabilitated. However, it is permissible for the person to be appointed after the approval of the President of the Court, if the sentence includes a stay of the execution of the sentence.

4) Shall not have been dismissed from service by a judicial judgement or a final disciplinary decision, unless at least three years have passed since the issuance of any of them.

5) Shall fulfil the conditions for occupying the job as stated in the job description.

6) The job shall be vacant, approved and budgeted in the Organizational Structure, and within the maximum number of jobs.

7) His age shall not be less than eighteen years.

8) His health fitness for the job shall be proven by the knowledge of the competent medical authority, and it is permissible for him to be exempted from this condition by a decision of the President of the Court.

9) With the exception of the occupants of Senior Positions, and Bahraini and non-Bahraini consultants and experts, it shall be permissible, based on a proposal by the Secretary-General, to require passing a special test to fill the job in accordance with a decision of the President of the Court specifying the controls for examinations according to the nature of the job and the qualifications and skills required to fill it.

As an exception to the provisions of Clause (1) of this Article, it is permissible for the job to be filled by non-Bahrainis by contract in the event of the inability to obtain Bahraini candidates who meet the conditions for occupying the required job.

**Article (15)**

Temporary employment: The employment in which the Civil Servant shall work according to a contract for a specified period on a full-time basis throughout the working days, and shall receive the salary and benefits prescribed for the job he occupies, or a lump sum salary according to what is agreed upon between the Court and the candidate for the job, not exceeding the end of the job grade band he is appointed to, according to the following controls:

1) Shall be Bahraini or a GCC National, or any other Arab country.

2) The job shall be vacant, approved and budgeted in the Organizational Structure, and within the maximum number of jobs.

3) The temporary employment shall be for the purpose of covering urgent needs when some Civil Servants go on vacation, or assist in the implementation of some emergency programs or projects, or for other justifications approved by the President.

4) The qualifications required for permanent jobs shall be considered the basis for selection in the jobs to be filled by the temporary employment system.

5) It shall be for a period not exceeding one year, renewable with the approval of the President of the Court.

**Article (16)**

Part-time Employment: The employment in which the Civil Servant works under a contract for a fixed period that is less than the full-time prescribed for the daily working hours throughout the working days, according to which the Civil Servant shall receive a lump sum salary that is calculated by the hour, day, week, month or segment, according to what is agreed upon between the Secretary-General and the job candidate and the approval of the President of the Court, and not exceeding the end of the job grade band to which he is appointed, according to the following controls:

1) Part-time employment shall be based on vacant jobs that are classified and approved in the Organizational Structure and shall have a financial allocation, or on jobs that are created temporarily. In some cases, it is permissible for segment-work to be excluded from these controls, as well as part-time employment to be permitted if the Civil Servant is assigned the outside official working hours with tasks that are not related to his permanent job in the Court or tasks similar to his job duties but in other public authorities, or a Civil Servant of one of these authorities is assigned to work in the Court in order to achieve goals, including:

a) Meeting job needs of a seasonal nature or obtaining rare knowledge or skills and experience.

b) If it is more economical in expenditures.

c) Assisting in the implementation of some support tasks, programs or development projects.

2) The qualifications required for the permanent jobs shall be considered the basis for selection in the jobs to be filled by the part-time employment system.

3) It is permissible for the President of the Court to set special pay rates for part-time employment for certain job categories when there is extreme difficulty in attracting people with the required qualifications or retaining some job categories, according to the job supply and demand conditions in the labour market and the availability of the necessary financial appropriations.

4) It is permissible for more than one Civil Servant to be employed for the same job, provided that it does not exceed the financial allocations for the job.

5) Part-time work hours shall be regular or irregular, consecutive or intermittent.

**Article (17)**

Contract employment for non-Bahrainis is the employment in which the non-Bahraini Civil Servant shall work according to the working hours specified in the contract and receive the salary and benefits prescribed for the job he occupies or a lump sum salary according to what is agreed upon between the Court and the job candidate, in accordance with the following controls:

1) The impossibility to obtain a Bahraini candidate who meets the conditions for filling the required job.

2) Obtaining rare knowledge, skills or experience.

3) The job shall be vacant, approved and budgeted in the Organizational Structure, and within the maximum number of jobs.

4) The qualifications required for permanent jobs are considered the basis for selection in the jobs to be occupied.

5) The contracts shall be for a period of one year and a maximum of two years, subject to renewal, with the approval of the President of the Court, after evaluating the Civil Servant's performance.

6) The Court shall be the official guarantor for all non-Bahraini Civil Servants of the Court with regard to obtaining work and residence visas, and it shall also undertake the task of following up the procedures for issuing and renewing these visas and residences, and obtaining entry visas for the families of Civil Servants who are allowed to accompany the Civil Servant under the contract and visit visas, in accordance with the laws and regulations in force in the Kingdom of Bahrain.

7) It is permissible for non-Bahrainis to be employed under a local contract, which is permissible to be renewed for a similar period upon agreement of both parties.

The Court shall provide housing for the non-Bahraini Civil Servant upon his first arrival, for a maximum period of fourteen days in a suitable place of residence according to the job classification. It is permissible to be extended for one period only with the approval of the President of the Court.

**Article (18)**

It is permissible, by a decision of the President of the Court, to appoint in the established job position within the projects budget for the Court.

**Article (19)**

The Secretary-General shall notify the President of the Court of the vacancies at the General Secretariat that need to be filled. The President of the Court shall determine the jobs that need to be notified in the media, and the requests submitted directly to the Court may suffice.

The President of the Court shall issue instructions regarding the rules and controls for the other types of employment.

**Article (20)**

By a decision of the President of the Court, based on the proposal of the Secretary-General, the Civil Servant who was previously appointed to a lower grade than the one determined for his qualifications and experience may be reappointed to a grade that is commensurate with these qualifications and experience, provided that there is a vacant job that is approved on the Organizational Structure and has financial allocation and within the maximum number of jobs. He shall fulfil the conditions of his occupancy, provided that he shall be granted the starting step salary of the grade to which he is reappointed or a salary equal to his previous one, whichever is greater, provided that it shall not exceed the end of the grade band to which he is reappointed.

**Article (21)**

Each candidate to occupy a job in the Court shall submit documents proving the fulfilment of the conditions of appointment, in particular the following:

1) Academic qualifications.

2) A certificate of endorsement or equivalence for academic qualifications not approved by the Ministry of Education.

3) Experience certificates required for the job, if any. Years of experience in the job shall be approved, and periods of intermittent experience of less than one year will not be counted.

4) A certificate of rehabilitation from the competent authority in relation to a person who has previously been convicted of a felony or a freedom-restraining penalty for an offence against honour or trust.

5) Two copies of a valid passport.

6) A copy of the report of the competent medical authority stating his physical fitness.

7) A certificate of good reputation and conduct from the Ministry of Interior.

8) A number of recent personal photos, as needed.

9) Two copies of a valid identity card.

10) A copy of the marriage certificate (as the case may be).

11) Any other documents that the General Secretariat deems necessary to complete the appointment procedures, as required by the job to be filled.

These documents shall be original or copies that are certified by the competent public authority as true copies of the original.

**Test Period and Effects**

**Article (22)**

With the exception of the occupants of Senior Positions, the Civil Servant appointed permanently for the first time shall be subject to a probationary period for a full six months, without interruption, from the date of his commencement of work, in accordance with the following controls:

1) During the probationary period, the Civil Servant is subject to evaluation according to the job performance management system.

2) The immediate official - under the supervision of the higher official - shall follow up carefully to evaluate the Civil Servant's job performance during the probationary period, and provide him with all assistance and guidance to improve his performance. One month prior to the end of the probationary period, the immediate official of the Civil Servant shall draw up a report that shall include the results of the Civil Servant's performance evaluation during this period, and his recommendation based on that to employ him or terminate his service, and the justifications and documents that support his recommendation, and the report shall be submitted to the President of the Court, together with the opinion of the Secretary-General, to issue the final decision in this regard.

3) The Civil Servant shall be notified of the decision at least five working days prior to the end of the probationary period, and the probationary period shall be counted within the Civil Servant's service if he is employed in the position.

4) If the probationary period lapses without notifying the Civil Servant of the decision, he shall be considered to have been employed in his position.

5) It is permissible for the Civil Servant's service to be terminated during the probationary period by a decision of the President of the Court if he breaches his job duties in accordance with the provisions of this Regulation.

6) It is permissible for the Civil Servant to resign from his job during the probationary period, provided that his immediate official is notified in writing five working days prior to the date specified for resignation and the immediate official shall, upon receipt of the resignation, notify the Secretary-General.

7) The entitlements of the Civil Servant whose service ends for one of the reasons mentioned in this Article shall be calculated until his last working day.

8) The provisions of the aforementioned probationary period shall apply to those appointed by contracts, unless their employment contracts stipulate otherwise.

The temporary Civil Servant shall be subject to a probationary period if the contract period exceeds six months. In the event that he is permanently confirmed in the job he was occupying on a temporary basis, his temporary service period shall be counted within his actual service, provided that it is not less than six months, and he shall not be subject to another probationary period.

**Part Four**

**Salaries, Allowances, Bonuses and Rewards**

**Chapter One: Salaries**

**Article (23)**

Human resources costs shall include Civil Servants’ salaries and allowances, pension fund contributions and all related expenses, which shall be paid for through the salaries.

Salaries, job benefits and the controls for their entitlement shall be determined in the form approved by the President of the Court. The Civil Servant is entitled to his salary and the prescribed benefits starting from the date he commences work.

It is permissible for salaries to be calculated for Civil Servants under lump sum salary contracts, inclusive of all bonuses, according to the terms of the employment contract, and it is permissible for their salaries to be increased upon renewal of the contract, as the case may be.

**Article (24)**

Neither a deduction shall occur nor a seizure shall be placed upon the Civil Servant’s salary or any other amounts due thereto because of his job except for payment of an alimony or for settlement of a debt awarded by a Court judgement or payment of an amount due to the government from the Civil Servant because of his job.

No seizure exceeding a quarter of the Civil Servant's earnings is permitted. If the Civil Servant is unable to meet his liabilities, priority shall be given to the payment of the alimony.

**Article (25)**

The salary of the Civil Servant upon his appointment shall be determined by the starting salary of the grade to which he is appointed, and it is permissible, by a decision of the President of the Court, to grant the candidate with superior qualification or experience in the field of the job for which he is nominated a salary higher than the starting salary of the same grade for which he is assigned.

The salary scales applicable in the government shall be applied, and the it President of the court may estimate salaries for certain jobs or for occupants of specific job categories without being bound by these scales, in accordance with the following controls:

1) That the Civil Servant has high qualifications and unique and rare competence.

2) There shall be great difficulty in attracting or retaining those with the required qualifications.

3) Taking into account the conditions of job supply and demand in the labour market.

**Article (26)**

The Civil Servant shall be considered to be on the shift system if he works extended hours of 42 hours per week.

When the Civil Servant who occupies a job within the general or specialized salary scales in the shift system is promoted to another job according to the regular system, he shall be transferred prior to the promotion to the regular salary scale with the same grade and rank he occupies prior to promotion, and then shall be promoted in accordance with the promotion conditions contained in this Regulation. It is permissible for the Civil Servant to be promoted in shifts without being transferred to the regular scale prior to the promotion with the approval of the President of the Court, for those who have spent two consecutive years working in shifts without interruption.

**Chapter Two: Allowances**

**Article (27)**

Allowance is a monetary amount granted to the Civil Servant in accordance with the provisions of this Regulation. The Civil Servant is continuously entitled to it provided that its conditions are fulfilled, and it shall not be deducted while the Civil Servant is on a paid leave.

**Article (28)**

The Civil Servant is entitled to an annual periodic allowance on the first of January, equivalent to one rank of the grade he occupies, provided that it does not exceed the end of his grade band, as follows:

1) The Civil Servant shall have spent at least six months of actual service during the year calculated for the purposes of the annual periodic allowance.

2) The Civil Servant's performance level and professional conduct shall be at least satisfactory.

The periodic allowance shall not be denied except with the approval of the President of the Court based on the recommendation of the Secretary-General.

**Article (29)**

With regard to the provisions of Clauses (1) and (2) of the previous Article, the Civil Servant who occupies a grade higher than the one prescribed for the job he occupies and has reached the end of the band, shall receive the periodic allowance that he receives in January of each year, and it shall be included in the calculation of the basic salary and the retirement contributions legally prescribed shall be deducted.

**Article (30)**

The following categories shall not be entitled to the annual periodic allowance:

1) Civil Servants appointed for daily pays, lump sum salaries or monthly rewards.

2) Temporary Civil Servants appointed for a period less than six months.

3) Part-time Civil Servants.

4) Contract Civil Servants.

**Article (31)**

By a decision of the President of the Court, it is permissible for the Civil Servant to be granted an incentive allowance equal to the prescribed annual periodic allowance for no more than three allowances, provided that it does not exceed the end of his grade band, and that shall be under the following conditions:

1) The Civil Servant shall have achieved, over the last two years, at least an evaluation of very good performance.

2) The Civil Servant shall have made a special effort, saved expenses or raised the level of performance.

3) The Civil Servant shall not receive this allowance more than once every two years, with a maximum of two times per grade.

4) This allowance shall be granted at a rate not exceeding 10% of the total number of Civil Servants.

Granting this allowance does not prevent the entitlement to the annual periodic allowance on time.

**Article (32)**

The Civil Servant is not entitled to the annual periodic allowance if he takes an unpaid leave, or is suspended or detained for a period exceeding six months during the year included in calculating the annual periodic allowance.

Payment of the periodic allowance due to the Civil Servant referred for investigation shall also be suspended until the investigation procedures are completed. If a penalty of dismissal or suspension of work and salary for a period of more than seven days is imposed, the Civil Servant shall be deprived of the suspended periodic allowance.

**Article (33)**

The Civil Servant's annual periodic allowance shall be retained for a period of three months if the Civil Servant's performance report is weak, and the Civil Servant is notified of that in writing. If it is subsequently proved that the Civil Servant's performance and conduct have reached a satisfactory level during this period, he shall be entitled to the annual periodic allowance on the first of April of the same year.

If the performance or behaviour continues to be weak, the annual periodic allowance shall be retained from him for another three months, and he shall be notified of that in writing. Its granting shall be reviewed after the completion of this period. If the Civil Servant's performance and conduct becomes satisfactory or better, he shall be entitled to the annual periodic allowance on the first of July of the same year. However, if the performance continues to be weak after the lapse of the above-mentioned six months, he shall not be entitled to the annual periodic allowance.

**Article (34)**

A social allowance shall be granted to the Civil Servant in two categories according to the social status and in accordance with the approved schedule in the civil service systems. Non-Bahraini Civil Servants of the Constitutional Court working on contract who receive an expatriation allowance shall be excluded from obtaining this allowance.

**Article (35)**

An allowance to improve the standard of living at the rate of (50) and (60) Bahraini Dinars per month shall be granted to some Civil Servants who are eligible for the salaries shown in the schedule adopted in the civil service systems.

**Article (36)**

A housing allowance shall be paid to non-Bahraini Civil Servants working on external contracts in accordance with the rules established in the civil service systems. Civil Servants with comprehensive contracts shall be excluded from the allowance.

**Article (37)**

A special allowance shall be paid at the rate of (750) Bahraini Dinars per month for the Secretary-General, at the rate of (600) Bahraini Dinars per month for the Assistant Secretary-General, and at the rate of (500) Bahraini Dinars per month for Directors of Administrations, and it shall be considered part of their basic salary.

**Article (38)**

A car allowance shall be paid at the rate of (300) Bahraini Dinars per month for the Secretary-General, at the rate of (250) Bahraini Dinars per month for the Assistant Secretary-General, and at the rate of (80) Bahraini Dinars per month for Directors of Administrations, in exchange for their use of their private cars to perform official work duties.

**Article (39)**

The car allowance shall be paid to Civil Servants holding fifth grades and above of the public job group, and the equivalent grades in other job groups, according to the systems applicable at the Civil Service Bureau, in exchange for their use of their private cars to perform official work duties.

**Article (40)**

The payment of the car allowance to the categories referred to in Article (39) of this Regulations shall be as follows:

A full allowance of (60) Bahraini Dinars per month for Civil Servants whose distances range between (350-600) kilometres per month.

A reduced allowance of (30) Bahraini Dinars per month for Civil Servants whose distance ranges between (50-300) kilometres per month.

Civil Servants whose work requires the use of their private cars for distances of more than 600 kilometres per month shall be paid for additional kilometres at the rate approved by the Civil Service Bureau for each additional kilometre, provided that the car allowance, including the additional kilometres shall not exceed (80) Bahraini Dinars per month.

**Article (41)**

The full car allowance referred to in Article (40) of this Regulation shall be paid to Civil Servants holding the ninth grades and above in the public job group, and the equivalent grades in other job groups, who are required to perform emergency work.

**Article (42)**

It is not permissible to allocate a private car to the Civil Servants who are subject to the provisions of this Regulation.

**Article (43)**

The transportation allowance is paid at the rate of (20) Bahraini Dinars per month to the Civil Servants, other than those who are paid a car allowance, or for whom the Court provides means of transportation.

**Article (44)**

A communication allowance of (50) Bahraini Dinars per month shall be paid to the occupants of Senior Positions.

Other Civil Servants shall be paid a communication allowance at the rate of (35) Bahraini Dinars per month when their work conditions require the use of mobile phone services, home internet, fax and other means of communication for work purposes, and they shall be paid the allowance at the rate of (25) Bahraini Dinars per month when using mobile phone services only for work purposes.

**Article (45)**

The categories of the Civil Servants referred to in the previous Article of this Regulation shall be paid a lump sum amount according to what is approved in the civil service systems for one time during service in the government; in return for purchasing the communication devices necessary to provide the services specified in the previous Article of this Regulation, it is not permissible for a mobile phone or communication devices to be allocated to the Civil Servant by the Court or pay the costs of using it.

**Article (46)**

A clothing allowance at rates not exceeding (10) Bahraini Dinars per month shall be paid to the occupants of the jobs of correspondents, office workers/sorters, cleaners, servants, doorkeepers and security guards working at the Court, as compensation for the expenses they incur to provide work clothes required by their jobs.

This allowance shall not be paid to Civil Servants whom the Court provides with work clothes.

**Chapter Three: Bonuses**

**Article (47)**

Bonus is an amount granted to the Civil Servant in accordance with the provisions of this Regulation to compensate the Civil Servant for compliance with the requirements, conditions and nature of the work related to the job he holds. The working conditions and requirements shall not require the ongoing payment of this amount during the period of paid leave.

Bonuses shall be used to cover special needs and are considered to be complementary pays to the salary, and are paid to the Civil Servant when there are justifications for rewarding them.

**Article (48)**

The following bonuses shall be granted:

1) Driving bonus.

2) Call-back bonus.

3) Deputation bonus.

**Article (49)**

A driving bonus shall be paid at the rate of (30) Bahraini Dinars per month for Civil Servants below the seventh general grades, provided that the driving tasks are not related to the tasks of their basic jobs, in return for being assigned in addition to the tasks of his basic job to carry out the tasks of driving the car provided by the Court to transport Civil Servants, according to the work needs, without having regular Civil Servants to carry out these tasks. It is not permissible for the bonus to be paid to more than two Civil Servants.

**Article (50)**

A call-back bonus shall be paid to the Civil Servants in return of being called back to work after the official working hours, in accordance with a schedule prepared in advance for this purpose; in order to deal with emergency work in the Constitutional Court, the delay of which would cause serious loss and harm to the Kingdom and the public interest, or an irremediable interruption of an essential service, with no regular Civil Servants to carry out these duties.

**Article (51)**

The call-back bonus shall be paid at the rate of (70) Bahraini Dinars monthly for Civil Servants in the tenth general grade and the third to the sixth specialised grades, and at the rate of (35) Bahraini Dinars monthly for Civil Servants in the fifth to the ninth general grades.

**Article (52)**

The Civil Servant shall receive a deputation bonus, calculated as a percentage of his basic salary by a decision of the President of the Court in accordance with the civil service systems, taking into account the nature of the job he occupies and the job to which he is deputed and whether or not the deputation is part-time or full-time, provided that the percentage in all cases shall not be less than 10% when he is deputed to a job with a higher grade than the one occupied by the Civil Servant or equal to it in grade, and he is also entitled to the bonuses and benefits provided for the job to which he is deputed.

**Chapter Four: Incentive Rewards**

**Article (53)**

It is permissible, by a decision of the President of the Court, and upon the proposal of the Secretary-General, to grant Civil Servants the following incentive rewards:

a) Performance-related rewards:

1) Reward for special work.

2) Reward for outstanding achievements.

3) Reward for professional disciplinary.

4) Reward for Employee of the Year.

b) Other rewards:

1) Suggestions reward.

2) Letters of appreciation or compliment.

The Civil Servant shall not be granted more than two performance-related rewards, or one performance-related reward with an incentive allowance, within a one-year period.

**Article (54)**

The special work reward shall be given to a Civil Servant or a group of Civil Servants who have made extraordinary efforts to perform a special job or achieve a specific specialized accomplishment, or have provided a special service that has contributed to achieving work efficiency and effectiveness, improving serving the public interest. The reward for special work shall be a sum determined by the President of the Court, granted at a rate not exceeding 10% of the total workforce at the first of January according to one of the following criteria:

1) Deals good with the clients.

2) Volunteers to do the work of others when needed.

3) Accepts additional responsibilities.

4) Completes a number of projects linked to the work plan of the Court which leads to an improvement in the performance in record time.

5) Submits studies that result in significant cost savings or a better investment for the workforce.

The reward shall be granted for the second time after the completion of one year since the first reward.

**Article (55)**

It is permissible for the Civil Servant to be granted a financial reward for an exceptional achievements estimated by the President in return for the completion of a project, activity or national event based on one of the following criteria:

1) Successful leadership of a work team responsible for carrying out a project or a study of particular importance.

2) Effective participation in the membership of the government committees.

3) Effective participation in activities related to the Kingdom's events and celebrations.

4) Effective participation in voluntary work for the benefit of the Kingdom.

5) Performance of a heroic act, such as saving a human life or protecting public properties.

6) Participation in emergency actions during crises and disasters.

The granting of this reward shall be subject to the following conditions:

a) Availability of the financial appropriation for the granting of this reward from the project, activity or event budget, or from the budget of Part One of the Court budget.

b) The Civil Servants shall not receive any compensation for these actions.

c) The reward shall be paid at the end of the project, activity or event.

The reward shall be granted for the second time after the completion of one full year since the first reward.

**Article (56)**

It is be permissible for the President of the Court to grant the professional disciplinary reward annually at a rate determined in accordance with the proposal of the Secretary-General, and at a rate not exceeding 5% of the workforce on the first of January, in appreciation of the Civil Servant's commitment to the rules of professional conduct, in a manner that ensures the functioning of the Court and the delivery of the service in the best manner, according to the following conditions:

1) Arriving early to work and not being late.

2) Being present at work and not leaving during the official working hours.

3) Being at work at all times except during annual leaves.

4) The Civil Servant shall not take a sick leaves for more than five working days in a full year.

5) His annual performance evaluation shall not be less than good.

**Article (57)**

It is permissible for the Employee of the Year reward to be granted as a motivation for the Court’s Civil Servants to be exceptionally creative and distinguished, to boost morale and to recognize their efforts in a way that leads to an improved job performance. The reward is a sum determined by the President of the Court based on the proposal of the Secretary-General, in accordance with the following conditions:

1) That the Civil Servant shall fulfil the conditions for the reward of the professional disciplinary reward.

2) The Civil Servant's performance and conduct evaluation at work over the last year shall be excellent.

3) The Civil Servant shall have made significant contributions to the accomplishment of the tasks of the administration in which he works, or effective participations in the committees and work teams of the Court.

**Article (58)**

The suggestions reward shall be a lump sum, determined by the President of the Court based on the proposal of the Secretary-General and shall be granted to the Civil Servant or a group of Civil Servants who have submitted new suggestions to develop the work performance and productivity in general and achieve one of the following objectives:

1) Encourage creative thinking and new ideas.

2) Develop communication channels between the Civil Servants and the administration.

3) Encourage a culture of continuous improvement in performance or service.

4) Optimal use of material and human resources.

5) Improve the efficiency and effectiveness of operations and procedures.

6) Reduce the time required to provide the service.

7) Encourage teamwork and collective performance.

8) Improve the level of the Civil Servants’ participation in the work's development in the Court.

9) Ensure the safety of workers at the Court.

10) Encourage the continuous learning and personal development of the Civil Servants.

**Article (59)**

Letters of appreciation and compliments shall be granted to the Civil Servant for performing a distinguished work, and shall be signed by the President of the Court, according to one of the following criteria:

1) Performing the work of other Civil Servants during their absence.

2) Interrupting or postponing the leave in consideration of the interest of the work.

3) Performing a remarkable achievement shortly after being rewarded.

4) Performing external duties that enhance the Constitutional Court's reputation.

**Article (60)**

A financial reward called the "Government Service Award" shall be granted to the Civil Servants who have spent a period of at least five years in service at the end of their service, in recognition of their services to their employer, as follows:

Number of years of service

Amount of reward in Bahraini Dinars

Number of years of service

Amount of reward in Bahraini Dinars

5-9

400

26-30

1400

10-15

800

31-35

1600

16-20

1000

36-40

1800

21-25

1200

41- and more

2000

Civil Servants whose service is terminated due to loss of Bahraini nationality, resignation due to absence from work, final judgement of a felony or a freedom-restraining penalty for an offence involving honour or trust, or dismissal by disciplinary measure or court judgement shall be excluded from this reward.

**Article (61)**

The Court provides a health insurance system for the Civil Servant, his wife and his unmarried children, who have not reached the age of nineteen, provided that the financial credit shall be available. The President of the Court shall lay down the necessary rules for this.

**Article (62)**

The rules established in the civil service systems regarding salaries, allowances, bonuses and rewards that are not mentioned in this Regulation shall be applied.

**Article (63)**

By a decision of the President of the Court - based on a recommendation from the Secretary-General - it is permissible to prove bonuses, rewards or in-kind benefits with regard to some jobs that work conditions require the determination of these benefits in accordance with the conditions and rules issued by the President of the Court.

**Part Five**

**Performance Evaluation**

**Article (64)**

Except for the occupants of Senior Positions, consultants and experts, the provisions of this Part shall be applicable to the rest of the Civil Servants of the Court.

**Article (65)**

The Court performance evaluation system shall aim at the following:

1) Achieving the optimal use of human resources and the maximum degree of effectiveness in the process of achieving the goals and future visions of the department to which the Civil Servant belongs.

2) Informing Civil Servants of their responsibilities and duties and the level of performance expected of them, and enabling them to continuously improve their job performance.

3) Using performance evaluation as an effective administrative tool to make administrative decisions related to determining the training and development needs of Civil Servants, and for the purposes of promotion, motivation, transfer and rotation, and to enable Civil Servants to perform their work optimally.

4) Taking decisions related to better planning of human resources, improving the effectiveness of administrative policies and systems, simplifying work procedures, restructuring the administration, reclassifying jobs, and other administrative decisions related to improving the administrative performance.

**Article (66)**

1) The immediate official shall apply the job performance management program in an objective and fair manner; to check the performance of his Civil Servants on a regular basis.

2) Supervisors shall be responsible for their Civil Servants' comprehension of their job duties and responsibilities, administrative organization duties and future plans, as well as evaluating the performance of their Civil Servants at least once a year, giving them the opportunity to participate in developing the performance standards, discussing evaluation results and setting specific steps to improve their job performance.

3) Civil Servants shall be responsible for performing their job duties in a manner that reflects positively on them and on the work at the Court, and they shall do their best to constantly develop their abilities according to the work requirements.

**Article (67)**

The Civil Servant's performance shall be officially evaluated once a year if he has spent six months or more in the job according to the models (forms) approved by the President of the Court. The form is sent to the departments by the Human Resources Department prior to the evaluation date in a sufficient time, and the form shall be signed by the immediate official and the Civil Servant, and the original copy of the form shall be delivered to the Civil Servant, the immediate official shall keep a copy thereof and a copy shall be sent to the Human Resources Department for safekeeping in the Civil Servant's file.

**Article (68)**

Civil Servants performance is evaluated according to the job performance management program according to the following steps:

1) Determining the basic capabilities, the main job duties, and the specific objectives required from the Civil Servant to achieve according to the work plan within the framework of the strategic objectives of the administrative organization.

2) Developing job performance standards, discussing the level of performance expected from the Civil Servant, and following up job performance according to the goals set for the achievement according to the approved annual plan.

3) Determining aspects of job performance development and drawing up a plan for this development, as well as identifying aspects of positive support that shall be provided to the Civil Servant to raise his performance level within a specific time frame. Examples of positive support needed include: Civil Servant training, provision of devices and work equipments, simplification of work procedures and methods, provision of a better office and work environment and enhancement of team spirit.

4) The immediate official of the Civil Servant estimates the cost of the required positive support, and shall work to provide this support according to priorities and within the framework of the available financial allocations.

5) Following up the performance progress by holding periodic work sessions with the Civil Servant; to be fully aware of the course of his performance and the expectations of his immediate official.

6) Conducting the annual performance evaluation on the performance evaluation form, where the Civil Servant's immediate official shall fill out the form. After the approval of the Director of Administration, the official shall discuss the results of the evaluation with the Civil Servant and what has been done regarding the positive support provided.

7) The assessment of excellent and unsatisfactory performance shall be based on sufficient justifications, and the report shall not be approved by the Secretary-General unless such justifications are met.

8) It is permissible for the immediate official to request any additional information from the Human Resources Department to assist him in facilitating his task (e.g.: statements of attendance, absence and training).

9) Approval of performance evaluation reports shall be completed prior to the end of November of each year.

**Article (69)**

1) If the Civil Servant obtains a sick leave for a period of more than six months during the year, his performance shall be assessed according to the last annual report submitted on his behalf, if it was (weak), his performance shall be automatically assessed as satisfactory.

2) The performance evaluation report prepared on behalf of the Civil Servant shall be sufficient for all cases that occur within a year from the date of preparation of the report, unless the Civil Servant's performance requires the preparation of another one.

**Article (70)**

If the Civil Servant is deputed or seconded to a job other than his own inside or outside the Court, the authority to which he is deputed or seconded shall prepare a report on his performance during his work period if it exceeds six months, and send it to the authority to which he is affiliated for guidance when preparing the annual report. In the event that the Civil Servant is seconded or dispatched outside the Kingdom, the previous report drawn up on his behalf prior to the secondment shall be considered in his treatment.

**Article (71)**

If the Civil Servant is transferred from his job to another one in the Court or to another public authority, or from that authority to the Court, the authority from which he is transferred shall prepare a report on his performance during the period he spent after his last evaluation, and send it to the authority he is transferred to for guidance in preparing the performance reports about him.

**Article (72)**

It is permissible for the Civil Servant, within fifteen days from the date of being notified of a copy of the performance evaluation report, to petition the President of the Court to reconsider the evaluation, and in the absence of a response, the petition shall be considered rejected.

**Article (73)**

The evaluation of the performance of Civil Servants shall be as follows:

-1 From 90% to 100%

Excellent

-2 From 80% to 89%

Very good

-3 From 70% to 79%

Good

-4 From 60% to 69%

Satisfactory

-5 From 59% or less

Weak

**Part Six**

**Promotion, Deputation, Transfer and Secondment**

**Article (74)**

The rules of transfer and secondment established in the civil service systems shall apply.

**Article (75)**

It shall be permissible to depute the Civil Servant to temporarily perform the work of another job at the same Court or other public authority according to the following controls:

1) The deputation inside the Court is by a decision of the President of the Court.

2) The deputation to another public authority is by a decision of the President of the Court in coordination with the Competent Authority in the authority to which the Civil Servant is deputed.

3) That the job is vacant due to the absence of its occupant or the absence of a Civil Servant to fill it.

4) He shall fulfil the requirements and criteria approved for the occupation of the job to which he is deputed.

5) The deputation shall be for a period of one year, renewable for a maximum period of three years.

6) It is permissible for the deputation to be part-time in addition to his original work, or entirely on a full-time basis.

7) The public authority to which he is deputed, or as agreed upon between the two entities, shall bear the Civil Servant’s salary, job benefits and other financial dues in accordance with the established rules and procedures, and shall undertake to evaluate his annual performance, calculate and grant his leaves, deduct and pay his retirement contributions, and hold him disciplinary accountable for what he does of violations during his deputation period.

8) The appropriate compensation for the deputation period shall be determined for the Civil Servant to whom he is entitled in accordance with the established rules, taking into account Paragraph (6) of this Article, and he shall be granted the job benefits prescribed for the job to which he is deputed.

9) It is not permissible to depute to a job which grade is lower than the job occupied by the Civil Servant.

10) At the end of the total deputation period, the Civil Servant has the right to return to the same job he occupied prior to the deputation, and retain all the advantages of the job he occupied prior the deputation.

11) The jobs to which he is deputed shall be at the level of Head of Department or higher.

12) With the exception of deputation for Senior Positions, deputation shall not be permitted for a period of less than five working days.

13) The deputed Civil Servant shall be occupying his current job or at the same job level for a period of not less than one year, in the event that he is assigned to a job higher than his own.

It is permissible to be guided by the instructions related to the deputation rules and procedures issued by the Civil Service Bureau.

**Article (76)**

The promotion of the Civil Servant is by a decision of the President of the Court to a higher grade immediate to his grade in his job or in any other vacant job, provided that at least one year has passed since his current grade, and the grade shall be dependent on the Organizational Structure and has a financial allocation, in accordance with the following rules and conditions:

First: The promotion shall be on the basis of merit built on the following elements:

1) Performance.

2) Professional disciplinary.

3) Competence in what is assigned to him.

4) Seniority.

5) Experience.

6) Scientific qualification.

Second: The preferences between Civil Servants taken into account for the merit of promotion, the following:

1) Benefiting from any advantages given by the Court and previous promotions.

2) The Civil Servant shall meet the years of experience required for promotion in accordance with the approved criteria and conditions for the job and grade.

3) The performance of the Civil Servant shall not be less than good from the latest evaluation.

**Article (77)**

The President of the Court shall determine the percentage of promotions annually based on the financial allocations, and if the promotion date coincides with the date of granting the increase related to the annual performance, the Civil Servant shall be granted the promotion first and then the increase , and the effect of the promotion shall be from the date of issuance of the promotion decision.

**Article (78)**

When the Civil Servant is promoted to a higher grade, whether in his job group or in another group, he shall be entitled to to his starting salary of the grade he is promoted to or two of its ranks, whichever is greater. If the amount falls between two ranks, he shall be granted the higher rank, provided that it shall not exceed the maximum number of ranks in the grade.

**Article (79)**

It is permissible for the Civil Servant who has reached the end of his approved job grade band to be promoted to a higher grade than the prescribed grade for the job he occupies, in accordance with the following rules and conditions:

1) That the Civil Servant has governmental service of no less than fifteen years counted in retirement.

2) That he spent, at the end of the grade band of the assigned grade, one year of active service calculated in retirement.

3) That the grade of the Civil Servant is in the same job group of the approved grade for the job.

4) That it is impossible for the Civil Servant to be promoted according to the regular promotion rules, or that it is impossible to be promoted to another vacant job in the Court that is appropriate for his qualifications and experience, or that it is impossible to reclassify the job he occupies to a higher grade.

5) That he occupies a job approved on the Organizational Structure.

6) The performance of the Civil Servant is no less than good from the latest evaluation.

7) That he keeps the title of his job prior to promotion.

**Article (80)**

It is permissible for the Civil Servant, by a decision of the President of the Court, to be promoted with a special promotion on the scales of grades and salaries of executive jobs to one grade higher than the grade prescribed for the job he occupies, if he fulfils the following conditions:

1) The Civil Servant does not meet the conditions for regular promotion or the promotion of those who have reached the end of their job grade band.

2) The Civil Servant's grade shall not be higher than the grade determined for his job.

3) The impossibility to reclassify the job that the Civil Servant occupies to a higher grade, or to promote him to another suitable vacant job with a higher grade.

4) This promotion shall not result in changing the grade and title of the job the Civil Servant occupies.

5) The necessary financial allocations for the promotion shall be available.

6) That the quality of performance shall be at a level that exceeds the performance prescribed for the job, in terms of the quality and quantity of work, technical and specialized knowledge, skills, and the rest of the performance elements related to the job, with the expectation that the high level of performance shall continue.

7) The aim of the promotion procedure shall be one of the following two justifications:

a) Retaining rare and distinguished competencies in the Court.

b) Overseeing and taking responsibility for managing important programs or projects in the Court.

**Article (81)**

It is permissible for the Civil Servant, by a decision of the President of the Court, to be promoted at the end of his service for any of the reasons stipulated in Article (147) of this Regulation, with the exception of the reasons mentioned in Paragraphs (4), (5), (6), (7) of that Article, for a period of one year prior to being referred to retirement, provided that one year has passed since he obtained the last promotion.

Occupants of the seventh executive grade who meet the conditions for end-of-service promotion shall be granted an increase in their basic salary by eight hundred Dinars per month for a period of one year prior to being referred to retirement.

**Article (82)**

It is permissible for the Civil Servant, by a decision of the President of the Court, to be promoted if he fulfils the conditions for promotion without the condition of the period stipulated in Article (76) of this Regulation when he is qualified to occupy a job of a higher grade, provided that the financial appropriations necessary for the promotion are available.

**Part Seven**

**Dispatching on Official and Training Duties**

**Article (83)**

It is permissible for the Civil Servant to be dispatched on official and training duties in accordance with the following controls:

1) That the dispatch is with the approval of the President of the Court and in accordance with the budget approved for that.

2) That the official duty or training is related to the duties and responsibilities of the Court.

3) That the travel tickets are disbursed in accordance with what is applicable in the government.

4) That the Civil Servants dispatched on official duties, training or study courses outside the Kingdom are granted travel compensations to meet living requirements and other necessary expenses.

5) The General Secretariat is responsible for issuing the necessary instructions to organize travel procedures for Court Civil Servants, and the controls for entitlement to travel compensation according to the destination of travel, in accordance with what is applicable in the civil service systems.

**Medical Expanses While Dispatching**

**Article (84)**

The Court is obliged to pay the medical expenses and the value of the medicines for the Civil Servant in the following two cases:

1) The presence of the Civil Servant on an official duty outside the country.

2) The presence of the Civil Servant on a duty, scholarship or training program outside the country.

The Civil Servant shall submit to the General Secretariat the documents proving medical expenses and the value of medicines, approved by the competent medical authority at the Ministry of Health. The Court is not obliged to pay the costs of dental implants, whatever their type, or the value of eyeglasses, medical lenses or prostheses, unless this is a result of an injury due to the performance of job duties.

**Part Eight**

**Training**

**Article (85)**

Civil service rules regarding training and dispatching on a mission or a scholarship and its expenses shall apply.

**Part Nine**

**Working Hours and Official Holidays**

**Article (86)**

The official working hours of the Court shall be according to the regular working hours system (36 hours) per week, from seven in the morning to quarter past two in the afternoon, from Sunday to Wednesday, and from seven in the morning to two in the afternoon on Thursday.

The Civil Servant is granted paid leave and job benefits determined for him on the official and weekly holidays and other legally prescribed holidays. It is permissible for the Civil Servant to be employed during these holidays if the interest so requires, and he shall be compensated for it.

If the interest of the work requires that the Civil Servant or a number of Civil Servants remain working for long hours in preparation for any emergency; it is possible to organize a special work session for these Civil Servants in accordance with the controls set by the President of the Court.

**Article (87)**

**Overtime Hours**

It is permissible for the Secretary-General, based on the proposal of the Assistant Secretary-General or the competent Director, to assign the Civil Servant to perform additional work after official working hours and during holidays, in accordance with the following controls:

1) With the exception of the occupants of Senior Positions and their equivalent, the Civil Servant is entitled to compensation for the work or additional working hours assigned to him by the competent public authority outside of the official working hours according to what is decided in the country.

2) That the additional work of an urgent nature cannot be completed during official working hours.

3) That the additional work shall be related to the Civil Servant's duties during the official working hours.

4) That overtime work shall be the most practical and economical method to meet the needs of the Court after exhausting all other ways and means to organize work within the official working hours, such as advance planning, scheduling work, changing completion dates and redistributing human resources.

5) That the overtime pays shall be within the budget approved by the Court, provided that they shall not exceed their allocations in the workforce expenditure section.

6) The Civil Servant shall carry out the assignment issued to him to perform additional work after the official working hours.

7) The value of the overtime pay shall be determined according to the rules applicable in the civil service systems.

8) It is permissible for the Civil Servant to be granted overtime hours not exceeding 30 hours per month if he is assigned to non-recurring necessary additional work, and a maximum of 45 hours per month if he is assigned to necessary recurring additional work that cannot wait. In all cases, the overtime hours shall not exceed the total capping specified in this Clause.

**Article (88)**

Civil Servant’s leaves shall be as follows:

1) Annual leave.

2) Sick leave.

3) Marriage leave.

4) Pilgrimage leave.

5) Maternity leave.

6) Death of relative leave.

7) Death of husband (Iddah) leave.

8) Patient company leave.

9) Patient contact leave.

10) Health quarantine leave.

11) Study leave.

12) Cultural delegation participation leave.

13) Work injury leave.

14) Care leave.

15) Special unpaid leave.

16) Emergency leave.

17) Other leaves determined for government employees.

**Annual Leave**

**Article (89)**

The leaves of Civil Servants shall be in accordance with the following rules and conditions:

1) The Civil Servant is entitled to an annual paid leave at the rate of thirty working days for each year of service, i.e. an average of two and a half working days per month. The Civil Servant shall retain the balance of his annual leaves that he did not benefit from, provided that the total balance allowed to be transferred to the following year shall not exceed seventy five working days.

2) Weekends, official events and other legally prescribed holidays shall not be included in calculating the annual leave.

3) The Civil Servant's entitlement to annual leave shall be calculated for the first time from the date he starts work, and he shall not be permitted to take this leave until after the probationary period has passed successfully.

4) The Civil Servant shall be granted the annual leave within the limits of his balance, after the approval of his immediate supervisor and then the Director of Administration, and the Civil Servant shall return to work as soon as his leave ends, and it shall be extended only by the approval of his immediate supervisor prior to the end of his leave. Supervisors at all administrative levels shall coordinate with the Civil Servants working under their supervision to set a time schedule regulating the leaves of Civil Servants, taking into account the requirements of work flow and the conditions of the Civil Servants; to avoid the Civil Servant losing his annual leave in excess of the maximum allowed limit.

5) The department to which the Civil Servant belongs shall not postpone or shorten the annual leave after approving it except for reasons required by the interest of the work, provided that the Civil Servant shall be entitled to it or what is left of it later in the same year. It is permissible for the Civil Servant, at the request of the Secretary-General, to be summoned from his annual leave and return to work prior to the expiry of its period if the work interest so requires. In this case, the actual days during which he worked during his leave shall be added to his leave balance or his leave shall be extended by the equivalent of these days.

6) At the end of his service, the Civil Servant is entitled to a cash bonus for the balance of his annual leave from which he did not benefit, provided that it does not exceed the maximum limit allowed for transfer to the following year, in addition to the leave due for the year during which his service ended or at the end of it, calculated on the basis of the last salary he received.

7) The Civil Servant shall not remain at work for more than two consecutive years without taking an annual leave, provided that the total of this leave shall not be less than twenty two working days.

**Calculation of Annual Leave**

**Article (90)**

The balance of the Civil Servant's regular annual leave shall be calculated on the basis of days and not hours. However, it is permissible to calculate it in hours, so the Civil Servant shall be granted an annual leave of less than a full day.

The calculation of the Civil Servant’s annual leave balance shall include periods of authorized paid absences, including annual leave, sick leave, other paid leaves and unpaid special leaves that do not exceed thirty days.

The Civil Servant shall exhaust the leave that exceeds seventy five days during the year until 31 of December, and if these days are not used, they shall be deducted at the beginning of the new year, and only seventy five days shall be transferred to him. The General Secretariat shall notify him of the increase in his leave balance.

It is permissible for the salary to be paid in advance if the leave is fifteen working days or more.

**Sick Leave**

**Article (91)**

1) The sick leave shall be in accordance with the following rules and conditions:

A) The Civil Servant is entitled to a paid sick leave based on an approved medical certificates at a rate of twenty four working days per year, at the rate of two working days per month.

b) The Civil Servant shall keep the balance of his sick leave that he did not benefit from, provided that this balance shall not exceed two hundred and forty working days.

c) The Civil Servant shall inform his immediate supervisor about the sick leave, unless there is a compelling excuse that precludes this.

d) The competent medical authority shall be responsible for determining the health fitness of the Civil Servant in relation to the performance of his job duties, the validity of the medical certificates submitted by the Civil Servant and determining the periods of health incompetence or disability due to illness. And if the competent medical authority finds at any time that the Civil Servant is medically unfit to carry out his work duties, then it shall issue a decision to that effect and notify the Court to take what it deems appropriate in this regard.

e) Sick leave shall not be approved for a period of one working day to five working days except by a medical certificate presented by the Civil Servant. The immediate official may disregard the request for a medical certificate if the leave is for one day. In the event that the immediate supervisor suspects the validity of the submitted medical certificate, the Civil Servant shall be referred to the competent medical authority to prove its authenticity. As for periods of absence due to illness that exceed five working days, they shall be supported by a medical certificate approved by the competent medical authority.

f) The President of the Court may grant the Civil Servant who has exhausted his balance of sick leave with an additional paid sick leave of not more than sixty working days, if the competent medical authority deems that his condition so requires, provided that his service period shall not be less than a full year. It is permissible for the additional sick leave to be granted again in accordance with the conditions and controls described above, provided that a full year shall have elapsed from the start date of the additional sick leave granted to him.

g) The Civil Servant who is sick with sickle cell disease or kidney failure, and who has exhausted his balance of sick leave and additional sick leave, shall be entitled to another additional paid leave not exceeding thirty working days for one time during the year, if the competent medical authority deems that his condition so requires.

h) Sick leave are counted within the period of service for which the Civil Servant is entitled to an end-of-service reward or a retirement pension.

2) The Civil Servant's sick leave balance shall include periods of authorized paid absences, including annual leave, sick leave, other paid leaves and unpaid special leaves that do not exceed thirty days.

**Special Leaves**

**Article (92)**

The Civil Servant is entitled to paid special leaves shown in the following Articles.

**Article (93)**

Marriage leave for a period of three working days and once for the period of his service, provided that he presents a copy of the marriage certificate.

**Article (94)**

Pilgrimage leave for the Muslim Civil Servant to perform Hajj for a period of twenty one days and once for the period of his service, whether this service is current or previous.

**Article (95)**

Maternity leave for a period of sixty days for the female Civil Servant who gives birth. It shall come into force from the first day of the delivery recorded in the approved medical certificate, provided that the female Civil Servant shall report to her employer. It is permissible, based on a request of the female Civil Servant, to grant her the leave prior to the date predicted for delivery for a period not exceeding fifteen years.

**Article (96)**

Death of relative leave to the fourth degree for three days, provided that the Civil Servant reports to his employer about the death of one of his relatives and present the death certificate to the Court, with a clarification of the relativity to the deceased upon returning to work.

**Article (97)**

The female Civil Servant whose husband dies shall be granted a leave for a period of four months and ten days from the day of the husband’s death. The female Civil Servant shall inform her employer of the death of her husband. If the female Civil Servant in Iddah is pregnant and gives birth during her Iddah period, she shall not be compensated for the maternity leave. The remaining days of maternity leave shall be granted to her if this leave exceeds the legally prescribed Iddah period. In all cases, supporting certificates shall be presented.

A non-Muslim female Civil Servant whose husband dies shall be granted leave for one month, and supporting certificates shall be presented.

**Article (98)**

**Patient Company Leave**

1) It shall be granted to the Civil Servant to accompany a patient from his relatives up to the fourth degree if the competent medical committees decide to treat him outside the Kingdom with an accompanying person, for the prescribed period of treatment, provided that it shall not exceed sixty days in one year, whether consecutive or intermittent.

2) The President of the Court may grant a patient accompany leave if the treatment is at the patient’s own expense, as long as he submits the medical reports from the competent authority.

3) With the approval of the President of the Court and upon the recommendation of the Secretary-General, it is permissible for the Civil Servant to be granted the leave referred to in Paragraph (1) of this Article to accompany a patient who is not his relative in the absence of an escort from his relatives.

4) This leave shall also be granted to the Civil Servant to accompany a patient close to him of the first degree whose need for a companion is determined by the attending physician during his treatment inside the Kingdom, provided that it shall not exceed seven consecutive or intermittent days in one year, according to the controls issued by the President of the Court.

5) A patient company leave shall be granted to accompany a cancer patient who is a relative from the first degree if the medical committees decide that he needs a companion during his treatment inside or outside the Kingdom, according to the system followed in the government.

**Article (99)**

Patient contact leave with a contagious disease according to the period decided by the competent medical authority if the authority decides to prevent him from practising his work for this reason, provided that the Civil Servant informs the Court, and upon his return to work submits the supporting certificate.

**Article (100)**

Health quarantine leave according to the period decided by the competent medical authority, provided that the Civil Servant shall inform the Court, and submit the certificates supporting that upon his return.

**Article (101)**

School exam leave for a period not exceeding one month per year to perform a school exam in accordance with the following conditions:

1) The Civil Servant shall notify the Court upon enrolling in the education and the place where he studies, and shall submit the documents proving that.

2) That the institution in which he studies shall be academically recognized by the competent authorities in the Kingdom.

3) The Civil Servant shall notify the Court of the date of the exam well in advance of its date.

4) When requesting the leave, the Civil Servant shall submit evidence that he has taken the exam.

5) This leave can be divided into different periods during the year, and this leave shall be calculated according to the schedule of academic exams decided by the educational authority.

6) The Civil Servant is entitled to the leave for the school exam for the days specified in the academic schedule approved by the educational authority, plus one day for travel prior to the exam and one day after it, whenever the exam is held outside the country.

**Article (102)**

Cultural delegation participation leave to represent the Kingdom according to the period required for the participation, and this leave shall be subject to the following rules:

1) The request for participation shall be written to the Court in an official letter from the competent public authority, including specifying the duration of the event in which participation shall take place, its venue and the organizing party.

2) This participation shall not affect the course of work in the Court.

3) The approval of the President of the Court is required for this leave.

**Article (103)**

Work injury leave according to the period decided by the competent medical authority, taking into account the following controls:

1) That the injury shall be a result of or because of his performance of his job duties, or any other duties officially entrusted to him.

2) The Court shall notify the competent authorities of the injury immediately upon its occurrence.

3) The period of leave due to injury shall not be counted from the sick leave or any other leave.

**Article (104)**

Care leave shall be granted to the female Civil Servant upon her return to work after the maternity leave with a period of two paid hours of care per day; to breastfeed her baby until he reaches two years old, the time line of which shall be determined according to the work interest.

**Special Unpaid Leaves**

**Article (105)**

1) It shall be granted to the husband or wife if one of them is authorized to travel abroad for a period of at least six months, and it is not permissible for it to exceed the period of the husband or wife’s stay abroad. The Court shall respond to the request of the husband or wife in this case.

2) The female Civil Servant shall be entitled to an unpaid special leave to care for her child who is less than six years old and for a maximum of two years at a time, and for three times throughout her service period.

3) The Civil Servant may be granted an unpaid special leave due to full-time studies, scientific research, sports or for any other reasons expressed by the Civil Servant and estimated by the President of the Court in accordance with work requirements.

4) In the aforementioned cases, the leave period shall not be included in the period of service that is included in the calculation of the pension or grants in accordance with the provisions of Law No. (13) of 1975 regarding the Pensions and Retirement Gratuities for Government Employees.

**Article (106)**

It is permissible for the Civil Servant to be granted a fully paid emergency leave for a maximum of five days per year and for two days at a time, if the absence of the Civil Servant for unforeseen urgent reasons accepted by the Secretary-General.

**Other Controls regarding Leaves**

**Article (107)**

1) It is not permissible for the Civil Servant to be granted the leaves stipulated in this Regulation during the probationary period, except for cases beyond his control and in accordance with the instructions issued by the President of the Court, in which case the probationary period extends as long as the leave period.

2) The Civil Servant is entitled to his salary and the job benefits determined for him for the period of his absence from work, which shall be based on his summons from a competent public authority, provided that he shall submit proof of that.

3) When the Civil Servant is transferred to another authority, he shall retain the leaves due to him.

4) With regard to the leaves stipulated in his employment contract, the Civil Servant appointed by temporary and part-time employment and contract shall be entitled to a sick leave and leave for the death of a relative in accordance with the periods and controls in force in the government.

5) The President of the Court shall issue instructions specifying the job benefits that are granted to Civil Servants during paid leaves and the procedures for leaves of all kinds.

**Public Holidays:**

**Article (108)**

Hijri New Year

One day

First of Muharram

Ashura

Two days

9-10 Muharram

Eid al-Fitr

Three days

1-2-3 of Shawwal

Eid al-Adha

Three days

10-11-12 of Dhu al-Hijjah

Prophet's Birthday

One day

12 of Rabi Al Awwal

Gregorian New Year

One day

First of January

Labour Day

One day

First of May

National Day

Two days

16-17 of December

**Relatives Degree**

**Article (109)**

**Relatives of the First Degree**

Father/mother

Son/daughter

**Relatives of the Second Degree**

Grandfather/grandmother

Brother/sister

Grandson/granddaughter

**Relatives of the Third Degree**

Grandfather/grandmother /Father and mother

Paternal uncle and aunt

Maternal uncle and aunt

Nephews and nieces

Son or daughter of the grandson/granddaughter

**Relatives of the Fourth Degree**

Grandfather/grandmother of the grandfather and grandmother

Son or daughter of paternal or maternal uncle

Son or daughter of paternal or maternal aunt

Paternal uncle and aunt of the father and mother

Maternal uncle and aunt of the father and mother

In determining the degree of affinity, one of the spouses shall be considered to be in the same degree of kinship with respect to the other spouse.

**Part Ten**

**Prohibited Duties and Activities**

**Article (110)**

The Civil Servant shall perform his work by himself with precision, honesty and integrity and shall maintain the confidentiality and dignity of the public office and shall be prohibited from violating the laws, regulations, decisions and instructions of the civil service.

**Article (111)**

The Civil Servant shall:

1) Allocate the official working time to perform the duties of his job.

2) Not be absent from work and leave the work places designated for him without a permit from his immediate supervisor, and he shall inform his immediate supervisor in case he is unable to come to work prior to the start of the official working hours in a sufficient time.

3) His behaviour shall be consistent with the traditions and due respect for the ethics and honour of the public office.

4) Be cooperative with his colleagues in his work.

5) Treat the public in an appropriate manner, while fulfilling its interests in a timely manner.

6) Respond to the training and development programs prepared by the General Secretariat, and shall constantly strive to develop his own skills and abilities to improve his job performance.

7) Preserve the property and money of the Court.

8) Implement the instructions issued to him accurately and faithfully within the limits of the applicable laws and regulations.

**Article (112)**

The Civil Servant shall not:

1) Violate the rules and provisions set forth in the General Budget Law and in the regulations and decisions issued in implementation thereof and all rules of financial obligations.

2) Violate the rules and provisions stipulated in the Regulation of the Government Tenders, Auctions, Purchases and Sales, and the regulations and decisions issued in implementation thereof.

3) Make any statement in the name of the Court to any of the media, unless he is authorized to do so by the President of the Court or the Secretary-General.

4) Disclose of matters that come to his knowledge by virtue of his job if they are confidential in nature or according to instructions to do so, and this obligation shall remain in place after the Civil Servant leaves the service.

5) Keep for himself the original or copy of any of the papers, or extracting this original or copy from the files designated for keeping them, or keep for himself the original or copies of recording tapes, films, copies, operating or application programs related to the Court’s computer, even if they are related to a personally assigned job.

6) Exploit his job for any personal matter or a matter that may be harmful to others.

7) Call, threaten, participate or incite strikes in Court or in vital facilities where strikes are prohibited and specified by the Decision of the Prime Minister No. (62) of 2006 regarding Specifying Vital Facilities in which Strikes are Prohibited, taking into account the law regulating that.

8) Participate in riots and vandalism of public or private property.

9) Organize unlicensed or unauthorized gatherings and sit-ins, or participate, call for participation or incite to do so, while observing the regulating law.

10) Exploit a person under eighteen years of age to participate in any of the activities stipulated in Clauses (7), (8) and (9) of this Article.

11) Use tools and duties related to work for purposes other than those for which they were intended.

**Article (113)**

The Civil Servant shall not accept any gift, reward, commission or loan in return for carrying out his job duties, nor shall he collect money or in-kind materials for any individual, organization or association, or participate in organizing meetings inside the workplace without permission from the President of the Court.

**Article (114)**

The Civil Servant shall not distribute any leaflets, prints or collect signatures inside the Court.

**Article (115)**

The Civil Servant shall not practice, by himself or through others, the following activities:

1) Purchasing real estate or movables that are offered for sale by the judicial or administrative authorities, if this is related to the work of his job.

2) Practising any commercial business except for his owning a share in a commercial company, through legitimate inheritance or through a gift from one of his relatives up to the fourth degree, provided that he does not engage in any business in that company.

3) Being a member of the Board of Directors of any joint stock company without permission from the President of the Court.

4) Having any interest in business, contracting or tenders related to the work of his job.

5) Renting lands or real estate with the intention of exploiting them if this exploitation is related to his work.

**Article (116)**

The Civil Servant shall not - except with the approval of the President of the Court - perform work for others, with pay or reward or without both, outside of official working hours, provided that such work shall not conflict with the nature of his work or undermine his dignity. The Civil Servant may undertake the work of custodianship, trusteeship or proxy on behalf of absentees, or conduct judicial assistance if the person covered by the trusteeship, custodianship, the absentee or the appointed is a judicial assistant who is related to him by kinship or lineage up to the fourth degree, and he is permitted to undertake the work of guarding the funds of which he is a partner or owner, has an interest in it or owned by someone with whom they are related by blood or kinship up to the fourth degree, subject to the approval of the President of the Court.

**Part Eleven**

**Investigation and Discipline**

**Article (117)**

Competence shall be to refer the Civil Servants occupying Senior Positions and all other Court Civil Servants to the investigation of the President of the Court, and the investigation of those appointed by decree shall be carried out by the person deputed by the President for that.

**Article (118)**

The investigation committee with Civil Servants not appointed by decree shall be formed by a decision of the President of the Court, and it shall consist of a president and two other members. The president and members of the committee shall be experienced, competent, with integrity and neutrality. The job level of the President of the Committee shall not be less than that of a Head of Department, and his grade and that of the other members shall be higher than or equal to the grade of the Civil Servant referred to the investigation.

**Article (119)**

The president or member of the committee shall not be an immediate supervisor or manager of the Civil Servant or related to him.

**Article (120)**

The penalty shall not be imposed on the Civil Servant except after being investigated, hearing his statements and verifying his defence in writing, and the decision issued to impose the penalty shall be reasoned. With regard to violations for which the penalty is an oral alert or a written warning, it shall be permissible for the investigation to be conducted orally, provided that its content shall be established in the decision imposing the penalty.

**Article (121)**

The Civil Servant shall be exempted from the disciplinary penalty if he proves that his violation is in implementation of a written order issued to him by his manager despite a written warning of the violation. In this case, the responsibility shall rest with the issuer of the order.

**Article (122)**

It is permissible for the Civil Servant to be suspended from his work if the interest of the investigation so requires for a period not exceeding six months, with the salary that shall be paid during the suspension period, in accordance with the approved controls.

It is permissible for the suspension from work to be extended for other periods with the payment of half of the salary if the suspension from work has its reasons and a necessity required for the interest of the work. In all cases, suspension from work and its extension shall be by a decision of the President of the Court.

**Article (123)**

1) Every Civil Servant who is detained as a precautionary measure shall be considered suspended from his work for the period of his detainment, and the payment of half of his salary shall be suspended. After the expiry of detainment, he shall be paid what was previously suspended, if the investigation is closed or he is acquitted.

2) It is permissible for the Civil Servant to be suspended from work if he is referred to criminal investigation or during his criminal trial.

The suspension shall be for a period of six months with the payment of the full salary during the suspension period.

It is permissible for the suspension from work to be extended for other periods with the payment of half of the salary if the suspension from work has its reasons and a necessity required for the interest of the work. In all cases, suspension from work and its extension shall be by a decision of the President of the Court. In all cases, the Civil Servant shall also be paid what was previously suspended from his salary if the investigation is closed or he is acquitted, or if he is referred to the disciplinary accountability and is penalized with a disciplinary penalty other than dismissal from service.

**Article (124)**

Every Civil Servant who is detained in implementation of a judicial judgement shall be considered suspended from his work and deprived of his salary, and his salary may be paid to his dependent family if the detainment period exceeds three months, provided that it shall be deducted from his retirement entitlements upon his retirement. It is permissible for him to be reinstated after the expiry of the period, without prejudice to disciplinary liability when necessary.

**Article (125)**

It is permissible for the Civil Servant to be held disciplinary accountable if he is charged with a criminal charge when such a charge constitutes a deviation from the duties of his job or undermines the dignity of the job or the authority to which he belongs.

Issuing an order to preserve the criminal investigation or acquitting the Civil Servant from disciplinary accountability shall not prevent the disciplinary proceedings if the reasons for such action exist.

**Article (126)**

The investigation committee shall follow the following procedures with the Civil Servant:

1) Notify the Civil Servant in writing within a period not exceeding fifteen days from the date of his referral to the investigation to appear before the committee for the violation or violations attributed to him. The notification shall include a brief statement of the facts that constitute the violation or violations and the date of their occurrence, provided that the Civil Servant shall sign the notification indicating its receipt.

2) Notify the Civil Servant personally or by registered mail at his place of residence shown in his service file, the place of residence of one of his relatives whose names are recorded in his service file or by any other means that the investigation committee deems appropriate.

3) In the event that the Civil Servant refuses to sign indicating that he has received the notification, the competent authority concerned with the notification shall prove the refusal to sign and put the seal of the competent authority on the notification. In this case, the Civil Servant shall be deemed to have been legally notified. The investigation committee may proceed with the procedures in his absence unless it decides to notify him again for the reasons it deems appropriate to write down in the investigation report.

4) The investigation shall not take place without the presence of the Civil Servant. The investigation may take place in his absence if the interest of the investigation or the circumstances of the Civil Servant so require.

5) The investigation shall begin with proving the Civil Servant's name, job, grade, age, summary of the violation or violations attributed to him and the date of the decision to refer him to the investigation.

6) The investigation committee shall listen to the statements of all witnesses of the incidents attributed to the Civil Servant from among the Civil Servants and others, if any, and shall summon experts and others whom it deems necessary to hear their statements, and enable the Civil Servant to discuss with them when necessary.

7) After hearing the prosecution witnesses, the investigation committee listens to the Civil Servant's statement if he wishes to make it orally or in writing. It shall review any documents submitted by the Civil Servant, and also listen to the statements of his witnesses, if any.

8) In order to achieve his defence, The Civil Servant may seek the assistance of whomever he deems appropriate.

9) The secretariat of the investigation committee shall be undertaken by a Civil Servant appointed by the President of the Court for that purpose. He shall record the investigation in a record with serial numbers, record in the front of the record the date, place and its opening time, the names of the president and members of the committee, their grades, jobs and the name of the Secretary.

10) The minutes shall be appended with the closing time, and at the end of each paper of the investigation papers, the president and members of the investigation committee shall sign and the Civil Servant in case he is present, or it shall be proven that he refrained from signing if he refuses to sign.

11) The documents submitted to the investigation committee shall be numbered, indicating who submitted them and signed by the president of the investigation committee and included in the minutes.

**Article (127)**

The termination of the Civil Servant's service for any reason - other than death - shall not prevent him from being held disciplinary accountable if the investigation had started prior to the termination of his service.

In respect of violations that result in the loss of a treasury bills, it shall be permitted to hold the Civil Servant disciplinary accountable even if the investigation has not commenced prior to the termination of service, and that shall be for a period of five years from the date of its termination.

It is permissible for anyone whose service has been terminated, upon proving his conviction, to be liable for payment of a fine not exceeding five times the salary he used to receive in the month during which his service was terminated.

**Article (128)**

Disciplinary penalties that may be imposed upon Civil Servants are:

1) Oral alert.

2) Written warning.

3) Suspension from work with deduction of salary for a period not exceeding one month during the year and not more than ten days in each time.

4) Dismissal from service.

**Article (129)**

It is not permissible to hold the Civil Servant disciplinary accountable three months after the date of knowledge by his immediate supervisor of the occurrence of the violation or after one year from the date of its occurrence, whichever is sooner.

The three-month period shall not be taken into consideration in the following cases:

1) There is a kinship relationship between the Civil Servant and his immediate supervisor.

2) The immediate supervisor shall be a partner with the Civil Servant in committing the violation or an instigator for him to commit it.

3) There are circumstances beyond the control of the immediate supervisor that prevented him from notifying the employer of the Civil Servant's violation from the date of his knowledge.

4) The violation shall have caused serious material or moral damage to others.

This period shall be interrupted by any of the investigation procedures, and the period shall apply again, starting from the last procedure.

And if there are more than one Civil Servant who committed the violation, the interruption of the period for one of them shall entail its interruption with regard to the rest, even if no measures have been taken against any of them that interrupt the period.

However, if the act resulted in a criminal offence, the right to impose the disciplinary penalty shall not be forfeited except with the termination of the criminal case.

**Article (130)**

If the investigation committee deems that the facts attributed to the Civil Servant constitute a criminal offence, it shall refer the matter to the President of the Court to inform the Public Prosecution, if he deems so, and shall consider postponing the administrative investigation until the end of the criminal investigation or its continuation.

**Article (131)**

Upon completion of the investigation, the investigation committee shall submit its reasoned recommendations to the President of the Court within a period not exceeding ten days from the date of completion of the investigation, as follows:

1) The investigation shall be closed for lack of violation.

2) Suggesting the imposition of the appropriate penalty upon the Civil Servant, with the possibility of recommending that the Civil Servant shall pay compensation for any damages to public property if that is required.

**Article (132)**

When preparing its recommendations, the investigation committee shall take into account the following:

1) The previous administrative procedure taken to resolve the violation.

2) The nature and consequences of the violation attributed to the Civil Servant.

3) Misunderstanding, misjudgement, concealment, participation or incitement to commit the violation.

4) Previous behavioural violations, their recurrence and severity.

5) The extent of the Civil Servant's ability to control the events and situations that led to the occurrence of the violation, in terms of time, place, or sequence of events.

6) the extent to which there are indicative and corrective actions previously taken; in order to provide an opportunity for the Civil Servant to improve his performance and behaviour.

7) Taking into account the material and moral costs resulting from replacing the Civil Servant with another in the event of a recommendation for dismissal or affecting the smooth running of work in the event of suspension.

8) Extremism if the violation involves deliberate disrespect or disregard for public authorities.

9) Gradually imposing penalties.

10) The investigation committee, prior to preparing its recommendations to present them to the President of the Court, shall listen to any mitigating circumstances, reasons or statements that the Civil Servant wishes to make.

**Article (133)**

It is permissible for the President of the Court to issue a reasoned decision with one of the two following orders:

1) Returning the investigation report to the committee if he sees the fulfilment of the investigation and then submitting it to him with a complementary memorandum.

2) Supporting, cancelling or amending the committee's recommendations.

**Article (134)**

It is not permissible to impose more than one penalty for each violation.

**Article (135)**

If the recommendation of the investigation committee deems to impose a penalty for the Civil Servant’s dismissal from service, it is permissible for him to be referred from the President of the Court to a Disciplinary Board formed by a decision issued by him.

**Disciplinary Board Procedures**

**Article (136)**

1) All Disciplinary Board procedures shall be proven in minutes that are preserved in the case file.

2) The President of the Disciplinary Board shall specify an appointment to hold the Civil Servant's disciplinary accountable, and the Civil Servant shall be notified of it, provided that the notification shall include a clear specification of the violation addressed to him.

3) The Civil Servant shall sign the notification in accordance with the receipt, and in the event of refusing to sign, the authority responsible for notifying shall prove the rejection and the fixation of the stamp of the authority on the notification, and thus the Civil Servant shall be considered legally notified. The Disciplinary Board may proceed with the procedures in case of his absence.

4) The Civil Servant shall attend the accountability sessions himself, and it is permissible for him to seek the assistance of an agent to express his defence in writing or orally and request that witnesses be called to hear their statements.

5) The Civil Servant or whoever is entrusted shall have the right to see the investigation papers and have copies of them.

6) The Disciplinary Board may seek the help of those who see it with experience, in matters that require the use of their opinion in it.

7) All the notifications of the Civil Servant’s Disciplinary Board are either personal or by mail registered on the address of his work if he continues in his work, or his place of residence or the residence of one of his recorded relatives whose names are in his service file, if he is arrested or suspended, or by any other means that the Disciplinary Board sees disciplinary appropriate.

8) The Disciplinary Board shall hold its sessions in the presence of all members and the decisions shall be issued by the majority of votes.

9) If the votes are equal, the side of the President shall prevail.

10) The Disciplinary Board shall issue its decision within a period not exceeding sixty days from the date of the formation of the Board, and the decision shall be written and reasoned, and the Disciplinary Board’s decision shall be final.

11) The Disciplinary Board’s decision shall include an accurate and clear statement of the actions attributed to the Civil Servant.

12) If the Disciplinary Board sees that the violations attributed to the Civil Servant constitute a criminal offence, he shall inform the President of the Court about this to refer him to the competent authority, and suspend the disciplinary proceedings until an order or judgement is issued in that offence, after which the papers are returned to the Disciplinary Board to determine what it deems appropriate in relation to holding the Civil Servant disciplinary accountable.

13) It shall be taken into account when imposing the penalty of dismissal to be commensurate with the level of the violation and the degree of gravity, taking into account the precedents and reduced or strict circumstances that accompanied the violation.

**Article (137)**

Disciplinary penalties imposed upon the Civil Servant shall be automatically repealed upon the lapse of the following periods of time:

1) Six months in the case of alert and warning.

2) One year in the case of denial of periodic allowance or suspension from work with salary deduction.

The repeal of the penalty shall result in making it null and void for the future and shall have no effect upon the rights and compensations resulting thereof. The penalty’s documents, every reference thereto and whatever relates thereto shall be removed from the Civil Servant’s service file.

**Part Twelve**

**Grievances**

**Article (138)**

A permanent grievance committee shall be formed in the Court consisting of a president whose job level shall not be less than a Director of Administration and two members consisting of Civil Servants. A decision shall be issued by the President of the Court to form the committee. Such committee shall be competent to hear grievances filed by Civil Servants not appointed by decrees and the like of the administrative decisions affecting any of their employment rights.

**Article (139)**

The committee shall meet at the invitation of its president at the place and time he determines. The meeting of the committee shall be valid only in the presence of all its members. In the absence or abstaining of one of the members, the President of the Court shall depute someone to replace him.

**Article (140)**

The Civil Servant shall submit the grievance to the President of the committee by a letter dated within fifteen working days from the date of his knowledge of the administrative decision subject of the grievance. It is permissible for the Civil Servant to file a petition to reconsider this decision to its issuer prior to submitting his grievance to the grievance committee. The filing of the petition shall result in stopping the aforementioned deadline until it is ruled upon within a maximum period of thirty working days. Failure to respond during this time shall be deemed to be rejection of the petition.

**Article (141)**

The president or members of the committee shall abstain from attending the session in which a grievance presented by one of the Civil Servants under the immediate supervision of any of them is being considered or ruled upon, if he is related to him up to the fourth degree or if the decision grieved against is issued by one of them. The President of the Court shall appoint a replacement for the person against whom the reason for abstaining the case has been established.

**Article (142)**

The President of the Court shall appoint the Secretary of the committee from among the court’s Civil Servants.

The Secretary shall allocate a record in which all grievances submitted to the committee and the date of their registration shall be recorded. He shall prepare the agenda and inform the members of the date and place of the meeting at least three working days prior to the scheduled meeting date. He shall also prepare and keep the minutes of the committee.

**Article (143)**

The committee shall hear the grievant personally, and it may request from him or the administration what it deems necessary in terms of papers and documents related to the subject of the grievance. It may also hear the statements of who it deems necessary to hear and take the necessary procedures to consider and decide on the grievance.

**Article (144)**

The committee shall issue its recommendations by the majority of votes. If the votes are equal, the side of the President shall prevail, within fifteen working days from the date of recording the grievance in its register. The committee, when necessary, may extend the previous deadline to other periods, provided that the total of the periods shall not exceed sixty working days.

**Article (145)**

The committee shall submit its reasoned recommendations to the President of the Court, and it shall not notify the grievant of its recommendations. The President of the Court may approve, amend or revoke the recommendation of the grievance committee.

**Article (146)**

The president of the committee shall be notified of the decision of the President of the Court regarding the recommendation, and a copy of the decision shall be deposited with the General Secretariat to work accordingly. The grievant shall be notified of the decision within a period not exceeding ten working days from the date of its issuance. It is not permissible to present a grievance again before the committee against the same previous decision or against the decision issued in connection with the grievance.

**Part Thirteen**

**Termination of Service**

**Article (147)**

The service of the Civil Servant shall be terminated for any of the following reasons:

1) Reaching the designated age for leaving the service.

2) Early retirement according to the applicable laws and regulations.

3) Being medically unfit for service.

4) Resignation.

5) Forfeiture of Bahraini citizenship according to the applicable law.

6) Final judgement for a felony or by a freedom-restraining penalty for an offence involving breach of honour or trust. Dismissal is permissible for the President of the Court if the judgement is accompanied by stay of execution. However, if the judgement has been handed down for the first time, it shall not result in the termination of service unless it is determined by the President of the Court with a reasoned decision from the reasons of the judgement and circumstances of the event that the Civil Servant’s continuation in service conflicts with the job requirements or nature of his job.

7) Dismissal from service by a disciplinary decision or discharge by means of a court judgement.

8) Dismissal from service by a non-disciplinary method.

9) Cancellation of the job.

10) Expiry of the contract term.

11) Death.

**Article (148)**

The Civil Servant’s service shall be terminated when he reaches the age of sixty, and his service may be extended by a decision of the President of the Court. In the case of the occupants of the Senior Positions by a decision of the authority concerned with their appointment, subject to the provisions of Law No. (13) of 1975 regarding Pensions and Retirement Gratuities for Government Employees, as amended, in accordance with the following controls:

1) The extension shall be for a period of one year or more, not exceeding five years in total, as required by the public interest.

2) Impossibility to obtain the qualified candidate to fill the job.

3) His service in the government shall not be less than fifteen years.

4) His performance level for the last two years shall not be less than very good.

5) He shall be of good reputation and conduct.

It is permissible for the Civil Servant, at his request, to be referred to retirement prior to reaching the prescribed age, in accordance with the laws and regulations prescribed for this.

And the Court may notify the Civil Servant of the referral at least six months prior to reaching the retirement age.

**Article (149)**

1) The Civil Servant may resign from his job by submitting a resignation request in writing which shall not be conditional or subject to a restriction, otherwise it shall be deemed null and void.

2) The Civil Servant’s service shall not be terminated except by the decision issued by the President of the Court approving of the resignation.

3) The resignation shall be ruled upon within thirty days from the date of submitting it, otherwise the resignation shall be deemed accepted by virtue of the law unless the Civil Servant is under investigation.

4) Without prejudice to the preceding Clause of this Article, the President of the Court has the right to postpone the acceptance of the Civil Servant’s resignation for certain jobs where the acceptance of resignation results in disruption to the flow of work for a period not exceeding three months from the date of submitting the resignation, otherwise the Civil Servant’s service shall be deemed terminated upon the expiry of the said period.

5) The Civil Servant shall continue in service until he is given a notice of the decision to accept the resignation or expiry of the periods referred to in the two preceding Clauses of this Article as the case may be. If the Civil Servant is under investigation, his resignation shall not be accepted until after taking action in the investigation other than dismissal from service.

**Article (150)**

The Civil Servant shall be deemed to have resigned if he fails to report for duty without permission for more than fifteen consecutive days or for thirty intermittent days in a year. The Civil Servant shall be alerted in writing after five days in the first case and after twenty days in the second case.

If the Civil Servant provides, within the following twenty days, evidence that his failure to report for duty was for a reasonable cause, the President of the Court may consider the period of absence as an annual or sick leave if he has a sufficient balance of leave days allowing for such action, otherwise it us deemed as an unpaid special leave.

If the Civil Servant fails to provide reasons justifying his absence or if he provides them and are rejected, his service shall be deemed terminated from the date of failure to report for duty in case of consecutive absence, and from the date of completing the thirty days period in case of intermittent absence.

**Article (151)**

Cancellation of the job is the removal of the job with all its duties and responsibilities from the duties of organization included in the job in the Constitutional Court, on a permanent basis which results in either transferring the Civil Servant to another vacant job if the President so desires, or termination of his service, for regulatory reasons such as proving that there is no need for it as a result of reorganization or rearranging administrative operations, decreasing the volume of work, or assigning job duties to the private sector and other reasons estimated by the President.

**Article (152)**

If the Civil Servant dies, his family or the competent authority to receive the death notifications is obliged to inform the Court of his death, and the Court shall terminate his service starting from the day following the death after receiving the official death certificate.

**Article (153)**

The Civil Servant shall be notified with a copy of the decision to terminate his service, and copies thereof shall be deposited in his service file. A copy of the decision shall also be sent to the competent authorities along with the rest of the documents, within a period not exceeding one week from the date of issuance of the decision, in order to take action to pay his legally determined financial dues after the termination of his service.

**Article (154)**

1) The Civil Servant shall be paid his monthly salary and job benefits established until the date on which his service is terminated for one of the reasons set forth in this Regulation.

2) In case of termination of service for being medically unfit, the Civil Servant shall be entitled to his salary and job benefits due to him until the termination of his sick leave or retirement at his request.

Appendix (1)

Penalties and Violations Schedule

**No.**

**Type of violation**

**First**

**Second**

**Third**

**First: Administrative Violations**

1

Being late to work

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

2

**Leaving work without permit**

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

3

Wasting official working hours

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

4

Absance from work without permit

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

5

Staying at work or returning to it after the end of work hours without permit

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

6

Not using the official uniform

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

7

Neglecting good appearance

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

8

Cellphone misuse during work

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

9

Failure to complete the training and development program

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

10

Absence for 5 days without permit

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

11

Faking illness to obtain sick leave

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

12

Disobedience of orders and instructions related to work

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

13

Refusal to undergo medical examination upon the request of the administration

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

14

Neglect and disinterest in work

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

15

Traffic violation when driving government vehicles or involvement in traffic accidents

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

16

Causing work injury to others

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

17

Not completing or refusing to complete call-back works

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

18

Refusing to attend overtime work hours

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

19

Misinterpreting or falsifying of government documents or attendance and departure proof device and distorting and keeping of facts

10 days of suspension of work and salary to dismissal from service

Dismissal from service

20

Fighting, hitting or causing physical harm

10 days of suspension of work and salary to dismissal from service

Dismissal from service

21

Consuming alcohol or unauthorized drugs or being at the workplace under the influence

10 days of suspension of work and salary to dismissal from service

Dismissal from service

22

Using alternate or insulting words

10 days of suspension of work and salary to dismissal from service

Dismissal from service

23

Rude, indecent or immoral behaviour

10 days of suspension of work and salary to dismissal from service

Dismissal from service

24

Libel, cursing, slander or defamation of others

10 days of suspension of work and salary to dismissal from service

Dismissal from service

25

Misconduct inside or outside work contrary to the requirements of the public office or undermining its dignity

10 days of suspension of work and salary to dismissal from service

Dismissal from service

26

Being associated with work that harms or conflicts with government work

10 days of suspension of work and salary to dismissal from service

Dismissal from service

27

Conducting sale, purchase or promoting goods in the workplace

10 days of suspension of work and salary to dismissal from service

Dismissal from service

28

Disclosing any statement about the work of the job to any media outlet without a permit from the competent President

10 days of suspension of work and salary to dismissal from service

Dismissal from service

29

Disclosing classified government information to unauthorized persons, publishing government information without permission

10 days of suspension of work and salary to dismissal from service

Dismissal from service

30

Mistreatment of the public

10 days of suspension of work and salary to dismissal from service

Dismissal from service

31

Keeping or removing any official paper from the original with the intention of keeping it

10 days of suspension of work and salary to dismissal from service

Dismissal from service

32

Violating work instructions and directions

10 days of suspension of work and salary to dismissal from service

Dismissal from service

33

Assault or sexual harassment by word or act

10 days of suspension of work and salary to dismissal from service

Dismissal from service

34

Exploiting the job to mistreat others

10 days of suspension of work and salary to dismissal from service

Dismissal from service

35

Using devices and work tools for personal benefit

10 days of suspension of work and salary to dismissal from service

Dismissal from service

36

Damaging, destroying or ruining public property

10 days of suspension of work and salary to dismissal from service

Dismissal from service

37

Calling, threatening, participating or inciting a strike in violation of the provisions of the laws and regulations

10 days of suspension of work and salary to dismissal from service

Dismissal from service

38

Impersonating someone else to enter unauthorized places

10 days of suspension of work and salary to dismissal from service

Dismissal from service

39

Concealing theft of public funds

Dismissal from service

40

Exploiting the job for personal benefit

Dismissal from service

41

Theft or embezzlement

Dismissal from service

42

Asking for or accepting gifts, rewards or favours for the performance of the job duties

Dismissal from service

**Second: Offences related to Public Office**

43

Request for a gift or advantage to perform an act or to abstain from work in violation of the duties of the public office

Dismissal from service

44

Unlawful embezzlement of money or documents by exploiting the government job with the intent or without the intent of ownership

Dismissal from service

45

Taking what is not entitled or more through work in collecting fees, fines, returns or taxes

Dismissal from service

46

Causing damage to funds whose job duties require to be preserved

Dismissal from service

47

Staying or suspending the implementation of the provisions of the laws, regulations or decisions issued by the government, a judgement or an order issued by the Court

Dismissal from service

48

Hiding, destroying, opening or allowing others to access a mail message, and this shall apply to wired and wireless messages

Dismissal from service

49

Interfering in a job or a public service without assignment or jurisdiction for achieving an unlawful purpose to obtain an advantage for himself or for another person of any kind

Dismissal from service

50

Neglecting to prepare a backup copy stored away from the device or in a secure location

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

51

Maintaining the personal computer or repairing it without contacting the competent authority, which results in destroying it or in making the information stored therein familiar to another party

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

52

Using the personal computer without a licence from the competent Director

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

53

Not shutting down personal computers at the end of the official working hours

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

54

Using the unlicensed softwares and activating them in the personal computer whether from the worldwide network (internet) or others

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

55

Using the forged official document - the one which has the authority of a public official, by virtue of his job, to edit it or interfere in editing it in any form, or to give it the official capacity - with knowledge of its forgery or the use an authentic document in the name of someone else, or he unjustly benefited from it

Dismissal from service

56

Calling, threatening, participating or inciting strikes in vital facilities

10 days of suspension of work and salary to dismissal from service

Dismissal from service

57

Organizing unlicensed gatherings and sit-ins, or participating or calling for participation or inciting to do so

10 days of suspension of work and salary to dismissal from service

Dismissal from service

58

Participating in riots and vandalism of public or private properties

Dismissal from service

59

Exploiting the restriction to participate in any of the activities mentioned in Clauses (56, 57, 58) of this Schedule

Dismissal from service

**Third: Violations related to using Computers**

60

Not reporting theft of computers and their accessories or any other devices

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

61

Not logging out of the network and shutting down the computer when absent from the office, unless otherwise is required

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

62

Copying, distributing or using softwares and data outside the public authority without permit

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

63

Not installing anti-virus softwares on personal portable devices

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

64

Using computer tools in the public authority for personal purposes which effects the official work

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

65

Using computer tools to produce personal work or softwares

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

66

Using personal computers to treat data related to the public authority without permit

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

67

Establishing communication with the computer systems without approval from the competent Director

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

68

Not previously notifying the Information Security Officer regarding external communications (the competent Director)

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

69

Not following confidentiality rules in case of portable devices

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

70

Not reporting the contamination of the virus when aware of it

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

71

Changing personal data in the public authority without obtaining prior permission

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

72

Misusing Email

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

73

Using the e-mail in sending obscene materials, jokes, vulgar and lewd materials, defamation, slander, attacking on religions or spreading what is considered to be a violation to the Penal Code

10 days of suspension of work and salary to dismissal from service

Dismissal from service

74

Insulting or defaming superiors through any means

10 days of suspension of work and salary to dismissal from service

Dismissal from service

75

Bringing personal portable computers and plugging them to network without the approval of the employer

10 days of suspension of work and salary to dismissal from service

Dismissal from service

76

Using the social media platforms to mistreat persons and religions

10 days of suspension of work and salary to dismissal from service

Dismissal from service

**Fourth: Violations related to the Disclosure of Data and Information**

77

Leaving important information on the desk

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

78

Disposing of systems developed in the public authority without permit

10 days of suspension of work and salary to dismissal from service

Dismissal from service

79

Exceeding the standards permitted

10 days of suspension of work and salary to dismissal from service

Dismissal from service

80

Using other person’s login name and password

10 days of suspension of work and salary to dismissal from service

Dismissal from service

81

Disclosing password for other persons to use

10 days of suspension of work and salary to dismissal from service

Dismissal from service

82

neglecting to keep the password and failing to follow instructions and maintaining confidentiality

10 days of suspension of work and salary to dismissal from service

Dismissal from service

83

Sending, resending or storing attachments not related to the work of the public authority

10 days of suspension of work and salary to dismissal from service

Dismissal from service

84

Sending, displaying, uploading or making an e-mail that may constitute a danger to the work of the public authority

10 days of suspension of work and salary to dismissal from service

Dismissal from service

85

Sending confidential information through e-mail

10 days of suspension of work and salary to dismissal from service

Dismissal from service

86

Writing information using the e-mail that may offend the public authority and cause it harm

10 days of suspension of work and salary to dismissal from service

Dismissal from service

87

Uploading the information and data of the public authority online without permit

10 days of suspension of work and salary to dismissal from service

Dismissal from service

88

Conducting business and transactions with others without authorization from the immediate official

10 days of suspension of work and salary to dismissal from service

Dismissal from service

89

Not working by the remote communication rules approved by the public authority

10 days of suspension of work and salary to dismissal from service

Dismissal from service

90

Not following confidentiality rules and password in accessing the network

10 days of suspension of work and salary to dismissal from service

Dismissal from service

91

Leaving important information on the printer, photocopier or fax machine

10 days of suspension of work and salary to dismissal from service

Dismissal from service

92

Not following the correct methods in disposing of magnetic media contents and printed reports

10 days of suspension of work and salary to dismissal from service

Dismissal from service

93

Disclosing information related to the public authority

10 days of suspension of work and salary to dismissal from service

Dismissal from service

94

Using information to the personal benefit or the benefit of another party

10 days of suspension of work and salary to dismissal from service

Dismissal from service

95

Destroying data backups without permission from the employer

10 days of suspension of work and salary to dismissal from service

Dismissal from service

96

Entering unauthorized locations in the workplace

10 days of suspension of work and salary to dismissal from service

Dismissal from service

97

Causing the distruction of data

10 days of suspension of work and salary to dismissal from service

Dismissal from service

98

Using magnetic recordings and memory cards in the data backups outside the scope of work without permit

10 days of suspension of work and salary to dismissal from service

Dismissal from service

**Fifth: Violations related to Legislations of Occupational Safety in the Work Environment**

99

Not implementing occupational safety in the work environment

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

100

Failing to follow safe working rules in the conducted businesses

Oral alert to written warning

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

101

Destroying or suspending fire alarm means available at the workplace

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

102

Destroying or suspending the available primary control means

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service

103

Not implementing the evacuation instructions or suspending them at the occurrence of dangers at work sites and the issuance of a warning notification thereof

Written warning to 10 days of suspension of work and salary

10 days of suspension of work and salary to dismissal from service

Dismissal from service