

# SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

## GENERAL INSTRUCTION MANUAL

GI NUMBER 155.009 Approved

ISSUING ORG. **PERSONNEL DEPARTMENT**

ISSUE DATE  
03/01/2011

REPLACES  
03/06/2005

SUBJECT **PROCEDURE FOR PAYMENT OF DIYAH (COMPENSATION FOR LOSS OF LIFE) TO THE LEGAL HEIRS OF DECEASED EMPLOYEES**

APPROVAL  
  
SAD

PAGE NO.  
  
1 OF 3

- \* **Content:** This Instruction outlines the procedure for the payment of Diah (Compensation for Loss of Life) to the legal heirs of deceased employees who died due to an on the job injury, or as a result of an injury while commuting to or from work, or any acute medical condition which commenced while the employee was at work and subsequently resulted in death.. (Diyah payments to the legal heirs of non-employees and employees off-duty, resulting from Company operations are handled as per G.I. 155.002 – Investigation and Reporting of Third Party Claims).

The text of this Instruction includes:

1. Definition
2. Objective
3. Eligibility
4. Responsibility
5. Investigation, Review and Payment Procedure
6. Miscellaneous Information

### 1.0 Definition:

Diyah is a compensation for loss of life payable under the Shariah Law to the legal heirs of a deceased person by the one who unintentionally causes the death. The amount of Diah is awarded as prescribed by a Royal Decree.

- \* The Company considers this to include no fault compensation awarded for death resulting from natural causes.

### 2.0 Objective:

Normally, the legal heirs of the deceased employee are required to file a case in Shariah Court and obtain a court judgment holding the Company liable to pay the Diah. However, the Company as a gesture of goodwill towards its employees and to ameliorate the hardship to legal heirs of employees who died as a result of industrial accidents, has approved the payment of the prescribed Diah to the legal heirs without admitting liability for the Diah and without requiring a Shariah Court judgment holding it liable to pay the Diah.

### 3.0 Eligibility:

To be eligible for the Diah payment from the Company the death must have resulted from events as follows:

- a) An on-the-job injury that occurred on or after January 01, 1998; or
- b) \* Any acute medical condition which commenced while the employee was at work and subsequently resulted in death, or a fatal injury resulting from a motor vehicle accident while driving Company vehicle (or private vehicle) for the purpose of Company business, or while commuting to or from work, provided there was no deviation from the normal route. These conditions also apply when an employee is on the way from a place of work to the place where he/she usually eats or performs prayers and back. All above conditions under this paragraph are applicable if they occurred on or after January 21, 2001.

### 4.0 Responsibility:

- \* The Area Administrator of HR Services Center Division shall be responsible for the coordination of investigation, classification of cases eligible for Diah, and shall approve Payment of Diah to the legal heirs

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PAGE NO.  
  
2 OF 3

of deceased employees. He shall, however, in unusual cases consult the Director, Personnel Department and/or Law Department as necessary.

### 5.0 INVESTIGATION, REVIEW AND PAYMENT PROCEDURE:

#### 5.1 Investigation/Review:

\* Upon receiving information about the death of an employee, the Area Administrator of HR Services Center Division shall arrange to:

5.1.1 Investigate the death of the employee by contacting employee's supervisor and witnesses, if any.

5.1.2 \* Obtain necessary documents i.e. memo from the supervisor, Form SA 681 (Supervisor's Investigation of a Job Related Injury or Illness) or Form SA 3208 (Request for Medical Treatment of Injury or Occupational Illness) to establish facts. (Documents and necessary information shall be available through SAP EH&S System workflow)

5.1.3 Obtain reports from Area Loss Prevention Office, Area Personnel Office, SAMSO/MDFD, Traffic Police, etc; as necessary.

5.1.4 \* Update SAP/EH&S with required information

5.1.5 Prepare a written report summarizing the investigation and documenting whether or not the legal heirs of the deceased employee are eligible for Diah payment.

5.1.6 \* Submit the report for approval by Area Administrator, HR Services Center Division.

5.1.7 \* Forward approved report to Area Personnel Unit/Office in order to process Diah payment

5.1.8 \* Area Personnel Unit/Office shall request legal documents from the heirs, request the Law Department to review the documents and advise whether payment could be made to the heirs on the basis of those documents.

5.1.9 Ensure that there are no multiple payments or claims for Diah arising out of the same incident by other parties in the Company by contacting Risk Management Division and Law Department, as necessary.

#### 5.2 Payment Procedure:

\* Upon completion of review of the legal documents by the Law Department, Area Personnel Unit/Office shall:

5.2.1 \* Initiate an online payment authorization through Miscellaneous Payment System (MPS) in the name of the legal heirs of the deceased employee or their legal representative, and forward it to the Area Administrator of HR Services Center Division, for his approval.

5.2.2 \* Submit the online approved Payment Authorization to the Payable Accounting for their further processing.

5.2.3 \* Obtain the check from the Attest Unit of the Treasurer's Organization and inform the legal heirs or the legal representative to come and collect the check from Area Personnel Unit/Office

5.2.4 \* Prepare necessary receipt and release form, obtain the signature of the person receiving the check, file all documents in the deceased employee's workmen's compensation file, send a copy of all documents to deceased employee's Personnel e-file/file and close the case.

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PAGE NO.  
  
3 OF 3

5.2.5 If the legal heirs are out of Kingdom, mail the check to their address available in the file, and obtain an acknowledgement for the receipt of the check.

**6.0 Miscellaneous Information:**

- 6.1 Diah is paid by the Company to the legal heirs of deceased employees, regardless of the GOSI decision, if the eligibility conditions stated above are met.
- 6.2 Diah (Compensation for Loss of Life) payment is released after the concerned employee's death has been identified as industrial incident irrespective of the Third Party involvement in the case.
- 6.3 Diah is paid by the Company to the legal heirs of regular employees, regardless of their nationality.
- 6.4 Legal heirs of non-employee Apprentices or College Degree Program participants (CDP-NE) are not eligible for this payment. They are paid an ex-gratia payment equivalent to 12 months stipend and their cases are handled as per paragraph 7.0 of G.I. 155.006. (Procedure for Handling Requests for Special Benefits).
- 6.5 Diah payment is charged to the respective benefits account i.e. 709-361 Saudi Arab Employees Benefits, 709-373 Other Arabs, etc.
- 6.6 Diah payment for reasons other than stated in this G.I. is handled by the Risk Management Division of the Treasurer's Organization.

**Approved:**

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**SULAIMAN A. AL-DOUHI**, Director  
Personnel Department