**Saudization (Nitaqat) & Training — Employee Policy (Kingdom of Saudi Arabia)**

**Applies to:** All employees of **[Company Name]** in the Kingdom of Saudi Arabia.  
**Purpose:** To explain what Saudization (Nitaqat) means for you, how the Company implements it, and what training and career development you can expect.

**1. What is Saudization (Nitaqat)?**

Saudization, commonly called **Nitaqat**, is a Saudi government policy that asks private-sector companies to hire and develop Saudi nationals. The government sets targets (percentages) that companies must meet; meeting them affects the company’s access to services like work permits, visas and licences.

Depending on the sector and role, there may be specific quotas or targets. The Company follows the government rules that apply to our business and location.

**2. Why this matters to you**

* Saudization affects hiring decisions, promotions, and training priorities.
* The Company is required to give priority to qualified Saudi nationals for roles that government rules or our Saudization plan designate.
* Saudization also means the Company invests in training and development for Saudi employees so they can move into key roles.

**3. Our commitment**

* The Company will meet the Saudization targets that apply to our sector and location.
* We will actively recruit, develop and retain Saudi nationals.
* Where the law or our Saudization plan requires certain roles to be filled by Saudis, those roles will be filled following the rules and priority steps described in this policy.

**Company standard (example):** the Company aims to provide at least **40 hours** of structured training per Saudi employee per year, plus up to **10 working days** of paid training leave annually for approved programs. (These numbers are company standards and will be updated if the law or business needs change.)

**4. How recruitment & promotion works**

* **Internal vacancies:** When a job is posted, HR will state whether it is open to all employees or restricted by Saudization rules. If a job is subject to Saudization, qualified Saudi candidates will be prioritized.
* **External hires:** For roles that government rules require to be Saudi, we advertise and recruit Saudi candidates first. For other roles, we hire the most qualified candidate in line with our policies.
* **Promotion:** Saudi employees who meet performance and competency requirements will be considered for promotion equally. When a promotion creates a vacancy, Saudization rules may apply to that vacancy.

**5. Training & development — what you can expect**

**5.1 Training promise (Company standard)**

* The Company provides training to help you gain skills for your role and career growth. For Saudi employees we prioritize technical, managerial and professional skills that help prepare you for higher roles.
* **Minimum Company standard:** Each Saudi employee will be offered **at least 40 hours** of job-relevant training each year and up to **10 working days** paid training leave for approved accredited programs (subject to manager approval and business needs).

**5.2 Training types**

* **On-the-job training (OJT):** Coaching and practical training with your manager or mentor.
* **Instructor-led courses:** Classroom or virtual courses on technical, safety, compliance or soft skills.
* **E-learning:** Online modules and certification programs.
* **Apprenticeships & internships:** Structured programs for entry-level Saudis or students.
* **Leadership & management programs:** For employees on leadership paths.

**5.3 Training during working hours & paid training leave**

* Required training that takes place during working hours is **paid** and counts as working time.
* Approved training leave days (Company standard: up to 10 working days/year) are paid; HR will confirm eligibility before booking.

**5.4 Training outside working hours & travel**

* If training occurs outside working hours or requires travel, the Company will follow its policies on overtime, travel time and reimbursement. Where training requires travel, travel time and related allowances will be paid or compensated per Company rules.

**6. Training agreements & records**

* For some external or long-term training (e.g., certification courses, diplomas), the Company may ask you to sign a **Training Agreement**. This agreement will state the course, duration, cost, who pays, and any service commitment after completion. Repayment terms for early resignation (if any) will be stated in that agreement.
* The Company keeps a **training record** for each employee showing completed courses, hours trained, and any commitments.

**7. Salary, benefits & leave during training**

* **Mandatory / company-required training:** Paid at your normal salary; time counts as working time.
* **Voluntary training:** If outside working hours, pay is not required, but the Company may reimburse course fees if pre-approved.
* **Training leave (Company standard):** Up to **10 working days** paid per year for approved accredited training. Additional days may be unpaid or require manager approval.

**8. Training reimbursement & sponsorship**

* **Pre-approval required:** Submit a training request with course details and cost. HR and your manager must approve before booking.
* **Reimbursement rules (example):** The Company will reimburse course fees for approved job-relevant courses if you complete the course and remain employed for the agreed post-training period (typical commitment: 12 months). If you leave early, pro-rated repayment may apply as specified in the Training Agreement.
* If a course provides a professional certificate or licence required for your job, the Company will normally cover the cost and renewal fees.

**9. Apprenticeships, internships & graduate hiring**

* The Company runs internship and apprenticeship programs aimed at Saudis and local students. These programs include a training plan, mentor, and assessments. Successful completion may lead to interviews or offers for permanent roles.

**10. Replacement of non-Saudis with Saudis**

* Where government rules or the Company’s Saudization plan require replacing non-Saudis in certain roles, the Company will:
  1. Identify the role and required skills.
  2. Offer training and development opportunities to internal Saudi employees.
  3. Invite qualified Saudis to apply for the role before external hiring.
  4. If no qualified Saudi is available, run targeted recruitment or training pipelines.

Any such change will follow fair selection, consultation and legal requirements. The Company will seek redeployment where possible before any termination.

**11. Performance & assessment after training**

* After training you may be assessed by tests, practical exercises, manager evaluation or a short probation for new duties. Completion will be recorded in your training record. If training is part of a promotion path, HR will update your job grade and salary according to Company policy.

**12. Equal treatment & non-discrimination**

* Saudization does not permit unfair discrimination. Recruitment, selection and promotion decisions are based on qualifications, competence and suitability. When the law requires Saudis for particular posts, the Company follows that legal requirement; otherwise selection is merit-based.

**13. What happens to expatriate employees**

* If the Company must meet Saudization targets that affect expatriate-held roles, we will follow fair processes: consultation, redeployment where possible, reasonable notice and lawful termination only where there is no alternative. The Company will comply with contract terms and applicable law.

**14. Record keeping & government reporting**

* The Company keeps a Saudization register and training records showing Saudi replacements and training hours as required by law. We will update government systems and provide information when required.

**15. Grievance & appeal**

* If you believe a Saudization or training decision has been unfair (recruitment, promotion, replacement, or training commitment), raise the matter via the Company grievance process (contact HR). If unresolved internally, you may have the right to take your complaint to the Ministry of Human Resources & Social Development (HRSD).

**16. Frequently asked questions (short)**

* **Q: Am I forced to attend training?**  
  A: If training is required for your job or by law, yes — it is part of your job and is paid if during work hours. Voluntary training requires pre-approval for Company funding.
* **Q: Will I lose my job if a Saudi is hired for my role?**  
  A: The Company will seek alternatives (redeployment, retraining) before termination. Any termination will follow the law and your contract.
* **Q: Will the Company pay for my professional qualification?**  
  A: The Company may fund approved, job-relevant qualifications per the Training Reimbursement policy and a signed Training Agreement.
* **Q: Do Saudis get special pay because they are Saudi?**  
  A: No. Pay and benefits are based on role, grade and Company policy. Saudization means we prioritize Saudis for certain roles and invest in training, not special pay solely by nationality.

**17. Examples (how this works in practice)**

**Example 1 — Training leave**  
Ahmed (Saudi) requests a 5-day accredited course. HR confirms the course is job-relevant and approves. Ahmed uses 5 of his 10 Company-paid training days; the days are paid and recorded on his training record.

**Example 2 — Replacement**  
The Company needs to increase Saudization in Customer Service roles. Latifa (Saudi) completes a 6-month upskill program and is promoted to a senior customer-service post. Her previous position is filled internally or via target recruitment, in line with Saudization rules.

**18. Where to get help**

* For questions about Saudization, training entitlement, Training Agreements or career paths, contact **hr@[company].sa** or speak to your manager. For formal grievances, follow the grievance process in the employee handbook.

**19. Changes to this policy**

* This policy will be updated if the Ministry issues new quotas or training obligations. Employees will be notified of material changes.