

Regulations of internal disciplinary penalties for Al Yalays Service Centers						
S/N	Type of violation	Grade of penalty				
		First Time	Second Time	Third Time	Forth Time	
1	DELAY of attendance for work time for a period up to 15 minutes without permission or an acceptable excuse (if the delay does not result, disrupting other workers from Work)	Warning Letter	10% deduction of daily wages	A quarter-day wage deduction	half-day wage deduction	If the violation is repeated six months after the date of the previous violation, treated as a first violation.
2	DELAY of attendance for work time for a period up to 15 minutes without permission or an acceptable excuse (if the delay does result, disrupting other workers from Work)	10% deduction of daily wages	A quarter-day wage deduction	half-day wage deduction	1 day wages deduction	if the same violation was repeated more than four times within a year months from the date of the first violation, the fifth different penalty was decided, and more than twice the penalty set for the fourth fee, not exceeding Five days
3	DELAY of attendance for work time for a period more than 15 minutes without permission or an acceptable excuse (if the delay does result, disrupting other workers from Work)	10% deduction from the daily wage	deduction a quarter day wage	half-day wage deduction	1 day wages deduction	
4	DELAY of attendance for work time for a period more than 15 minutes without permission or an acceptable excuse (if the delay does result, disrupting other workers from Work)	deduction a quarter day wage)	half-day wage deduction	1 day wages deduction	2 days wages deduction	
5	DELAY of attendance for work time for a period more than 30 minutes to 60 minutes without permission or an acceptable excuse (if the delay does not result, disrupting other workers from Work)	half-day wage deduction ½	one day wages deduction	Two days wages deduction	Two days wages deduction	If the different is repeated after six months from the date of the previous violation, the treatment of
6	DELAY of attendance for work WWW.YBCDIP.COM INFO@YBCDIP.time for a period more than 30 minutes to 60 minutes without permission or an acceptable excuse (if the delay does result, disrupting other workers from Work)	Three Quarters of Day – deduction ¾	one day wages deduction	Two - day wage deduction	three days wage deduction	If the same residual is repeated more than four times during 6 month from the first violation date, the worker may be dismissed with the End of service payment

7	Delaying attendance for work for more than 60 minutes without permission or acceptable excuse (if it does not result in or result from delays disrupting other workers' work	The worker may be prevented from entering and is considered absent without permission or It is permissible to allow him to enter on the basis that he is deprived of the delaying hourly wages, in addition to signing the prescribed punishment for absence without first permission				in case of leaving work or leaving more than an hour before the appointment, the worker will be deprived of his wages for this hour, in addition to signing the prescribed penalty for absence without permission for the first time.
8	Absenteeism without permission or an acceptable excuse	deduction a quarter day wage)	half-day wage deduction ½	one day wages deduction	Two - day wage deduction	A caution is required when dealing with the penalty, for which the offense is committed for one third of its time, and it will be separated if the same offender is committed for the fourth time within six months,
9	Quit the work or leave off before specified date without permission or acceptable reason	Quarter Day wage deduction	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	
10	Staying in workplace or returning to it after working hours without permission or acceptable reason	Quarter Day wage deduction	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	
2-Violations related to work system						
11	Exciting from unspecified exit location if the establishment's instructions require it	Quarter Day wage deduction	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	1- If the violation is repeated after six months of previous violation which of its kind was treated as first violation
12	Reception of visitors who are not employees or clients of establishment in workplace without permission from administration	Quarter Day wage deduction	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	2- If the same violation is repeated more than four times within six months of first violation, the penalty is dismissing the labor with remuneration except violations

13	Speech and talk in matters not related to the work, if this results in disabling the work	Quarter Day wage deduction	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	No: 13,14, 15, 16, 17. then just doubling the punishment prescribed for fourth time, within a period
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						not exceeding 5 days
14	Reading while working	Quarter Day wage deduction	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	The labor must be notified in writing when the penalty is imposed on him for committing the violation of forth time that he will be dismissed if the same offence is committed fifth time within six months from the date of forth violation
15	Eating in the wrong place or not on time	Quarter Day wage deduction	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	
16	Sleep while working	Quarter Day wage deduction	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	
17	Hanging out or being present not in their work place during working hours	Quarter Day wage deduction	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	

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18	Inserting and distributing flyers or publications without permission	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	
19	Collecting money, benefits or signatures without permission	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	
20	Using phone while providing service	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	

21	Writing data or phrases or pasting advertisements on the wall of establishment or other place in workplace without permission	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	1- If the violation is repeated after six months of previous violation which of its kind was treated as first violation
22	The labor submits the daily work report after his co-workers without an acceptable reason	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	2- If the violation is repeated more than four time during six months after first violation occurred, the dismissal of labor is with remuneration as for violations that do not reach the fourth penalty for dismissal
23	Claiming lies to superiors and colleagues which leads to disruption of work	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	
24	Violations of instructions related to proving the seal of worker's daily card upon attendance and leaving, or manipulate it	Half Day wage deduction	One Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	The labor must be notified in writing when the penalty is imposed on him for committing the violation of forth time that he will be dismissed if the same offence is committed for fifth time within six months from the date of forth violation
25	Violation or failure to obey work orders	One Day wage deduction	Two Days Wage Deduction	Three Days	Five Days Wage Deduction	

				Wage Deduction		
26	Reduce production deliberately	Half Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	Five Days Wage Deduction	
27	Excessive consumption of services without acceptable reason	Half Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	Five Days Wage Deduction	
28	Violating the implementation of work-related instructions provided that the instructions are in Arabic with another language the labor understand and displayed in visible place	Two Days Wage Deduction	Three Days Wage Deduction	Five Days Wage Deduction	Dismissal with remuneration	

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29	Incitement to violate the orders or instructions related to safety of employees if it is displayed in visible place and in Arabic Language and a language the labor understands, or has notified about it if he is illiterate.	Fifth Days Wage Deduction	Dismissal according to the provisions of Para D of Article No:120 of the law No:8 of 1980			
30	Failure to complete the minimum number of transactions	Warning	One Day wage deduction	One Day wage deduction + 5%	Two Days Wage Deduction	After forth time, he will be dismissed from the service

	required per month (400 transactions) because of employee after training period			deduction from the commission value of non completed transactions		(during a period of six months)
31	The error in entries of transaction data in which there are government fees after training period	For first five transactions, deduction of 50% from government fees	Error from 6 to 8, deduction of 75% from government fees	Error from 9 to 10, deduction of 100% from government fees	Written dismissal warning + deduction of 100% from government fees	It is not calculated in the employees' completed transactions, Government fees are deducted in case of the center is unable to recover it + if the violation is repeated after six months from the date of previous violation which of its kind was treated as first violation
32	Receiving non fulfilling documents	First written warning	Half Day wage deduction	One Day wage deduction	One Day wage deduction with a warning of dismissal to solve the repetition of violation	In the repetition of fifth time, he will be dismissed
33	Receiving transactions free from signature and stamp	First warning	Fifth days wage deduction + Dismissal warning	Dismissal from the service		
34	Receiving transactions without adhering to	Quarter day wage deduction	Half day wage deduction	One day wage deduction	five days wage deduction	if the violation is repeated after six

	automatic queuing system					months from the date of previous violation which of its kind was treated as first violation
35	Misuse of program account used in the center USER NAME	Dismissal from the service				Giving the entry code to others or using it outside the workplace
36	Misuse of accounts related to payment of transaction fees	Dismissal from the service				Using a bank account for nonpayment of fees at the center only

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37	Not to generate an invoice for completed transaction	Transaction value deduction	Transaction value deduction + Service dismissal warning	Dismissal from the service		During a period of six months while transactions are not counted as part of commission
38	In case of creating the invoice with minus difference in the paid fees	Written warning + deduction of fees difference	Deduction of fees difference+ Service dismissal warning	Dismissal from the service		1- If the violation is repeated after six months from the date of previous violation which of its kind was treated as first violation

39	Sleep during work in cases that require constant vigilance	Three days wage deduction	Dismissal while preserving the right to end of service benefits	2- If the violation is repeated after six months from the date of previous violation which of its kind was treated as first violation
40	Refusal of employee without justification to carry out his basic duties and refusal to do other works entrusted to him on provided that he does not differ materially from his original work	Dismissal according to the provisions of Para D of Article No:120 of the law No:8 of 1980		If the violation is repeated more than four times within the duration of six months from the date of first violation, the dismissal of labor is with remuneration as for violations that do not reach the fourth penalty for dismissal
41	Using services or work related machines for personal purposes	Five days wage deduction	Dismissal while preserving the right to end of service benefits	The labor must be notified in writing when the penalty is imposed on him for committing the violation of forth time that he will be dismissed if he commits the same
42	Careless or negligence in the work that might cause severe damage to life or property	Five days wage deduction	Dismissal while preserving the right to end of service benefits	

						violation fifth time with six months from the date of forth violation
43	Tempering or damaging the establishment's equipment, tools or machinery	Five days wage deduction	Dismissal while preserving the right to end of service benefits			
44	Non commitment to formal attire	Warning	One day wage deduction	Two days wage deduction	Three days wage deduction	
45	Non commitment to name badges	Warning	Warning	Warning	One day wage deduction for each time	
	3- violations related to labor behavior					

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46	Insert unauthorized thins or conduct commercial transactions within workplace	One Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	Five Days Wage Deduction	If the violation is repeated after six months from the date of previous violation which of its kind was treated as first violation
47	Smoking while working in workplaces not allowed to smoke	One Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	Five Days Wage Deduction	If the violation is repeated more than four times within the duration of six months
48	Refrain from signing the medical test upon request of	One Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	Five Days Wage Deduction	

	establishment management without a acceptable reason					from the date of first violation, the labor may be dismissed with remuneration as for violations that do not reach the fourth penalty for dismissal. then just doubling the punishment prescribed for fourth time, within a period not exceeding 5 days
49	Claiming illness	One Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	Five Days Wage Deduction	The labor must be notified in writing when the penalty is imposed on him for committing the violation of forth time that he will be dismissed if he commits the same violation a fifth time with six months from the date of forth violation
50	Violation of health instructions displayed in workplaces	One Day wage deduction	Two Days Wage Deduction	Three Days Wage Deduction	Five Days Wage Deduction	

51	Failure to supply money to the establishment's account within the prescribed date without an acceptable reason	Five days wage deduction	Dismissal while preserving the right to end of service benefits			
52	The labor accepts the money or gifts from any person with intention to influence him to do any work of establishment	Dismissal while preserving the right to end of service benefits				
53	The labor gives the money or gifts to any employee or labor in the establishment with intention to influence him in order to take advantage of this route in relation to the establishment works	Dismissal while preserving the right to end of service benefits				
54	Violation of public morals	Five days wage deduction	Dismissal			Within six months
55	Misconduct with employees and clients	Warning	One day wage deduction	Two days wage deduction	Three days wage deduction	Dismissal/ an investigation body is formed in each case
56	Assaulting the employer or responsible managers or co-workers	Dismissal from work				
Any violation committed six months after last violations is treated as first violation						
the value of deduction in every month must not exceed 10% of basic salary						