

TITLE	Internal Labor Regulations - UAE			NBR. OF PAGES	PAGE 1 OF 63
CONTROL NBR.	NN-CMP-PY-12	1 ST ISSUE DATE	23 rd -NOV-2023	REVISION DATE	



نابكو الوطنية
napco national

Internal Labor Regulations

Napco National (UAE)

APPROVED BY		
Department	Compliance	CEO Office
Function	Compliance Manager	CEO
Date	23 rd -NOV-2023	23 rd -NOV-2023

Date of Adoption	23 rd - NOV-2023
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Introduction

These Regulations were issued in implementation of the provisions of Article (14) of Cabinet Resolution No. (1) of 2022 regarding the Executive Regulations of Federal Decree-Law No. (33) of 2021 regarding the Regulation of Labor Relations.

These Regulations aim to regulate the relationship between the Company and its employees in a way that achieves the public interest and the interest of both parties, so that each of them is aware of his/her affairs and is aware of his/her rights and duties.

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Chapter One

General Provisions



Chapter One: General Provisions

Article 1:

The provisions of these Regulations apply to all employees of the Company, at its head office and in its affiliated branches and offices within the UAE.

Article 2:

Unless the context requires another meaning, the following terms and expressions, wherever they appear in these Regulations, shall have the meanings indicated opposite each of them as follows:

Company: NAPCO General Trading LLC and its branches and affiliated offices in the UAE.

Labor Law: It means the Labor Law promulgated by the Federal Decree No. 33 of 2021, or any subsequent amendments thereof.

Regulations: The bylaws regulating the work of the Company.

Management: Means the business owner, or the director in charge on his/her behalf, or the administrative body of the Company.

CEO: The Chief Executive Officer of the Company.

Authority holder: The Director-General or his/her authorized representative.

Worker: Every natural person who works for the interest of the owner and under his/her management or supervision, in exchange for a wage, even if he/she works remotely.

Basic wage: It is all that is given to the worker in return for his/her work under a written contract, regardless of the type of wage or the method of its payment, in addition to periodic bonuses.

Actual wage: The basic wage plus the due increments, annual bonuses, and fixed benefits that are decided for the worker in return for the effort he/she exerts at work, or the risks he/she is exposed to in performing his/her work, or that are decided for the worker in exchange for work under the employment contract, which are fixed and unchanging allowances.

Wage: It refers to the actual wage.

Fixed benefits: They are the allowances that are paid to the worker in return for the effort he/she puts into work and are decided for the worker in return for work according to the employment contract and are limited to (housing allowance, housing maintenance allowance and transportation allowance). They are not affected by the nature of the work, the work area, or the economic conditions, and they are paid to the worker according to the classification of his/her job grade according to the Company's internal policies and the Company's benefits list.

Variable benefits: These are the allowances and rewards that are related to the nature of work or a specific job or the functional tasks assigned to the worker, or related to the work area, or related to the general economic situation or the financial position of the Company, which by their nature changes according to the change in the nature of the work, the general economic situation, or the financial position of the Company, for example but not limited to (work nature allowance, mobile phone allowance, cost of living allowance, social assistance allowance, annual bonus, production bonus, sales bonus and incentives).

Electronic network: It is one of the Company's internal means of communication linked to a group of computers.

Company's internal policies: They are the directives issued by the Company and circulated via the electronic network, e-mail, or text messages, or announced in any way, and they include the instructions of the supervisor, the line manager, the authorized person, or the list of internal benefits.

Article 3:

The computation of the durations and dates mentioned in this Regulation will be based on the Gregorian calendar. The Gregorian calendar year consists of (365) three hundred and sixty-five days, and each month is considered to be (30) thirty days, as per Article (67) of the Labor Law.

Article 4:

The provisions of these Regulations and all amendments to them are considered an integral part of the employment contract that the Company draws up with its workers, without contradicting the provisions and conditions that are better for the worker.

Article 5:

The provisions of the Labor Law, as issued in Federal Decree-Law No. 33 of 2021 concerning the Regulation of Labor Relations, along with any subsequent amendments, its Executive Regulations, and ministerial resolutions issued in implementation thereof, shall be applicable, unless otherwise specified in these Regulations.

Article 6:

The Company has the right to introduce amendments to the provisions of these Regulations whenever necessary, in accordance with the Labor Law.

Article 7:

The Company informs the worker upon contracting of the provisions of these Regulations, and this is stipulated in the employment contract, and the worker is subject to them by approving them just because he/she joins the work. The provisions of these Regulations shall not prejudice the acquired rights that workers may have.

Article 8:

The Company shall place these Regulations in a prominent place or on its website (www.napconational.com).

Chapter Two

Employment and Employment Contracts



Chapter Two: Employment

Article 9:

The following are required to be employed in the Company:

1. The job applicant must possess the academic qualifications and experience required for the job, subject of the employment.
2. He/she must be medically fit for the job he/she is applying for based on a medical certificate from the authority specified by the Company in the UAE, or from a doctor to whom the Company entrusts this task in the country from which the worker was recruited, in addition to other medical criteria that may be decided to be presented.
3. He/she must successfully pass any tests or personal interviews, required by the job, which the Company may decide.

In cases subject to its discretion, the Company may exempt workers from the above conditions if the work interest so requires.

Article 10:

The applicant to work for the Company must submit the following documents:

1. A copy of the national identity card if he/she is a GCC citizen.
2. A copy of the residence permit, work permit and passport if he/she is not a GCC citizen.
3. A certified copy of his/her academic qualifications and practical experience.
4. A medical certificate proving his/her medical fitness from a body to be determined by the Company.
5. Three (3) recent personal photos size 4/6 cm.
6. Certificate of absence of prior crimes against honor and trust "when needed."
7. A service certificate from the worker from his/her last employer, "if any."

Article 11:

Upon commencing work, the worker shall sign the following declarations:

1. A declaration that he/she has read the labor regulations and the penalties and rewards of the Company and his/her knowledge of their provisions with due diligence.
2. A declaration and undertaking not to compete, disclose or use the Company's information or secrets.
3. A declaration of the application of public safety conditions.

A declaration indicating the place of residence, his/her marital status, and his/her fixed address at which he/she is contacted in all cases. He/she also undertakes to notify the Company in case of a change in the place of residence, address and means of communication. A declaration of commitment to the Company's code of ethics and work conduct.

Article 12:

The relevant department within the Company is required to create an individual file for each employee. This file should contain all the necessary personal documents pertaining to the employee and his/her legal dependents. Additionally, it should include documents related to the employee's appointment, such as photographs, employment contracts, educational certificates, as well as any subsequent reports and records during his/her tenure that are associated with his/her job responsibilities, allowances, promotions, salaries, benefits, bonuses, leaves, and any violations, along with the corresponding penalties. Moreover, the Management may choose to include any other data or documents it deems necessary, with access to these documents restricted to authorized personnel. The employee's file can be either in physical paper format or in electronic format within the Company's electronic system.

Chapter Two: Employment Contracts

Article 13:

An employee is hired under an employment contract that is electronically documented in accordance with the requirements of the Ministry of Human Resources and Emiratization, with a copy of the contract retained in the employee's file. The contract includes a statement about the nature of the work, the agreed-upon wages, whether the contract is for a specified or unspecified duration, or for specific remote work, and any necessary data. The contract may be written in another language in addition to Arabic, provided that the Arabic text is always the reference.

Article 14:

The Company has the right to terminate the contract or job offer of the employee who fails to commence his/her work duties without a valid excuse within 15 days from the date of the contract between the two parties, if the contract was made within the UAE. If the employee does not make himself available to the Company upon arrival in the UAE, in case the contract was made from abroad, the Company has the right to claim compensation for contract termination if it incurs any damages as a result.

Article 15:

The employment contract is considered valid and effective for all its consequences from the date the employee effectively starts working.

Article 16:

The worker who works for the Company is considered appointed under probation for a period of no more than six (6) months from the date of commencing employment. The employer may terminate the worker's service during this period after notifying the worker, in writing, at least (14) days prior to the specified date of termination. Unless it is explicitly, and in writing, stated in the employment contract that the worker is immediately confirmed in the position upon joining the job, the probationary period is clearly defined in the employment contract. Sick leaves and other official leaves are not counted in the calculation of the probationary period. It is not permissible to appoint the worker under probation more than once with the same employer. If the worker successfully completes the probationary period and continues in the job, the contract becomes effective according to the agreed terms, and this period must be included in the total service duration of the employment contract.

Article 17:

If the worker's competence to perform the agreed job duties is not confirmed during the probationary period, the Company may terminate the employment contract without notice or compensation, provided that the worker is notified, in writing, at least (14) days before the termination date. In the event that the worker wishes to terminate the employment contract during the probationary period to leave the United Arab Emirates, he/she must also notify the employer, in writing, at least (14) days before the specified termination date, in accordance with Article 9 of the Labor Law.

Article 18:

The Company has the right to transfer the worker between branches whenever there is a need for it, provided that the employer bears the costs of the worker's relocation and accommodation.

Article 19:

The transferred worker shall be entitled to the expenses of transferring him/her and his/her legal dependents who reside with him/her on the date of the transfer, along with the expenses of transporting their luggage, unless the transfer is at the request of the worker.

Chapter Three

Training and Qualification



Chapter Three: Training and Qualification

Article 20:

The worker's salary continues to be paid throughout the training or qualification period in accordance with the Company's internal policies.

Article 21:

The Company bears the costs of training and qualification and provides round-trip travel tickets, as well as accommodation, meals, and local transportation, in accordance with the Company's internal policies.

Article 22:

The Company may terminate the worker's training or qualification and bear all the expenses incurred for that in the following cases:

1. If it is confirmed from the reports issued by the entity responsible for the worker's training or qualification that he/she are not serious in his/her efforts.
2. If the worker decides to terminate the training or qualification before the specified date without acceptable justification.

Article 23:

After completing the training or education period, the worker must work for the Company for a minimum of one year. If the trainee or individual undergoing qualification refuses to work or abstains from working for the specified period, they are required to reimburse the Company for the training or qualification costs incurred, or in proportion to the remaining duration.

Chapter Four

Wages



Chapter Four: Wages

Article 24:

Workers are employed in jobs with specific titles and specifications, and the worker receives the wage agreed upon in the employment contract.

Article 25:

Workers' wages shall be paid in the United Arab Emirates Dirhams (AED) and on their due dates, and payment in another currency may be made if agreed upon between the parties in the employment contract. Wages shall be deposited in the workers' bank accounts in accordance with the following provisions:

1. Workers who are paid a monthly wage are paid their wages at the end of each Gregorian month.
2. The Company shall pay the worker's wage and all his/her dues within a period not exceeding fourteen days from the date of the contract's expiration, in accordance with Article (53) of the Labor Law.
3. The wages for the additional hours, if any, shall be paid with the monthly wage.

Article 26:

If the payment day coincides with the weekly rest day or an official holiday, the payment shall be made on the previous working day.

Article 27:

Upon receiving his/her wages or any amount due to him/her, the worker signs the receipt or record prepared for this purpose, with the exception of the case where his/her due wage is transferred to his/her bank account.

Article 28:

The worker may authorize whomever he/she deems appropriate to collect his/her wages or entitlements by virtue of a legitimate power of attorney or a written authorization signed by him/her and attested by the Company's director.

Article 29:

1. When providing the worker with a loan during the contract's term, the Company may deduct up to 20% of the worker's wage. However, it is permissible for the Company to increase the deduction percentage, not exceeding the maximum monthly deduction limit of 50%, provided that the worker agrees to it in writing.
2. Deductions from the worker due to violations he/she commits, as per the penalty regulations in effect at the facility, shall not exceed 5% of his/her wage.
3. If there are multiple reasons that warrant deductions from the wage, the deduction percentage shall not, under any circumstances, exceed 50% of the wage, in accordance with Article 25 of the Labor Law.

Article 30 :

Taking into consideration the provisions of Articles No. (25) of the Labor Law, the following amounts shall be deducted from the worker's wages:

1. The equivalent of wages for the period of authorized absence without pay or wages for unauthorized absence.
2. Deductions required by the Company's savings system, "if any."
3. Fines imposed due to violations committed by the worker, as well as amounts deducted for damages.
4. Refund of advances and loans that the Company lends to the worker.
5. Collecting the price of materials purchased by the worker or services provided to him/her from the Company's private facilities, "if any."

6. Taxes and fees that the government may impose on wages.
7. Set-off in case of service termination.
8. Social insurance contributions due from the worker.
9. The entitlements incurred by the worker as a result of breach of trust, without prejudice to other disciplinary penalties that fall on him/her as a result.
10. Renting housing in the Company's facilities, "if any."
11. Settlement of debts by virtue of a court-issued judgment.
12. The amounts paid to the worker in excess of his/her entitlement.
13. Other deductions agreed upon by both parties within the scope of the provisions of the Labor Law.

Chapter Five

Performance, Bonuses, and Promotions Reports



Chapter Five: Performance Reports, Bonuses, and Promotions

Reports:

Article 31:

The Company prepares performance reports periodically for all employees, including, but not limited to, the following elements:

1. The ability to work and the degree of proficiency (efficiency).
2. Productivity.
3. The behavior of the worker and the extent of his/her cooperation with his/her superiors, colleagues and clients of the Company.
4. Consistency and commitment.
5. The extent to which the worker adheres to the Company's instructions and respects the Company's internal regulations and policies.
6. Dedication to work and the spirit of creativity and innovation.
7. Taking initiative in what serves the work.

Article 32:

The line manager prepares the reports and then presents them to the authorized person to take the appropriate decision.

Article 33:

The employee's performance is evaluated in the report by one of the following grades:

1	Performance does not fully meet the specified goals/standards
2	Performance does not meet the stated goals/standards
3	Performance meets targets/standards

4	Performance meets and exceeds the set goals/standards successfully
5	Performance meets and significantly exceeds set targets/standards

Article 34:

The worker shall be briefed on the report upon its approval and shall be given an opportunity to discuss it. He/she shall have the right to file a grievance against this report in accordance with the grievance rules stipulated in these Regulations.

Bonuses:

Article 35:

The allowances, bonuses, gratuities, monthly, quarterly or annual grants are granted in light of the Company's financial position according to its changing standards and at its sole discretion. If they are approved, they shall be distributed among the workers who fulfill the conditions for their eligibility, in varying proportions, in light of the periodic evaluation reports prepared according to the internal policies.

Article 36:

1. The worker is eligible to be entitled to the periodic bonus when he/she gets in his/her periodic report at least a "Performance corresponds to the set goals/standards and passes them successfully" rating after the lapse of one year and six months from the date of joining the service or from the date of obtaining the previous bonus.
2. The Company's Management may grant the worker an exceptional bonus in accordance with the controls it sets in this regard.

Promotions:

Article 37:

The worker is eligible for promotion to a higher position when he/she fulfills the following conditions:

1. The presence of a vacancy in the higher position.

2. Availability of qualifications to fill the position to which the candidate is being promoted.
3. Obtaining the rating of "Performance meets and significantly exceeds set objectives/ standards" in the latest periodic report.
4. The Company's Management may grant the worker an exceptional promotion in accordance with the controls it sets in this regard.

Article 38:

If the conditions for promotion to a higher position are met in more than one worker, the differentiation for promotion is as follows:

1. The one with the highest grade.
2. The holder of training courses or scientific certificates.
3. Experience.
4. Performance and knowledge of work.
5. Seniority.
6. The eldest.

Article 39:

An annual report is issued for each worker, in which he/she explains the extent of his/her productive efficiency, his/her cooperation with his/her colleagues, his/her activity, his/her biography, his/her behavior, and everything related to his/her work relationship on the basis of the periodic reports submitted on the worker by his/her superiors. The Company is required to retain the worker's paper or electronic file, investigation records, and supervisors' reports for a minimum of two years from the contract's expiration date.

Article 40:

The promotion shall be by a decision of the Company's Management according to the work conditions and competencies available in the Company and the rules that are determined for the worker's nomination and justifications, and promotions are not an acquired right on a regular basis. The Director-General of the Company may conduct them in accordance with the work conditions and the general budget approved by the Company's directors based on a proposal from the line manager.

Chapter Six

Boarding - Mandate - Benefits & Allowances



Article 41:

The obligation to spend the accommodation of the worker or members of his/her family is determined according to the following controls:

1. At the beginning of the contract from the country in which the contract was concluded or from which the worker was brought to the place of work, whether the contract was concluded inside or outside the UAE, according to what is agreed upon in the employment contract and the Internal Benefits Policy.
2. When the worker's service ends due to a legitimate reason and his/her request to return to the place where the contract was concluded, or from which he/she was recruited as agreed upon in the employment contract.
3. When the worker enjoys his/her annual leave, his/her transportation shall be in accordance with what is agreed upon in the employment contract, Note that the ticket allowance is not paid when the worker wishes to carry over his/her leave for the following year.
4. The employer shall not bear the costs of returning the worker to his/her country if he/she is not fit for work or if he/she wishes to return without a legitimate reason, or if he/she commits a violation that leads to his/her deportation according to an administrative decision issued by the government authorities, or a court judgment.

Article 42:

The worker who is delegated to perform work outside his/her place of work, according to a written assignment decision from the authority holder, is entitled to the following:

1. He/she shall be provided with the necessary means of transportation from his/her place of work to the place of his/her assignment and vice versa, or a cash consideration shall be paid.
2. He/she is paid an assignment allowance in return for the actual costs incurred by him/her for housing, food, internal transportation, and so on, unless the Company secures them for him/her. The Company may set a lump sum as an allowance for assignment according to the

degree of the worker in accordance with the categories and controls set by the Company in this regard, and in accordance with the internal policies of the Company.

Article 43:

The expenses referred to in the previous Article are calculated from the time the worker leaves his/her place of work until the time he/she returns, according to the period specified for him/her by the Company.

Article 44:

The Company disburses fixed allowances and benefits in accordance with what was agreed upon in the employment contract, as follows:

1. The Company shall provide the worker with a cash housing allowance in accordance with the Company's internal policies, unless it offers in-kind housing. This provision must be expressly stated in the employment contract, and the Company has the sole authority to determine the mechanism and time for fulfilling it.
2. The Company shall disburse the worker a transportation allowance in accordance with the internal policies of the Company, unless it secures a suitable means of transportation, provided that this is expressly stipulated in the employment contract, and the Company, by its sole will, has the authority to determine the mechanism for fulfilling it and the time for that.

Article 45:

The Company spends allowances, benefits, rewards and incentives related directly or indirectly to the nature of the work, the work area, the financial position of the Company, or the economic situation, which, by their nature, change according to the change in the nature of work or the general economic situation or the financial position of the Company. They include, but are not limited to (work nature allowance, mobile phone allowance, cost of living allowance, social assistance allowance, annual bonus, production bonus allowance, sales bonus allowance) and do not take the character of permanence, and the worker is not entitled to consider it an acquired right, as these benefits are variable in nature according to the internal policies of the Company.

Article 46:

The worker's rights related to end-of-service benefits, annual leave balance, and any due compensation are calculated based on the worker's last basic wage, as per Article (51) of the Labor Law. If the worker is employed on piece-rate or production basis, he/she is entitled to end-of-service bonus compensation in accordance with Article (52) of the Labor Law.

Chapter Seven

Work Hours & Rest Days



Chapter Seven: Work Hours & Rest Days

Article 47:

Working days shall be six or five days a week according to the working conditions determined by the Company. In all cases, the worker shall be entitled to a weekly rest of not less than one day.

Article 48:

Working hours shall be eight working hours per day or forty-eight hours per week, in accordance with Article (17) of the Labor Law.

Article 49:

The arrival of workers to, and their departure from, workplaces at the specified times shall be in accordance with the schedules that shall be announced by placing them in prominent places on the work sites or the electronic network. These schedules must include the start and end times of working hours, and if the work is carried out by shifts, the start and end times of the working hours of each shift must be indicated.

Article 50:

In accordance with the aforementioned Article (49), it is stipulated that the worker shall not work for more than five consecutive hours without a break period/s, each of which shall not be less than one hour, within the total working hours, as per Article (18) of the Labor Law.

Article 51:

The worker may be employed in shifts in accordance with internal policies and in accordance with the Labor Law and its Executive Regulations.

Article 52:

Workers' entry to and departure from their work sites must be from the designated places.

Article 53:

The worker must prove his/her attendance and departure in the clock, "fingerprint devices," or the register prepared for this purpose, or by any other means specified by the Company in accordance with the internal policies.

Article 54:

The worker must comply with the inspection of him/her, his/her vehicle and his/her equipment whenever he/she is requested to do so.

Article 55:

Overtime work includes any tasks assigned to the worker after regular working hours or on official holidays and designated rest days in these Regulations. The worker is not entitled to refuse overtime work except with a legitimate and acceptable excuse, and such refusal is considered a clear violation of the labor regulations, as specified in Article 19 of the Labor Law.

Article 56:

The Company shall pay the worker for additional working hours an additional wage as stipulated in Article (19) of the Labor Law.

Article 57:

The provisions of Article (55) of these Regulations do not apply to the following cases:

1. People occupying high-level positions of responsibility in management and supervision, if such positions confer upon their occupants the authority of the employer over the workers.
2. Workers under a remote employment contract.
3. Works and cases in which a decision is issued by the Minister for technical reasons or operating conditions.
4. Workers who engage in work which is intermittent by nature, which is determined by a decision of the Minister.
5. Authorized agents for the employer.
6. Workers engaged in preparatory and supplementary work to be carried out before or after the end of official working hours.

Chapter Eight

Leaves and Absence from Work



Chapter Eight: Leaves and Absence from Work

Annual Leave:

Article 58:

The worker is entitled to an annual leave with full pay of not less than thirty days for each year of continuous service, two days for each month if the duration of service exceeds six months and is less than one year, and a leave for the portions of the last year spent in employment. This is applicable in case the employment contract terminates before utilizing the annual leave balance, as stipulated in Article 29 of the Labor Law.

Article 59:

It is permissible to agree in the employment contract on an annual leave that exceeds what is stated in the previous Article.

Article 60:

The Company determines the timing of employees' annual leave in accordance with work requirements, taking into consideration the worker's preferences for setting the vacation date whenever possible. The Company's decision in this regard is final.

However, the worker has the right to determine the timing of his/her leave if he/she is applying to take a leave of (10) ten working days in one year, for the worker who is enrolled or regularly studying in one of the accredited educational institutions in the country to take exams, provided that the duration of service with the employer is not less than two years, and provided that the employer is notified at least thirty days before the start of the leave.

Article 61:

When taking leave, the worker signs a declaration stating the start date of the leave and the address of the place where he/she spends his/her leave.

Article 62:

The Company shall pay the worker the wages for the annual leave days in advance upon his/her request, and the leave wages shall be calculated according to the last wage he/she received.

Article 63:

The worker is entitled to his/her wages for the accrued leave days if he/she leaves his/her employment before utilizing them, for the period during which he/she did not take his/her entitled leave. He/she is also entitled to the leave pay for the fractional part of the year in proportion to the time spent working. The last basic wage the worker received shall be the basis for calculating the compensation for these leaves, In accordance with paragraph (9) of Article (29) of the Labor Law.

Article 64:

The Company may cut off the workers' annual leave and resume work if the extreme necessity of the work so requires. In this case, the Company shall bear the return ticket allowance for a worker when he/she is outside the city of the place of work, and the worker has the right to enjoy the rest of his/her leave in the same year or postpone it for the following year.

Article 65:

The Company provides the non-Emirati worker and his/her family members with a travel ticket from his/her place of work to the main country of arrival and vice versa, according to the provisions of the employment contract and the internal policies of the Company. In all cases, it is required that the Company approve in advance of the family members covered by the provisions of this Article, on the condition that they reside with him/her.

Article 66:

The worker is required to return to his/her workplace on the working day immediately following the last day of his/her annual leave. If he/she fails to return, the days of his/her absence are considered unpaid leave. This does not affect the Company's right to terminate the contract without prior notice, provided the conditions of paragraph (8) of Article 44 of the Labor Law are met.

Holiday and Occasion Leaves:

Article 67:

The worker is entitled to a fully-paid leave on official holidays and occasions that are officially designated by a decision from the Council of Ministers.

Special leave:

Article 68:

A worker shall be entitled to leave with full pay in the following cases:

1. Five calendar days in case of death of the husband or wife starting from the date of death.
2. Three calendar days in the event of the death of the mother, father, son, daughter, brother, sister, grandchild, grandfather, or grandmother, starting from the date of death.
3. Five working days in the case of the birth of a child (either the father or the mother), which can be taken continuously or intermittently within a period of six months from the date of the child's birth.
4. Any other leaves determined by the Council of Ministers.

If the worker does not use these leaves when they are due, he/she is not entitled to add these leaves to his/her annual leave days, nor can he/she claim an equivalent payment in cash or request a postponement in utilizing them. The Company has the right to request documentation supporting these situations.

Emergency leave:

Article 69:

With the Company's consent, the worker may take an unpaid leave that they both agree to, and this leave is not considered part of the worker's service with the Company unless the two parties agree otherwise, as per Article 33 of the Labor Law.

Sick leave:

Article 70:

The worker who has his /her illness confirmed by a medical certificate issued by the Company's physician or an accredited medical authority after the probationary period is entitled to sick leave not exceeding (90) days, in accordance with Article 31 of the Labor Law. The Management has the right to assign a doctor of its choice to verify the accuracy of the report provided by the worker, and the calculation is as follows:

1. Fifteen days with full pay.

2. Thirty days with half pay.
3. The next period without pay.

Provided that they are during one year, whether these leaves are continuous or intermittent, and one year means the year starting from the date of the first sick leave.

Sick leaves granted for the purpose of performing cosmetic surgeries shall be excluded from the provisions of this Article.

The period of absence mentioned in the medical report is considered continuous, even if it includes paid holidays or the weekly day off.

Article 71:

The sick worker must comply with medical care and provide medical reports about his/her condition issued by the Company's physician or the accredited health reference within the Company. The sick worker is not allowed to resume work unless the Company's physician or the accredited health reference determines that he/she has recovered from his/her illness, is capable of performing his/her duties, and poses no risk to his/her own health or the health of his/her colleagues.

Pilgrimage (Hajj) leave:

Article 72:

The Muslim worker has the right to unpaid leave for a duration of thirty days to perform the pilgrimage (Hajj) once during his/her period of service if they haven't performed it before. The Company has the discretion to determine the number of workers granted this leave annually in accordance with work requirements, ensuring the Company's operations continue smoothly.

Exam leave:

Article 73:

The Company grants the worker study leave for a duration of 10 working days in a single year to take academic examinations, provided that the worker has obtained academic acceptance from one of the accredited institutes or universities in the country. The Company may request evidence of the actual examination dates, and the worker should submit the leave request at least fifteen days before the scheduled examination. The worker forfeits the pay for this leave if it is proven that they did not take the examination, without prejudice to disciplinary actions.

General Provisions Regarding Leaves:

Article 74:

The worker is not allowed to work for any entity during any of the leaves specified in this chapter, whether for pay or without pay. If it is proven that the worker violated this, the Company has the right to deprive him/her of his/her pay for the leave period or to reclaim from them any amount paid for that.

Chapter Nine

Prevention, Safety, Levels of Medical Aid, Medical Care, Work Injuries, and Occupational Diseases



Chapter Nine: Prevention, Safety, Levels of Medical Aid, Medical Care, Work Injuries, and Occupational Diseases

Prevention and Safety:

Article 75:

In order to protect workers from the dangers and diseases resulting from work and the Company's belief in the importance of the human element, which is the main pillar in the production process, and the need to provide a healthy and safe work environment for workers, the Company provides all means and tools of occupational safety and health and the Company takes the following measures:

1. Announcing in visible places the risks of work, means of prevention and instructions to be followed.
2. Prohibition of smoking in advertised workplaces.
3. Securing fire extinguishing devices and keeping them always usable and preparing escape outlets in emergency situations.
4. Keep workplaces in a state of complete cleanliness with the provision of disinfectants.
5. Providing safe drinking and washing water.
6. Providing sanitary restroom facilities.
7. Training employees on the use of safety means and protective tools provided by the Company.
8. Provide the necessary means of protection, including safety shoes, goggles, protective masks, headphones and protective clothing in compliance with health norms and to protect against dangerous conditions.

Article 76:

The Company shall appoint at each of the work sites a security and safety officer with the following competencies:

1. Promoting safety awareness among workers, overseeing its implementation, and making necessary adjustments to the accident prevention program.
2. Regular inspections to ensure the safety of equipment and the proper use of safety measures.
3. Inspection, recording and reporting of accidents, including means and precautions to avoid their recurrence, preparing statistics on accidents and injuries, and submitting the necessary report to the Company's Management.
4. Monitoring the implementation of prevention and safety rules and providing advice in this regard.
5. Training all employees of the Company on the use of safety means and protective tools provided by the Company.

Levels of Medical Aid:

Article 77:

The Company provides a first aid cabinet containing an adequate supply of medicines, bandages, disinfectants, and other items.

Medical Care:

Article 78:

The Company provides its workers with preventive and therapeutic healthcare in accordance with the Company's internal policy.

Article 79:

The Company's physician may refer the patient to a specialist.

Article 80:

All cosmetic procedures and their equivalents, as well as dental cleanings, braces, dental prosthetics, eyeglasses, contact lenses, and all types of prosthetic limbs are excluded from treatment, unless it is deemed necessary, and any treatment conducted outside the UAE.

Work Injuries, and Occupational Diseases:

Article 81:

A worker who suffers from a work injury or an occupational disease shall inform his/her direct supervisor or the administration as soon as he/she is able and may refer to a doctor directly whenever his/her condition so requires.

Article 82:

The physician responsible for treating workers must promptly notify the Management of any signs indicating the emergence of any occupational or contagious disease among the workers.

Article 83:

A worker who suffers from a work injury or an occupational or infectious disease shall abide by the medical care required by the Company and shall submit periodic medical reports on his/her condition from the Company's doctor or another doctor accredited by the Company, provided that the Company's approval is obtained to bear the expenses thereof.

Article 84:

The provisions of Articles (37) and (38) of the Labor Law shall apply with regard to work injuries.

Chapter Ten

Duties and Prohibitions



Chapter Ten: Duties and Prohibitions

The Company's Duties:

Article 85:

The Company is committed to the following:

1. Treating its workers in a way that demonstrates its concern for their well-being and welfare, and refraining from any words or actions that may compromise their dignity or religious beliefs.
2. Providing workers with the required time to exercise their rights as outlined in these Regulations, without any deduction from their wages.
3. Facilitating the tasks of employees from competent authorities concerning the inspection, control, and supervision of the proper enforcement of Labor Law provisions, regulations, and associated decisions. Furthermore, providing the competent authorities with all requested information required for this purpose.
4. Ensuring the worker receives his/her wages at the designated time and location specified in the contract or according to customary practices, in compliance with the relevant regulations.
5. If the worker attends to carry out his/her work during the daily period stipulated in the employment contract or declares his/her readiness to do so, and is unable to work due to reasons attributable to the employer, he/she is entitled to receive wages for the period during which he/she cannot perform his/her duties.
6. The Company, its representatives, or any person in authority over the workers must exercise strict control to prevent the entry of any substances prohibited by Sharia or the law into the workplace. Individuals found in possession of such substances shall be subject to both Sharia

penalties and deterrent administrative penalties as specified in the schedule of violations and penalties.

7. Granting the worker an electronic magnetic service card.
8. The Company shall abide by any other obligations prescribed under the provisions of the Labor Law and its Executive Regulations or the decisions of the Council of Ministers in accordance with Article 13 of the Labor Law.

Worker's Duties:

Article 86:

The worker is obligated to the following:

1. Comply with instructions and orders related to work unless they contradict the provisions of the employment contract, public order, public morals, or what endangers it.
2. Adhering to the designated working hours.
3. Abstaining from accepting any rewards, gifts, or commissions from individuals or entities with whom the Company conducts business.
4. Carrying out his/her work as required under the supervision of the direct director and according to his/her directives.
5. Taking care of the machines and tools placed at his/her disposal and maintaining them and the Company's property, and carrying out the required maintenance operations for them.
6. The workers who work on a machine must clean it daily and must adhere to the regular maintenance instructions assigned to them by the Management, according to the latter's instructions and at the specified time.
7. In case of a defect in the machines, equipment, or machines, workers may not tamper with them or attempt to repair them, but must notify the head of the department or the concerned engineer immediately to take the necessary action.

8. Adherence to ethical conduct and behavior, fostering a spirit of cooperation with colleagues, following superiors' instructions, and striving to meet the Company's customers' needs to the best of one's ability while staying within the bounds of the law.
9. Offering any necessary aid or assistance in emergency situations or when there is a danger that threatens the workplace's safety or its employees.
10. Safeguarding the technical, industrial, commercial, and administrative secrets of the Company, as well as any confidential information acquired as a result of his/her job. Not retaining any original documents related to work, including tender or auction documents, and refraining from disclosing wage and bonus information.
11. Refraining from exploiting his/her work in the Company for the purpose of realizing profit or personal benefit for himself or for others at the expense of the Company's interest, or engaging in any form whatsoever in business competing with the business of the Company, individually or jointly with others.
12. Not to initiate a contractual relationship with the Company, directly or indirectly, unilaterally, or jointly with others without a written permission from the CEO.
13. Refraining from lending or borrowing from the Company's clients or those who have a direct interest in its business, with the exception of licensed financing agencies.
14. Do not undertake any other work outside the scope of his/her current job, whether paid or unpaid, with any other organization. Moreover, he/she may not engage in any activity that goes against the Company's interests or perform similar work for another Company. Violation of these rules may result in legal penalties, including possible termination of his/her services. Furthermore, every employee must protect the Company's financial, administrative, marketing, production, and legal secrets and agree not to disclose, sell, distribute, or utilize them.

15. If the worker departs from the Company for any reason, they are prohibited from engaging in personal business or working for any competing or cooperating Company within the same industry as the Company in the following year.
16. All employees of the Company are obligated to follow the policy of using social media, electronic programs and social networks (for example, but not limited to: Facebook - YouTube - LinkedIn - Twitter - WhatsApp - Yahoo Mail ... etc.). They are prohibited from using them to discuss or present any internal issues related to the system and workflow of the Company or any of its branches, such as wages, organization of work, and all internal administrative matters in the Company, whether positively or negatively.
17. It is prohibited to defame or insult the reputation of shareholders, the Chairman and members of the Board of Directors, the CEO of the Company, the sister companies, the Company, any of its branches, or the Management or any of the Company's employees, consultants, customers, suppliers, or anyone who has a business relationship with the Company, whether by deed, by word of mouth, in writing, or through social media.
18. Notifying the Company of any change in his/her marital status or place of residence within a maximum of one week from the date of the change.
19. Compliance with the instructions, regulations, customs and traditions applicable in the country.
20. Not to receive visitors in the workplace other than the Company's workers and clients.
21. Not receiving visitors in the Company's residence other than the Company's workers without permission from the Management.
22. Not using the Company's tools and equipment for private purposes.
23. Workers are prohibited from sleeping, loitering, or being distracted in the workplace, and they are also prohibited from eating and drinking soft drinks during work, unless the Management permits it.

24. It is prohibited for the worker to smoke all kinds of electronic cigarettes and the like inside the Company and all its facilities and in the Company's private residence. It is also prohibited to carry matches and lighters inside factories and warehouses.
25. Workers must maintain respect, honesty and sincerity towards their superiors.
26. Workers are prohibited from discussing among themselves or with third parties, either directly or via telephone or the Internet, any political, sectarian, ethnic, tribal or national issues within the Company's premises and within the scope of their work.
27. It is prohibited for workers to bring into the Company's campus immoral pictures or drawings of any kind. It is also forbidden to write on walls of any kind, to utter obscene phrases, or to sing in the workplace.
28. All factory workers or those whose work nature requires them to wear the uniform and adhere to that.
29. No one is allowed to enter or remove any package or package or anything else without the knowledge or written permission of the Management, and he/she must be subject to inspection upon entry and exit.
30. The workers must abide by the written and verbal instructions issued by the Management directly through the electronic network or through their direct supervisor. They must comply with these instructions without objection, disobedience, or delay, as they are binding on all workers. The Management may also issue verbal instructions that require their implementation and obedience, as long as they are not contrary to public order.
31. Workers are prohibited from collecting subsidies, money, or donations without permission and for any reason, whether for associations, organizations or private projects, or for religious, social, or political goals...etc.
32. Workers are prohibited from distributing leaflets or organizing meetings inside the Company's headquarters without the Management's approval.

33. Workers are prohibited from instigating the violation of written and verbal orders and instructions related to work.
34. All workers must maintain general cleanliness in the Company's facilities and all workplaces, food, bathrooms and the Company's housing.
35. All property belonging to the Company's residence must be preserved, and all property is considered to be in the residence, including but not limited to furniture, mattresses, appliances, washing machines, refrigerators...etc. in the custody of the workers who live in the residential unit, and he/she is obligated to hand it over upon vacating the residence, as he/she received it in good condition.
36. All employees are obligated to follow the instructions of the Management regarding the procedures for saving information on the computer (Back Up), as the stored information is the property of the Company and not personal property.
37. It is prohibited to quarrel between colleagues or to cause riots in the workplace or because of it, or to threaten, intimidate or intimidate.
38. It is strictly forbidden to contact customers or engage with them in conversations and discussions unless the worker is authorized to do so. It is also prohibited for any worker to request or accept in-kind or financial rewards or gifts from anyone in exchange for services provided by him/her, in addition to direct or indirect commissions through his/her family, relatives or friends. Commissions and discounts received are the property of the Company only, and the worker personally bears all legal responsibility.
39. Business transactions among employees within the Company's premises, such as buying, selling, or lending (clothing, jewelry, watches, etc.), are strictly prohibited.
40. Using the computer and the information stored on it, the Internet, email, printing and sending files, or using a graphics printer (PLOTTER), scanner machines, a computer printer, or (USB) is allowed only within the scope of work and work-related activities.

41. Workers are prohibited from leaving work without the written permission of the responsible director or his/her representative in sequence except in emergency cases (i.e. sudden accidents, illnesses or death).

42. Workers must remain in the workplace and do the work assigned to them, and it is forbidden for them to do so.

Chapter Eleven

Social and Cultural Services



Chapter Eleven: Social and Cultural Services

Article 87:

The Company shall designate a place for dining during the specified mealtimes.

Article 88:

1. The Company encourages its employees to engage in beneficial individual and group sports activities. The Company also permits its workers to participate in officially scheduled recreational programs and sports competitions sponsored by the Company, provided that it does not conflict with work requirements.
2. The Company has the right, without any obligation on its part, to grant exceptional bonuses to its employees. These bonuses are of a variable nature and are determined by the Company based on exceptional circumstances within its discretion. These bonuses are not permanent and do not constitute acquired rights for the employees.

Article 89:

If the worker passes away during the contract, his/her family shall receive all his/her financial dues in accordance with Article 15 of the Labor Law.

Chapter Twelve

Grievances



Chapter Twelve: Grievances

Article 90:

Without prejudice to the worker's right to resort to the competent administrative or judicial authorities, he/she may submit a grievance to the Company's Management regarding the act or procedure subject of the complaint within seven days from the date on which he/she was notified of such act or procedure, taking into account the administrative hierarchy at work, and the worker shall not be subject to any harm for filing the grievance.

Article 91:

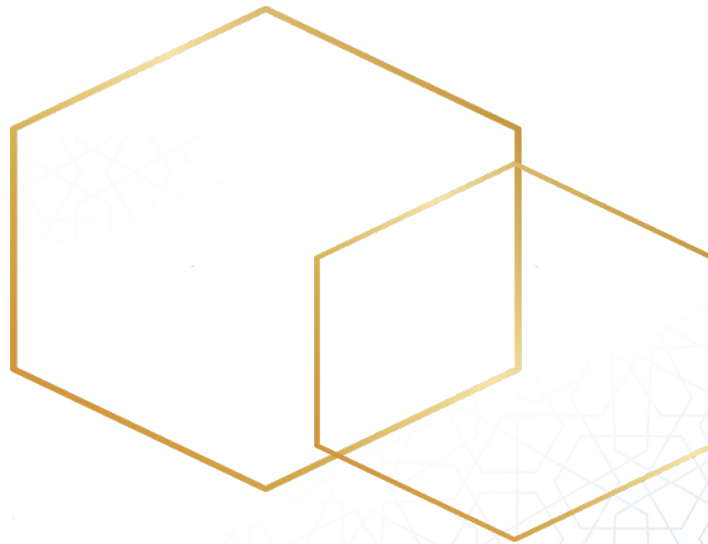
The worker must adhere to the following when filing a grievance:

1. The worker must file his/her grievance in writing and it should be based on specific facts.
2. To submit his/her grievance to his/her direct supervisor.
3. To submit it within seven days from the date of being notified of the issuance of the decision or the action he/she is complaining about.

The worker shall be informed of the outcome of his/her grievance within a period not exceeding three days from the date of submitting the grievance; otherwise, the worker has the right to refer his/her grievance to the head of his/her department.

Chapter Thirteen

End of Service



Chapter Thirteen: End of Service

Article 92:

The worker's service ends in the following cases:

1. If both parties agree to terminate it.
2. If the specified period in the contract ends, unless the contract has been explicitly renewed according to the provisions of the Labor Law, it continues until its term.
3. Based on the will of either party, subject to compliance with the provisions of this decree-law regarding the termination of the employment contract and the notice period agreed upon in the contract.
4. The employment contract ends when the worker reaches the retirement age of sixty for both genders, unless the two parties agree to continue working after this age. It is possible to reduce the retirement age in cases of early retirement as stipulated in the Labor Regulation. If the employment contract is for a fixed term and its duration extends beyond the retirement age, in this case, the contract terminates upon the completion of its term.
5. Force majeure.
6. Permanent closure of the Company in accordance with the prevailing laws in the country.
7. Terminating the activity in which the worker is employed, unless agreed otherwise.
8. The death of the worker or his/her inability to work is a permanent total disability, and this shall be proven by a certificate issued by the medical authority.
9. Sentencing the worker by a final judgment to a custodial penalty for a period of not less than three (3) months.
10. The worker's failure to meet the conditions for renewing the work permit for any reason beyond the control of the employer.
11. Any other condition stipulated by another law.

Article 93:

In cases that require the provisions of the Labor Law for the termination or cancellation of the employment contract, it is necessary to send a notification to the other party in accordance with Article 43 of the Labor Law, while considering the following:

1. The notification shall be in writing or electronically.
2. The notification should be delivered at the workplace, and the receiving party should sign it with a note on the date of receipt. If the worker refuses to accept it, the notification should be strengthened by the testimony of two witnesses, and their signatures should be obtained on the written notification.
3. If the worker is not present at the workplace, or if the party to whom the notification is directed refuses to accept it or declines to sign, the notification shall be sent to him/her by registered mail at the address recorded in his/her file, or it can be sent to his/her email address or any other known address to the Company. It can also be sent via a text message (SMS) or to the mobile number registered with the Company.
4. In case the worker fails to provide the Company with a valid postal address or refuses to accept any notification or warning sent to him/her, the Company may post the notification or warning on the Company's notice board, disseminate it through the electronic network, or send it via email. The effects of this notification shall be deemed legally valid.
5. In all cases, a copy of the notification or the worker's acknowledgment of receipt shall be retained in his/her file.

Article 94:

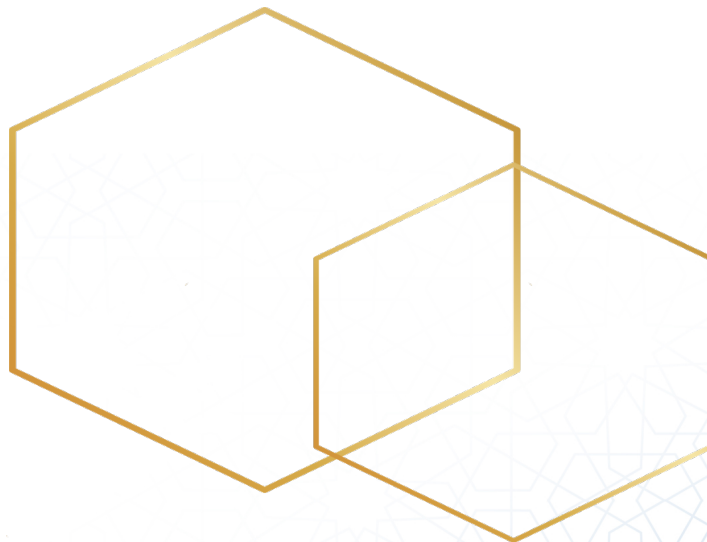
In the event of the termination of the contractual relationship, the worker shall be granted a certificate of service free of charge.

Article 95:

In all cases where the worker's service with the Company ends for any reason, the Company has the right to make a set-off between the worker's entitlement and its entitlements to him/her, regardless of the type of these benefits, and if the worker owes the Company, he/she must pay the amount owed within a maximum period of one week.

Chapter Fourteen

Rewards



Chapter Fourteen: Rewards

Article 96:

Rewards are granted to workers who prove activity, sincerity and efficiency in a way that leads to increased production or who perform exceptional work in addition to their regular work and within the limits of their competence or those who introduce new methods and organizations at work that lead to raising efficiency and productive capacity or reducing costs or workers who ward off danger or ward off imminent damage to the Company or its workers, provided that this includes rewarding the worker morally or financially, or both.

Article 97:

The performance reports stipulated in this Regulation are considered the basis for granting the bonus as specified in accordance with the Company's internal benefits policy.

Article 98:

Bonuses are classified as follows:

First: Moral rewards:

1. Book of praise and appreciation.
2. Granting additional leave without pay and is not considered service-breaking.

Second: Material rewards, including:

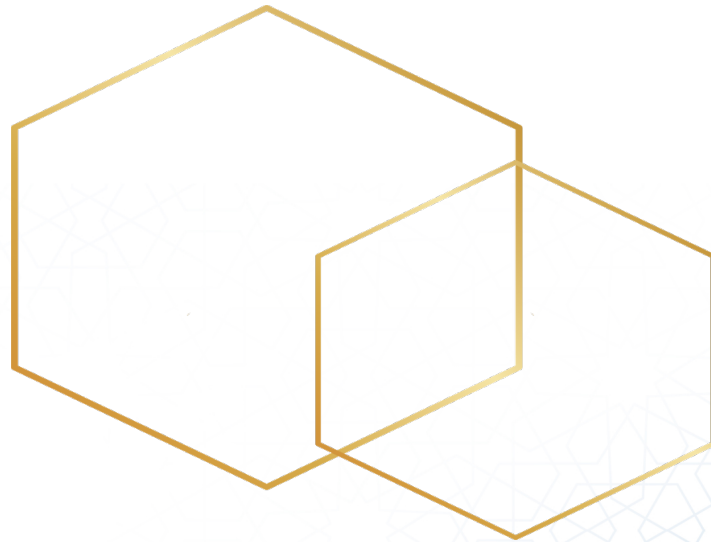
1. Bonuses and exceptional promotions in accordance with the internal policies of the Company.
2. Production bonuses according to the Company's internal policies.
3. Additional tips.
4. Rewards for invention.
5. Excellence Rewards.

Article 99:

Bonuses are granted by a decision from the Company owner or their delegate in accordance with the Company's internal policies.

Chapter Fifteen

Violations and Penalties



Chapter Fifteen: Violations and Penalties

Article 100:

Committing any act listed in the table of violations and penalties attached to this Regulation, which is considered an integral part of it, shall be considered a violation subject to the specified penalty in this Regulation.

Article 101:

The penalties that may be imposed on the worker are:

1) Notice:

It is a verbal or written reminder addressed to the worker by his/her direct supervisor, in which he/she refers to the violation he/she committed and asks him/her to observe order and abide by the rules followed to perform his/her job duties and not to repeat them in the future.

2) Warning:

It is a written or electronic letter sent by the Company to the worker, explaining the type of violation he/she committed, while drawing his/her attention to the possibility of being subjected to a more severe penalty in case of the continuation of the violation or its recurrence in the future.

3) Deductions:

1. Deduction a percentage of the wage within the limits of part of the daily wage.
2. A deduction from wages ranging between wages of one and 5 days per month as a maximum.

4) Suspension from work:

It is preventing the worker from practicing his/her work during a certain period for a period not exceeding fourteen (14) days and not paying the wage of the days of suspension.

5) Deprivation of promotion or periodic bonus:

1. Deprivation of promotion, periodic bonus, or some grants and rewards, or postponing that for a maximum period of one year from the date on which it is due or obtained.
2. Deprivation of promotion or postponement for a maximum period of one year from the date of its entitlement or obtainment.

6) Dismissal from service while preserving the worker's right to end-of-service gratuity:

It is the dismissal of the worker due to a legitimate reason for committing the violation, without prejudice to his/her right to end-of-service bonus.

7) Dismissal from service without bonus:

It is the termination of the worker's employment contract without bonus or compensation for committing one or more acts stipulated in Article 44 of the Labor Law or stipulated for this penalty under the sanctions list.

Article 102:

Every worker who commits any of the violations listed in the table of violations and penalties referred to in Chapter Eighteen of these Regulations shall be punished with the penalty corresponding to the violation he/she committed. The penalty imposed on the worker must be proportionate to the type and extent of the violation committed by him/her.

Article 103:

The authority to impose the penalties stipulated in these Regulations shall be by the Director General of the Company or whomever he/she authorizes, and he/she may replace the penalty prescribed for any violation, if it is committed for the first time, with a lighter penalty

Article 104:

If the worker commits the same violation after 180 days have passed since it was previously committed, he/she is not considered a repeating offender, and it is considered a violation as if it was committed for the first time.

Article 105:

More than one penalty may not be imposed on a single violation, just as it is not permissible to combine deduction of part of the worker's wage with any other penalty by deduction from the wage.

Article 106:

No more than one penalty may be imposed on a single violation, and it is not permissible to combine the deduction of part of the worker's wage with any other penalty by deduction from the wage.

Article 107:

The Company does not impose any of the penalties stipulated in these Regulations except after informing the worker in writing or electronically of the violations attributed to him/her, hearing his/her statements, investigating his/her defense, or submitting the objection electronically. The special notification provisions referred to in Article (93) of these Regulations shall be observed. The interrogation may be verbal in minor violations, the penalty imposed on the perpetrator does not exceed a warning or a fine of not more than one day's wages, provided that it is recorded in the record.

Article 108:

The Company may not impose any penalty on the worker for something he/she committed outside the workplace unless it is directly related to the nature of his/her work or the Company or its responsible manager.

Article 109:

The disciplinary accountability of the worker shall lapse thirty days after the discovery of the violation without the Company taking any investigation procedures in this regard.

Article 110:

The Company may not impose the penalties stipulated in these Regulations if more than sixty days have passed since the date on which the violation was proven.

Article 111:

The Company shall notify the worker, in writing, of the penalties imposed on him/her, their type and amount, and the penalty to which he/she is exposed in case of a repeat violation. If the worker refuses to receive the notification or refuses to sign with a note, it shall be sent to him/her by registered mail to his/her fixed address in his/her service file, and the special notification provisions referred to in Article (93) of these Regulations shall be observed.

Article 112:

Without prejudice to the worker's right to object, the worker may complain to the Company's Management about any penalty imposed on him/her in accordance with the grievance procedures set forth in these Regulations. The complaint must be in writing within seven working days from the date of notification of this decision and must be submitted to the source of the decision.

Article 113:

A penalty record is assigned to each worker, in which the type of violation committed, the date of its occurrence, and the penalty imposed are recorded. This record is kept in the worker's paper or electronic service file for a minimum of two years.

Article 114:

The employer must record the fines imposed on the worker in a special register, including the worker's name, wage amount, fine amount, reason for the fine, and the date of imposition.

Article 115:

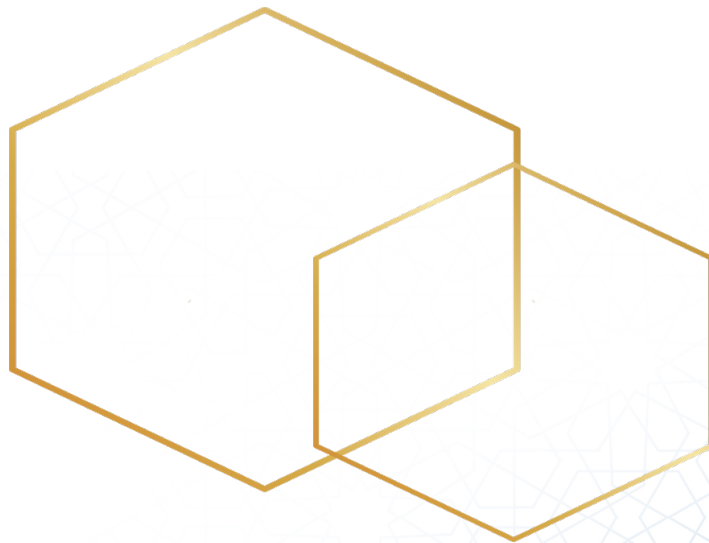
Personal disputes that occur between employees are not considered the subject of an administrative investigation unless these disputes lead to confusion in the work process and an impact on the Company's productivity, or if the subject of the dispute in itself constitutes a violation of the Company's regulations.

Article 116:

The provisions of the previous articles do not prejudice the right of the Company to terminate the employment contract in accordance with the provisions of Articles 42, 43 and 44 of the Labor Law.

Chapter Sixteen

Special Provisions for the Employment of Women



Chapter Sixteen: Special Provisions for the Employment of Women

Maternity leave:

Article 117:

The Company bears the expenses of the medical examination, treatment and childbirth expenses accordance with the Labor Law.

Article 118:

The female worker in the first months of pregnancy must notify the Company to conduct a periodic medical examination on her, decide on the necessary treatment and determine the likely date of giving birth, so that the worker shall receive a leave of sixty days as follows:

1. The first forty-five days with full pay.
2. Fifteen days following with half pay.

Article 119:

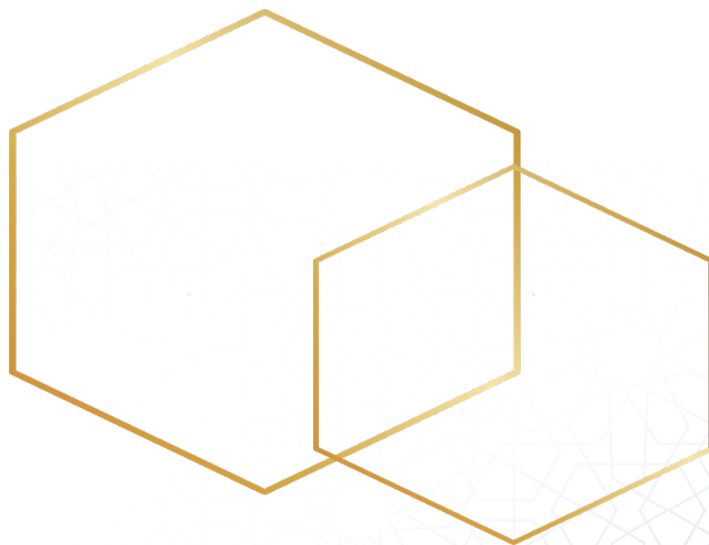
The Company should take into consideration the preferences and circumstances of the female worker as much as possible when determining the breastfeeding period. The female worker should adhere to the organized schedule for breastfeeding, not exceeding six months from the date of delivery, with one or two break periods each day for breastfeeding, provided that the combined duration of the two breaks does not exceed one hour.

Article 120:

Working women must adhere to the dress code of the Company.

Chapter Seventeen

Final Provisions



Chapter Seventeen: Final Provisions

Article 121:

The Company prepares a classification for workers according to their occupational categories, guided by the occupational classification guide.

Article 122:

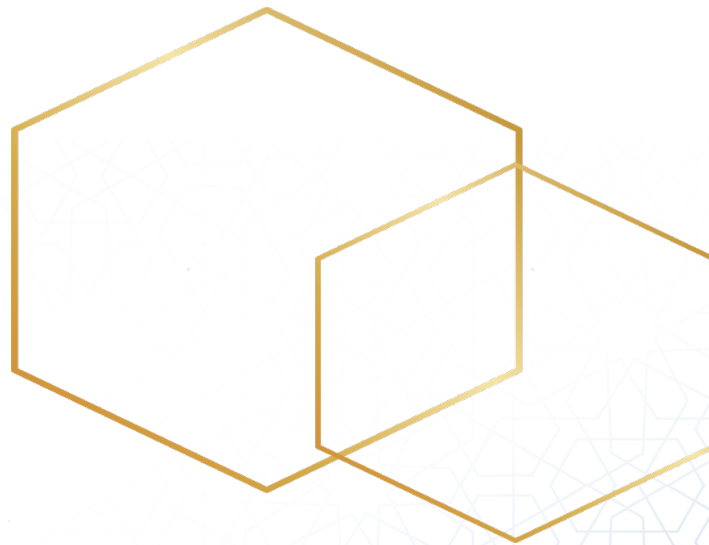
The provisions of these Regulations shall be implemented against the Company as of the date of its approval by the Company's Management, provided that it applies to workers as of the day following its announcement or placement on its website.

Article 123:

The Regulations shall be announced by placing them in a conspicuous place in the workplace, or on the Company's website: (www.napconational.com).

Chapter Eighteen

Table of Violations and Penalties



Chapter Eighteen: Schedule of Violations and Penalties

(1) Violations Related to Work Hours:

No.	Type of Violation	Penalty : the deducted percentage is a percentage of the daily wage			
		First time	Second time	Third time	Fourth time
1/1	Late attendance for work up to (15) minutes without permission or an acceptable excuse if this does not result in the disruption of other workers.	Written warning	5%	10%	20%
1/2	Late attendance for work up to (15) minutes without permission or an acceptable excuse if this Resulted the disruption of other workers.	Written warning	15%	25%	50%
1/3	Late attendance for work more than (15) minutes without permission or an acceptable excuse if this does not result in the disruption of other workers.	10%	15%	25%	50%
1/4	Late attendance for work more than (15) minutes without permission or an acceptable excuse if this resulted in the disruption of other workers.	25%	50%	75%	One day
1/5	Late attendance for work for up to (30-60) minutes without permission or an acceptable excuse if this does not result in the disruption of other workers.	25%	50%	75%	One day
1/6	Late attendance for work up to (30-60) minutes without permission or an acceptable excuse if this resulted in the disruption of other workers.	30%	50%	One day	Two days
1/7	Late attendance for work for more than one hour without permission or an acceptable excuse whether or not this resulted in the disruption of other workers	The worker may be prevented from entering and considered absent without permission, or allowed to enter, provided that he/she is deprived of the wages for the hours of delay, in addition to imposing the penalty prescribed for absence without permission for the first time.			
1/8	Absence without a written permission or accepted excuse for one day within the single contractual year	One day	Two days	Three days	Four days
1/9	Continuous absence without written permission or an acceptable excuse for more than seven days within the single contractual year.	Dismissal with end-of-service payment in accordance with paragraph (8) of Article 44 of the Labor Law			

1/10	Intermittent absence without written permission or an acceptable excuse for more than 20 days within the single contractual year.	Dismissal with end-of-service payment in accordance with paragraph (8) of Article 44 of the Labor Law			
1/11	Leaving work or leaving before the time without permission or an acceptable excuse for more than 15 minutes.	Written warning	10%	25%	One day
		Plus the deduction of the absence period			
1/12	Staying in the workplace or returning to it after the end of work hours without justification.	Written warning	10%	25%	One day

(2) Violations Related to the Organization of Work:

No.	Type of Violation	Penalty : the deducted percentage is a percentage of the daily wage			
		First time	Second time	Third time	Fourth time
2/1	Talking about things other than work if this results in disrupting work.	25%	50%	One day	Two days
2/2	Entering and distributing leaflets or publications without permission.	50%	One day	Two days	Three days
2/3	Not to be notified of the change of marital status and place of residence on a date not exceeding one week without an acceptable excuse.	50%	One day	Two days	Three days
2/4	Falsely claiming to superiors and colleagues, which leads to disruption of work.	50%	One day	Two days	Three days
2/5	Violation of the implementation of the instructions related to work, provided that the instructions are in Arabic with another language that the workers understand, hanging in a conspicuous place.	Two days	Three days	Five days	Termination with end of service settlement
2/6	Incitement to violate orders or instructions related to the safety of work and workers if they are attached to a visible place, in Arabic and in a language that the worker understands, or if he/she has been informed of it if he/she is illiterate.	Five days	Termination with end of service settlement		
2/7	The worker's unjustified refusal to perform his/her basic duties and his/her refusal to perform another work entrusted to him/her, provided that it does not differ substantially from his/her original work.	Termination with end of service settlement			
2/8	Loitering or being unjustifiably present in a place other than the workplace during working hours.	10%	25%	50%	One day

2/9	Receiving visitors other than the Company's workers in the workplace without permission from the administration.	Written warning	10%	15%	25%
2/10	Eating in the workplace or other than the place intended for it or during non-break times.	Written warning	10%	15%	25%
2/11	Sleeping at work	Written warning	10%	25%	50%
2/12	Sleeping in situations that require constant vigilance.	Three days	Termination with end of service settlement		
2/13	Manipulation of proof of attendance and departure.	50%	One day	Two days	Termination with end of service settlement
2/14	Submitting incorrect and unrealistic medical reports.	One day	Termination with end of service settlement		
2/15	Gross negligence or negligence in work that may result in serious damage to life or property.	Five days	Termination with end of service settlement		
2/16	Defaming the reputation of partners, the Company or one of its branches, Management, consultants, customers or suppliers, whether by deed, word or writing.	Two days	Three days	Five days	Termination with end of service settlement
2/17	Failing to sign pledges and declarations of all kinds (pledge not to receive parcels - acknowledgment of receipt of a computer - informing the head of the department of the password).	Written warning	15%	20%	25%
2/18	Communicating and dealing with customers without authorization or request from the Company, entering into unauthorized discussions and dealings, and accepting unauthorized gifts.	50%	One day	Two days	Termination with end of service settlement
2/19	Conducting business or the employee having any interest in works or contracting related to the work of his/her job without the knowledge or permission of the Management.	Two days	Three days	Four days	Termination with end of service settlement
2/20	Use of raw materials or machinery for Personal purposes	Five days	Termination with end of service settlement		
2/21	The worker unlawfully interferes in any work that is not within his/her competence or has not been entrusted to him/her.	50%	One day	Two days	Three days
2/22	Exiting from a place other than the specified place to exit, if the facility's instructions require it.	Written warning	10%	15%	25%

2/23	Lack of hygiene in workplaces and corridors.	Written warning	10%	15%	20%
2/24	Driving and turning around quickly and recklessly inside the facility's campus.	10%	20%	25%	30%
2/25	Not placing repair and maintenance tools and other supplies in the designated places after the completion of work.	Written warning	20%	50%	One day
2/26	Intensive use of the Company's phone, Internet and e-mail, printing files and using the scanner for private purposes without the permission of the administration.	15%	20%	25%	30%
2/27	Reading newspapers, magazines and other publications in the workplace during official working hours without the requirement of job duties.	20%	50%	One day	Two days
2/28	Tearing or destroying the Company's Management announcements or reports or occupational safety and health guidelines.	Two days	Three days	Five days	Termination with end of service settlement
2/29	Putting up headphones to listen to music while working, such as using radio and recorders while working.	50%	One day	Two days	Three days
2/30	Playing and being distracted while working.	10%	15%	20%	25%
2/31	Tampering or damaging factory machinery and machinery.	Five days	Termination with end of service settlement		
2/32	Deliberate reduction of production or negligence that leads to its lack of quality.	50%	Two days	Three days	Five days
2/33	Negligence in cleaning and maintenance of machines or failure to take care of them or failure to report their malfunctions.	50%	One day	Two days	Three days
2/34	Downloading movies or any other digital content that is not related to work, using the Company's network and watching them during working hours through the Company's computers or employee devices.	Written warning	25%	50%	75%
2/35	Excessive use of the Company's vehicle for personal work.	Written warning	25%	50%	75%
2/36	Representing the Company in social media or with any party without obtaining prior approval from the Company.	Two days	Three days	Five days	Ten days
		Dismissal is permissible if the violation results in serious damage			

2/37	If the worker commits a mistake resulting in a serious material loss, provided that the competent authorities are informed of the accident within two working days from the time he/she became aware of the gravity of the material loss.	Dismissal without notice or end of service settlement
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(3) Violations Related to the Worker's Conduct:

	Type of Violation	Penalty (the deducted percentage is a percentage of the daily wage)			
		First time	Second time	Third time	Fourth time
3/1	Entering unauthorized items or conducting business transactions within the workplace.	One day	Two days	Three days	Five days
3/2	Assault by words or refer to colleagues or subordinates or causing a riot at work	One day	Two days	Three days	Four days
3/3		Dismissal may be made without notice or compensation if the violation results in serious damage			
3/4	Physically assaulting colleagues, supervisors, or managers.	Termination with end of service settlement			
3/5	If the worker commits a serious injury to one of the bosses during or because of the work.	Dismissal without notice or end of service settlement			
3/6	Refrain from conducting a medical examination at the request of the Company's doctor or refuse to follow medical instructions during treatment.	One day	Two days	Three days	Five days
3/7	Writing on the walls or posting advertisements.	50%	One day	Two days	Three days
3/8	Refusing inspection upon departure.	25%	50%	One day	Two days
3/9	Collecting subsidies or money without permission.	50%	One day	Two days	Three days
3/10	Failing to deliver the collected money to the Company's account on the specified dates without acceptable justification.	Two days	Three days	Five days	Termination with end of service settlement
3/11	Quarreling with colleagues, causing disturbances in the workplace, or making threats and intimidations.	One day	Two days	Three days	Five days
3/12	Failure to carry the identification card during official working hours and to present it throughout his/her presence inside the workplace.	Written warning	10%	25%	50%

3/13	Incitement to an illegal strike or sit-in inside the workplace.	Termination with end of service settlement			
3/14	Deviation of the worker from the requirement of decency or dignity of the job in the workplace.	Two days	Three days	Four days	Five days
3/15	Uttering indecent words or doing any inappropriate behavior.	Two days	Three days	Four days	Five days
3/16	Uttering words, deeds or gestures with a sexual connotation, affecting his/her body or display, or offending his/her modesty, by any means whatsoever, including modern technology.	Termination with end of service settlement			
3/17	The presence of the worker during work in a drunken state or under the influence of drugs or committing immoral acts.	Termination with end of service settlement			
3/18	Breach of order or morals while in the clinic or hospital for the treatment of Company workers.	One day	Two days	Three days	Five days
3/19	Workers uttering things that are not worthy of due respect for the religion or belief of others during work.	One day	Two days	Three days	Five days
3/20	Accepting money or gifts from a person with the intention of influencing the briber to carry out any work related to the Company's business.	Termination with end of service settlement			
3/21	Giving money or gifts to one of his/her colleagues from the Company's employees with the intention of influencing his/her work to enable the briber to benefit from this course of action in relation to the Company's business.	Termination with end of service settlement			
3/22	Excessive consumption of raw materials or consumables or office materials without an acceptable excuse.	Written warning	50%	One day	Two days
3/23	Refusal to attend overtime.	Written warning	10%	25%	50%
3/24	Leaving important information on desk, printer, photocopier, or fax machine.	Written warning	10%	25%	50%
3/25	Inadvertently destroying data backups without permission from your employer.	Written warning	10%	25%	50%
3/26	Intentional destruction of data backups without permission from employer.	Termination with end of service settlement			
3/27	Not reporting theft of computers and accessories or any other devices belonging to the Company.	Written warning	10%	25%	50%

3/28	Not to log-off the network and close the computer when you are outside the office for any reason or at the end of the official working hours.	Written warning	10%	25%	50%
3/29	Misuse of Company e-mail.	Written warning	10%	25%	50%
3/30	Hiding, destroying, opening, or facilitating a message delivered to the mail, and this applies to wired, wireless and electronic messages.	Written warning	10%	25%	50%
3/31	Sharing passwords for computers and systems in the Company with other colleagues and unauthorized persons.	Written warning	50%	75%	One day
3/32	Sharing personal financial statements, including salaries, allowances, bonuses and annual bonuses, with colleagues.	Written warning	One day	Two days	Three days
3/33	Participation in political social media e.g. through the use of the Company's network, computers or mobile phones.	One day	Two days	Three days	Five days
Dismissal is permissible if the violation results in serious damage					
3/34	Unauthorized changes to the Company's computer programs.	One day	Two days	Three days	Five days
Dismissal is permissible if the violation results in serious damage					
3/35	Illegal speeding while driving and crossing red traffic lights using company cars.	Written warning	25%	50%	75%
Dismissal is permissible if the violation results in serious damage					
3/36	Working with or without pay for others or performing any other profession during working hours or after the end of official working hours.	Two days	Three days	Termination with end of service settlement	
3/37	If the worker is finally convicted of a felony or misdemeanor that affects honor, honesty or public morals.	Dismissal without notice or end of service settlement			

(4) Occupational Safety and Health Violations:

No.	Type of Violation	Penalty (the deducted percentage is a percentage of the daily wage)			
		First time	Second time	Third time	Fourth time
4/1	Placing obstacles to fire missions, electrical panels, escape doors, or safe passages next to walls.	One day	Two days	Three days	Four days
4/2	Not arranging gas cylinders and leaving them in the sun.	One day	Two days	Three days	Four days



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4/3	Tampering with firefighting equipment and supplies or using them unnecessarily (other than emergency situations).	One day	Two days	Three days	Four days
4/4	Entering unauthorized places for non-professionals.	One day	Two days	Three days	Four days
4/5	Lack of care in implementing evacuation instructions upon hearing the evacuation warning.	One day	Two days	Three days	Four days
4/6	Procrastinating or fabricating an injury or injury with the intention of obtaining sick leave.	One day	Two days	Three days	Four days
4/7	Driving the forklift before checking (coolant level – oil level – fork meters and start switches – horns – lighting – tires – brakes – battery and its electrodes and electrical connections).	One day	Two days	Three days	Five days
4/8	Lifting people on a forklift.	One day	Two days	Three days	Five days
4/9	Allowing individuals to ride on the forklift next to the driver.	One day	Two days	Three days	Five days
4/10	Failing to report forklift malfunctions and working with them.	One day	Two days	Three days	Five days
4/11	Letting the forklift engine run and going somewhere else.	One day	Two days	Three days	Four days
4/12	Leaving the forklift in a place other than the forklift.	One day	Two days	Three days	Four days
4/13	Not using acoustic or optical horns at intersections or viewing angles.	One day	Two days	Three days	Four days
4/14	Not using a seat belt while driving a forklift or cars within the Company.	One day	Two days	Three days	Four days
4/15	Exceeding the permissible speed of 5 kilometers per hour throughout the plant.	Two days	Three days	Four days	Five days
4/16	Lifting the loading more than 1.5 meters and walk forward.	One day	Two days	Three days	Four days
4/17	Refraining from wearing clothing and devices designated for prevention and safety.	Two days	Three days	Four days	Five days
4/18	Lack of attention to his/her clothes or personal appearance in a way that affects the reputation or appearance of the Company or its employees.	Verbal warning	Written warning	5%	10%
4/19	Washing hands or face on machines.	15%	20%	25%	50%
4/20	Use of water hoses in the factory in personal hygiene (washing hands, face or clothing).	One day	Two days	Three days	Four days
4/21	Not ensuring the safety of the Stop switches, sirens and safety doors on the machines or disabling them during operation.	One day	Two days	Three days	Four days

4/22	Bypassing or approaching barriers and protective doors on moving parts.	One day	Two days	Three days	Four days
4/23	Placing flammable materials on the machine.	Two days	Three days	Four days	Five days
4/24	Cleaning knives during production line operation.	Two days	Three days	Four days	Five days
4/25	Driving inside the production hall in pedestrian areas.	One day	Two days	Three days	Four days
4/26	Negligence and laxity in reporting faults or exposed cables on the machine.	Two days	Three days	Four days	Five days
4/27	Climbing on the line knives to do the work during the hood malfunction.	Two days	Three days	Four days	Five days
4/28	Placing the phone's earbuds inside the factory.	One day	Two days	Three days	Four days
4/29	Using a mobile phone inside the production hall or while driving a forklift.	One day	Two days	Three days	Four days
4/30	Not disconnecting electricity, water and air from the machine after the end of work.	One day	Two days	Three days	Four days
4/31	Violation of suspended health instructions in workplaces or industrial safety instructions.	One day	Two days	Three days	Five days
4/32	Smoking in prohibited areas as well as carrying or using matches and lighters within the Company premises and outside designated smoking areas.	Two days	Three days	Five days	Termination with end of service settlement
4/33	Negligence or laxity in work that may result in harm to the health or safety of the workers, materials, tools, or equipment.	Two days	Three days	Five days	Termination with end of service settlement
4/34	Failing to maintain cleanliness in workplaces, corridors and factory sides.	Written warning	10%	15%	20%
4/35	Driving transport vehicles without load and the blade is raised more than 15 cm.	Written warning	10%	15%	20%
4/36	Driving and circling in the Company's cars and vehicles quickly and recklessly inside the facility campus.	20%	25%	30%	50%
4/37	Walking in areas designated for crane movement.	Written warning	50%	One day	Two days
4/38	Driving in the factory in pedestrian areas.	Written warning	50%	One day	Two days
4/39	Standing and walking on machines while they are in operation.	One day	Two days	Three days	Four days
4/40	Preserving and heating food inside the machines.	One day	Two days	Three days	Four days
4/41	Eating on machines while they are in operation.	One day	Two days	Three days	Four days



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