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Guidelines of Regulations
and Penalties for **Employees of
Commercial Establishments**
to Confront Covid-19

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Introduction

Employees of commercial establishments play a critical role in the efforts of the Kingdom, institutions and individuals, in the fight to confront the Covid19- pandemic through their commitment to abide by protocols and precautionary measures that are taken with the purpose to control the spread of the Coronavirus. Therefore, this guideline of penalties and regulations has been created to limit the employees of commercial establishments from violating the General Health rules and regulations in the work.

The Guideline was established for the following sector:

Private Sector Employees.

Objectives of developing the manual:

- Establish a system of procedures that controls the implementation of precautionary measures and public health rules in the workplace
- Ensure employees' commitment to precautionary and preventive measures aimed at controlling the outbreak of Covid - 19
- Reducing the number of employees committing violations and breaching public health rules in the workplace

Relevant documents and regulations:

- List of penalties and violations in the company's policies and procedures
- Ministry of Health's regulations for precautionary and preventive measures
- Preventive protocols to limit the spread of the Covid - 19 virus
- Regulations to limit gatherings issued by the Ministry of Interior

Attachments:

- List of violations and penalties for non-compliance of preventive measures
- List of violations and penalties for non-compliance of precautionary measures
- Frequently Asked Questions

How to use the Guideline:

Before implementing the guideline of penalties for commercial establishment employees to confront Covid - 19, it must be added to the establishment's internal policies and procedures and submitted for approval through the internal regulations approval platform in the company's account with the Ministry of Human Resources.

List of Violations and Penalties

for Non-compliance of Preventive Measures

Type of Violation	Disciplinary penalization for the employee Penalty (percentage deduction from daily wage)		
	First Offense	Second Offense	Third Offense
Violations for non-compliance of preventive medical instructions related to Covid- 19, including: <ul style="list-style-type: none"> • Reluctance to conduct medical examination • Refusing to follow preventive instructions to combat Covid- 19 • Intentionally concealing the results of the test • Attending work without disclosing the presence of suspicion of infection or being in contact with a confirmed case 	One day	Two days	Three days
Violations for not wearing personal protective equipment: <ul style="list-style-type: none"> • Not wearing a mask or whatever covers the face and nose when entering the workplace • or not wearing it while the employee is in a public space at the workplace 	One day	Two days	Three days
Shaking hands or other physical greetings	One day	Two days	Three days
Holding gatherings and social events	One day	Two days	Three days
Not using paper cups or personal cups for drinks	50%	75%	100%
Moving between different work areas without disinfecting hands or using sanitized material	50%	75%	100%
Failure to adhere to quarantine procedures	One day	Two days	Three days

List of Violations and Penalties

for Non-compliance of Preventive Measures

Type of Violation	Disciplinary penalization for the employee Penalty (percentage deduction from daily wage)		
	First Offense	Second Offense	Third Offense
Failure to comply with precautionary and preventive measures issued by the Ministry of Human Resource and Social Development, Ministry of Interior, Ministry of Health and the relevant authorities, which are stated clearly for the employees.	50%	One day	Two days
Negligence in carrying out activities that are likely to harm the health of workers and employees.	One day	Two days	Three days
Receiving visitors or guests without previously scheduled appointments as per the procedures that have been set by the relevant authorities.	50%	One day	Two days
Lack of commitment or reluctance to take temperature when entering the workplace.	One day	Two days	Three days
Failure to place floor stickers that clarify safe distance (not less than one and a half meters) that must be adhered to in the workplace.	50%	75%	100%
Failure to use personal prayer mats during group prayers or not maintaining a safe distance (not less than one meter and half) between worshippers.	50%	75%	100%
<ul style="list-style-type: none"> • Security guard's failure to take temperatures of employees and visitors • Failure to check if employees and visitors have downloaded the Tawakkalna application • Failure to wear cloth face masks or whatever covers the face and nose while in the workplace 	One day	Two days	Three days
Non-commitment of employees to use Tawakkalna app.	One day	Two days	Three days

Frequently Asked Questions

1- Is the application of the penalties and violations stipulated in the guidelines mandatory by commercial establishments?

This guideline is not mandatory, the purpose of its development was to enable establishments in the private sector to have a reference to apply violations and penalties to employees who fail to adhere to preventive measures, with the objective of strengthening the implementation of precautionary protocols to be able to control the spread of the Coronavirus.

2- Given that the penalties listed in the guidelines are temporary and will not be included in the official company's policies and procedures, can labor issues resulting from the penalties cause any problems with the Ministry of Human Resources and Social Development and the Labor Office?

This guideline is a non-binding reference for private sector establishments, and the validity period of the sections contained in it is specific and linked to the spread of the Covid19- pandemic, and therefore, companies must download the guidelines on the internal regulations approval platform on the Ministry of Human Resource's website for accreditation purposes and after that the establishment can use it and avoid any potential problems or issues of a labor nature in the future.

3- Will the penalties imposed on employees' salaries be applied as stated in the approved internal regulations, or will there be a different mechanism?

The penalties stated in this guideline have been placed in a manner that does not contradict the company's policies and in a simple way that the company can refer to, after its approval from the internal regulations platform on the website of the Ministry of Human Resources. The penalties stipulated is on the employee's total salary, as the deduction of the daily wage is gradually made according to the number of times the violation was committed, taking into account the work system.

4- What is the necessary procedure to be followed in the event that the same violation or multiple violations have been committed and the penalty is more severe in the internal regulations?

In this case, the penalty mentioned in the internal regulations should be applied. To reiterate, this guideline is a non-binding reference for commercial establishments aimed at strengthening the commitment to apply preventive measures intended to confront the Covid19- pandemic.

5- Are these penalties applicable in the event of a violation committed by one of the store employees inside a commercial center, especially since the violation will be presented to the store and not the office?

The violation is applicable to all employees in the establishment including those who work at stores in commercial centers, the guidelines target all employees in the private sector and are not limited to a specific category.