

Policy Investigations and disciplinary sanctions

F29-PD01-PR09	Reference:	Human resource management policies and procedures	United Feeding Industries Company
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1.0 Politics

A policy has been set up Investigations and disciplinary sanctions This is for setting A deterrent system for anyone who violates the company's work system, in accordance with the general framework of the governing and organizing laws in the country

2.0 Objectives

Setting standards Discipline and full compliance with all company instructions.

3.0 Scope and mechanism of application

Policy applies Investigations and disciplinary sanctions To all employees of the company.

4.0 Politics

- A penalty may not be imposed on the worker except after interrogating him in writing, hearing his statements, and investigating his defense. The penalty shall be imposed within a maximum of thirty days from the date of completion of the investigation..
- The list of disciplinary (guiding) penalties in the Labor Law is the reference for any penalties imposed on violators, and no penalty may be increased beyond the limit mentioned therein.
- Permissible for meand Warning and deduction from wages within one day, that the interrogation or investigation be verbal, provided that its content is proven in the decision issued to impose the penalty, and the worker is notified in writing of the penalty signed within seven days of imposing the penalty or the issuance of the administrative decision to impose the penalty.
- to the Managing Director the right of Preserving the investigation, canceling the decision imposing the penalty, or amending it.
- The Human Resources Department is responsible for conducting the investigation of any violations, provided that the final approval of any results is from the Managing Director.
- The worker may be punished with one of the following penalties a Discipline for an act committed outside the workplace when it is related to work, or is liable to violate the dignity of the job and its requirements, or affects the moral status of the worker and what he must adhere to in his behavior in a manner that does not lose confidence and consideration.
- If the worker gives his statement and refuses to sign it, or refuses to give his statement, or does not appear at the time specified for the investigation without an acceptable excuse, the investigation authority must record this in the minutes, and in these cases it may conduct the investigation, complete it and issue recommendations regarding it in the absence of the worker without his signature.
- If the worker is accused of committing a felony or misdemeanor prejudicial to honor, trust or public moralsg to the Managing Director Temporarily suspending him from work for a period not exceeding three months, with the matter being presented within three days from the date of suspension to: The company's labor office, and it

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followsthisSuspension: Half of the worker's wages shall be paid only, starting from the date of suspension, and in accordance with the provisions of the law

More than one penalty may not be imposed for a single violation.Sanctions may be - imposedThe following disciplinary action against employees:

- The warning.
- Deduction from the total wage. •
- Postponement of the bonus due date for a period not exceeding three months. •
- Deprivation of the annual bonus not exceeding half of it. •
- Postponement of promotion when it becomes due for a period not exceeding one year. •
- Reducing wages by more than one increment. •
- Direct demotion to a lower grade job without decreasing the wage. •
- Deprivation of the quarterly incentive. •
- Dismissal from service in accordance with the provisions of the Labor Law.

- When imposing the penalty for deduction from the wage, it shall be taken into account that no penalty shall be imposed for a single violation that exceeds the wage of five days, and that no penalty shall be imposed for a single violation.-Taken from the worker's wages - in fulfillment of the penalties imposed on him - for more than five days in one month.

- toThe worker may not be dismissed unless he commits a serious mistake, and the competence is to sign the dismissal from workThe committee referred to in the Labor Law ,At the request of the competent authority of the company The request shall be accompanied by the worker's service file and a note of the reasons for the dismissal request

The following is considered a serious error:

If the worker is proven to have impersonated an incorrect person or submitted forged documents.

If it is proven that the worker committed a mistake that resulted in serious damage to the company, provided that the company informs the competent authorities of the accident within 24 hours from the time it became aware of the error.

If the worker repeatedly fails to observe the instructions that must be followed for the safety of the workers and the facility, provided that these instructions are written and posted in a conspicuous place.

If the worker is absent without legitimate justification for more than twenty daysActionintermittently during one year or more than ten consecutive working days, provided that the dismissal is preceded by a written warning by a registered letter with acknowledgment of receipt from the company to the worker after his absence for ten working days in the first case and after his absence for five working days in the second case.

If it is proven that the worker disclosed company secrets that lead to serious damages with it.

If the worker competes with the company in its same activity.

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If the worker is found during working hours clearly drunk or under the influence of a drug he has taken.

If it is proved that the worker assaulted the superiors or the responsible manager, or if he committed a serious assault on one of the work chiefs during work because of him.

If the worker is finally convicted of a felony or misdemeanor prejudicial to honor, trust or public morals.

Disciplinary penalties to be imposed on employees at the expiry of the following periods: -

Six months in the event of a warning, deduction from wages, or suspension from work for up to three days.

Three months in the event of a warning, deduction from wages, or suspension from work for a period of more than three days and up to five days.

One year in the event of deprivation of the annual bonus or part thereof, or in case of postponement of the bonus.

Three years in the case of other penalties, except for dismissal.

5.0 Version history

approved by	approval	Review Date
Managing Director	Human Resources Manager	