



رئاسة مجلس الوزراء  
للقرارات العامة

# Law No. (8) of year 2009 on the Promulgation of the Human Resources Management Law

Second Edition

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## **Law No (8) of year 2009 on the Promulgation of the Human Resources Management Law**

We, **Tamim Bin Hamad Al-Thani**  
Deputy Emir of the State of Qatar,

Having perused the Constitution; and  
The Regulation pertaining to the Employment of Non-Qatari Workers in  
Ministries and other Governmental Bodies issued by Law No (7) of 1992; and

The Civil Service Law issued by Law No (1) of 2001 as amended by the  
Decree -Law No (25) of 2007; and

The Law No (24) of 2002 on Retirement and Pension and laws amending it;  
and

The Public Authorities and Corporations law issued by Law No (26) of 2004  
as amended by the Decree–Law No (18) of 2006; and

The draft law put forward by the Council of Ministers,  
Having consulted the Advisory Council.

**Have decreed the following Law:**

### **Article (1)**

The Human Resources Management Law enclosed with this Law shall be effective.

### **Article (2)**

The provisions of the Law attached herewith shall apply to civil employees in ministries and other governmental bodies and public authorities and corporations, excluding:

1. Judges and their assistants, General prosecution members and General prosecutor's assistants.
2. Emiri Diwan employees.
3. Diplomatic and consular corps employees.
4. University faculty members.
5. Qatar Petroleum employees
6. Audit Bureau employees.

Such exclusion shall be to the extent provided for by their respective employment regulations.

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**Article (3)**

The Council of Ministers shall issue the necessary resolutions for the implementation of the provisions of the enclosed law. Meanwhile and until then, the existing resolutions issued for the execution of the Civil Service Law shall remain in force to the extent that such resolutions do not conflict with the provisions of the enclosed Law.

**Article (4)**

The Civil Service Law and the Regulation pertaining to the employment of Non-Qatari Workers in Ministries and other Governmental Bodies as well as any provision conflicting with the provisions of the attached law shall be repealed.

**Article (5)**

All parties concerned, each within its scope of competence, shall execute this Law and will be effective on the first of April 2009 and will be published in the Official Gazette.

**Tamim Bin Hamad Al-Thani**  
Deputy Emir of the State of Qatar

Issued at the Emiri Diwan on 06/04/1430 A.H  
Corresponding to 02/04/2009 A.D

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## Human Resource Management Law

### Chapter one

#### Definitions

##### Article (1)

In the implementation of this law, the following words and phrases shall have the meanings shown against each of them, unless the context indicates otherwise:

**Government Entity:** Ministry, government body, public authority or corporation, as the case may be.

**Chairman:** the minister, the president of a government body or the president of public authority or corporation, as the case may be

**Chief Executive Officer (CEO):** the under-secretary or the officer that reports directly to the Chairman, as the case may be.

**General Administration:** the administrative department in charge of the human resources of the State at the General Secretariat of the Council of Ministers.

**Department:** the administrative unit in charge of human resources in a Government Entity.

**Employee:** any person occupying a position in a job in accordance with the provisions hereof.

**Salary:** the basic salary corresponding to the financial grade of the employee as described in the attached Salary/Grade Schedules, or the basic salary specified in the employment contract plus / periodical increments received on a regular basis excluding other increments, allowances or bonuses.

**Total salary:** the salary plus increments and allowances prescribed under the provisions hereof or the provisions of the employment contract, except overtime and motor vehicle allowances.

**Medical Authority:** The medical centers, General and Private hospitals, and licensed clinics.

**Competent Medical Authority:** the medical authority designated by the competent authority in charge of General health affairs in the State.

**Disciplinary body:** Permanent disciplinary Panel or disciplinary Committee, as the case may be.

## Chapter 2

### Human Resources Planning and Organization

#### Article (2)

The Government Entity shall make the optimal investment in the available human resources, in order to achieve its goals, develop the individual capabilities of its employees and provide a safe and fair work environment which encourages exceptional devotion, creativity and cooperation, while involving its employees in developing work patterns therein.

#### Article (3)

Each Government Entity shall prepare its functional structure in a way that is consistent with its actual competences and needs, according to the approved organizational structure.

The functional structure shall not become effective unless approved by the General Administration.

#### Article (4)

The General Administration shall prepare a Manual for General functions including the job description, classification and arrangement of the posts. This manual shall be established by a resolution of the Minister of State for Council of Ministers Affairs.

#### Article (5)

The Department shall prepare the draft annual budget of the human resources, in coordination with the General Administration, according to the approved functional structure. It shall include:

1. Number and type of required positions
2. Job titles and equivalent grades
3. Estimated dates for recruitment

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### **Article (6)**

Each Government Entity, when preparing its budget shall provide the General Administration of its proposals regarding the creation of new jobs, in light of the approved functional structure and the provisions of the Job Description, Classification and Arrangement Manual.

Government entities shall not be entitled to carry out any amendment in the approved functions unless with the consent of the Chairman and within the limits of its approved budget, provided that it notifies the General Administration of the amendment within a week from the date of its implementation.

### **Article (7)**

The Government Entity shall classify the jobs in qualitative groups. Each group comprises the jobs that have a similar nature of work, duties, responsibilities and the qualifications required for recruitment.

Each entity shall describe, classify and arrange the jobs in light of its approved organizational and functional structures and according to the provisions of the job Description, Classification and Arrangement Manual. The job description and posts classification and arrangement shall be approved by the General Administration.

### **Article (8)**

The job description includes the following:

1. Job title.
2. Job grade, according to the attached salary/grade or the employment contract.
3. General and analytic description of the job duties and responsibilities.
4. Conditions to be satisfied for the job as to the minimum educational qualifications and practical experiences required and the degree of skills, among other conditions.

## **Chapter 3**

### **Appointment**

### **Article (9)**

Vacant positions shall be filled by appointment, promotion, transfer, delegation or secondment provided that the conditions required for the vacant position are satisfied.

### **Article (10)**

Selection of candidates to fill the vacant positions by way of appointment shall be based on qualifications and ability, and vacant positions shall be advertised.

### **Article (11)**

The instrument of appointment shall be as follows:

1. Pursuant to an Emiri Decision or Decree, or decision issued by the competent authority in charge of appointment.
2. Pursuant to an employment contract commensurate with the models designed by the General Administration.
3. Pursuant to a special employment contract, as an exception to the Salary/Grade Schedules enclosed hereto, to appoint experienced and qualified persons or those with rare expertise, subject to the approval of the Prime Minister.
4. Pursuant to a temporary contract with a lump-sum salary for a period not exceeding 6 months renewable for a similar period.

The Council of Ministers, based on the proposal of the Government Entity and according to its nature of work, may develop an appointment system for some part-time posts in consideration of a fixed remuneration.

In all cases, the appointment of non-Qatari employees shall be according to employment contracts.

### **Article (12)**

The Council of Ministers based on the proposal of the Government Entity, may develop or establish systems for the jobs of special nature, and determine pursuant to them the employment rights and benefits granted to the employees occupying such jobs.

### **Article (13)**

The power of appointment shall be as follows:

1. By an Emiri Decision for appointment to a position where a private law provides for the appointment thereto by such instrument.
2. By a Decree for appointment to the position of undersecretary and to a position where a private law provides for appointment thereto by such instrument.
3. By a resolution of the Prime Minister for appointment to the position of assistant undersecretary.

4. By a resolution of the Chairman, for the first grade positions and below or equivalent, subject to the provisions hereof and to the approved organizational and functional structures of the entity and the Job Description, Classification and Arrangement manual, provided the General Administration is provided with a copy of the appointment decision or the employment contract within a week from the date of the issuance of the decision or the signing of the contract. It shall also be provided with a copy of any amendment to, or renewal of, the employment contract. The General Administration may object to the decision or the contract, within sixty days as of its issuance, if it is in breach of the law. In such case, the decision of appointment shall be void ab initio.

#### **Article (14)**

The person appointed to a position shall satisfy the following conditions:

1. To be of Qatari nationality. If not available, first priority shall be given to the offspring of the Qatari woman who is married to a non-Qatari, then the non-Qatari spouse of a Qatari woman or man, then the citizens of the GCC countries, then the citizens of the Arab states, and finally the other nationalities.
2. To be not less than 18 years old.
3. To satisfy the qualifications and conditions required for the position.
4. To pass the tests, competitions and qualification programs prescribed by the Government Entity.
5. To have a good conduct and a good reputation.
6. To be medically fit to perform the functions of the offered position, as per a certificate issued by a competent medical authority.
7. Has never been sentenced by a final judgment to prison for a crime involving moral turpitude and breach of trust, unless otherwise he/she has been rehabilitated.

Notwithstanding the foregoing, in the event where it has been ruled to stay execution of the penalty, the candidate may be appointed subject to the approval of the competent authority in change of appointment.

If he/she was convicted only once, this shall not prevent the appointment process to take place, unless the Department decides by a reasoned decision, based on the causes of the judgment and the circumstances of the case, that such appointment contradicts with the requirements of the job or nature of the work.

8. Not to have been dismissed from the job by a final ruling or disciplinary decision, unless one year, since the dismissal decision was issued, has lapsed.

### **Article (15)**

The employee who is appointed for the first time shall be subject to a probation period of three months renewable for a similar period, starting from the effective date of recruitment. During this period, an evaluation report on the performance of the employee shall be prepared by the manager of the concerned department and approved by the Chief Executive Officer. If the employee's performance fails to meet expectations, his/her service shall be terminated.

The employee may request that his/her services be terminated during the probation period by giving the Government Entity fifteen days prior notice.

Where an employee has successfully passed the probation period, he/she will be admitted in the position and the probationary period shall be counted in the service.

The employee who has not been admitted shall not be entitled to the end of service allowance for the probation period.

### **Article (16)**

Seniority shall be counted from the date of appointment in the grade. If more than one employee are appointed in one grade on the same date, the seniority shall be considered as follows:

1. If the appointment is for the first time in jobs occupied by a test score, seniority should be determined according to the other indicated on the test merit list. In case of tie scores, the highest qualifications shall be taken in consideration, then the highest qualification rating, then the highest marks to obtain the qualification, then to the oldest in graduation and finally to the oldest in age.
2. If the appointment is for the first time in jobs occupied without a test score, seniority shall be considered as follows:
  - a. If the diploma is a requirement for occupying the position, seniority shall be determined on the basis of the highest earned degree. In case of a tie, the highest qualification rating shall be taken in consideration, then the highest marks obtained, the first in the order of the year of graduation and finally the oldest in age.
  - b. If the position requires a work experience, the seniority shall be determined according to number of years of experience.
3. The arrangement of seniority in case of promotions shall be on the basis of seniority in the previous grade.

### **Article (17)**

The employee, upon appointment shall be entitled to the initial salary range for the applicable grade level. The employee may be appointed with a salary that

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is higher than the initial salary range for the applicable grade level provided that it does not exceed the average of the ending salary, and that his/her qualifications and experience exceed the minimum job requirements or that he/she has specific expertise needed by the Government Entity. The employee shall be entitled to his/her salary from the effective date of employment.

#### **Article (18)**

The employee who quits his/her job may be re-instated to the same position and salary grade in the Government Entity, while keeping record of the previous period spent in that position for seniority purposes. If the employee has gained practical and valuable experience in another work, the employee may be re-instated to a position higher, provided that the conditions required for such position has been satisfied.

#### **Article (19)**

The previous service period may be restored, provided that the two following conditions shall be fulfilled:

1. The period of service before reinstatement has been spent at a Government Entity or company in which the State owns at least 51% of the capital.
2. The period of service shall be consistent with the nature of the position in which the employee has been appointed.

### **Chapter 4**

#### **Salaries, increments, allowances and other benefits**

#### **Article (20)**

For the purpose of application of the present law, the Council of Ministers shall classify the government entities as per the nature of their responsibilities, tasks and functions, into two categories, namely:

1. Consulting/supervisory government entities: which are in charge of preparing the general policies and supervising their implementation
2. Operational government entities: which are in charge of implementing the policies, or managing and operating the facilities and providing public services.

#### **Article (21)**

The employees' grades and salaries shall be determined in accordance with schedules (1) and (2) attached hereto. These schedules may be amended by virtue of an Emiri decision.

### **Article (22)**

The employee shall be entitled to increments allowances, and other benefits, as prescribed under the provisions hereof, which may be amended or increased by a cabinet resolution.

### **Article (23)**

The Qatari employee shall be entitled to a periodical increment paid on the first of April after the lapse of one year from the date of appointment or from the date when the previous periodical increment has been paid. The level of this increment shall be between (1%) and (6%) of the salary, based on the job performance appraisal during the year for which the increment is payable, until the employee has reached the ending salary in the salary scale of the grade, as indicated in the following table:

<b>performance Appraisal</b>	<b>Periodical increment percentage</b>
Excellent	6%
Very good	5%
Good	3%
Fair	1%
Poor	Not eligible for a periodical bonus

### **Article (24)**

An annual incentive payment shall be awarded to a Qatari employee who has reached the ending salary in the salary scale of his grade and who has received a rating of “very good” at least on the performance appraisal. Such incentive shall be paid at the same rates set out in the previous article.

### **Article (25)**

The periodical increment may not be deferred or withheld unless the performance evaluation report of the employee is poor or a disciplinary decision to deprive him of the increment or to defer payment of his bonus has been issued. The deference decision shall entail the forfeiture of the right to the bonus during the period stated in the decision, without having any effect on the due date of the next bonus.

### **Article (26)**

The Qatari employee shall be awarded a monthly social increment as follows:

Grade	Married or raising his/ her children	Single
Seventh and above	(4000) riyals	(2500) riyals
Other grades	(3000) riyals	(1500) riyals

If both spouses are employed by Government Entities the increment prescribed under the category of “married or raising his/her children” shall be paid to the spouse who receives the higher increment and the other spouse shall receive the increment corresponding to “single”.

### Article (27)

The Qatari employee shall be entitled to a monthly housing allowance as follows:

Grade	Married or raising his/ her children	Single
First and above	(6000) riyals	(3500) riyals
Second to the seventh	(4000) riyals	(2500) riyals
Other grades	(3000) riyals	(1500) riyals

If both spouses are entitled to a housing allowance, the allowance prescribed under the category of “married or raising his/her children” shall be paid to the spouse who is entitled to the higher allowance and the other shall receive the allowance corresponding to “single”.

The employee who benefits from the provisions of law No. (2) of 2007 regarding the housing system shall not be deprived from receiving the due housing allowance.

The Government Entity may allocate an accommodation for the employee, in accordance with the terms stated in a resolution to be issued by the Council of Ministers. The payment of the housing allowance shall cease as of the date on which the accommodation is allocated.

Neither spouse shall be given a housing allowance, if a residence has been allocated to either one by the Government Entity where he/she works.

Where a non-Qatari employee is not granted a residence by his employer

he/she shall be entitled to receive a housing allowance if this is stipulated under the employment contract. The housing allowance shall be within the limits, categories and norms provided in this article and without exceeding the amounts fixed therein.

#### **Article (28)**

A non-Qatari married employee may only be entitled to housing allowance if the family lives with him/her in the State. Otherwise, the employee shall be eligible for the allowance payable to the “single”.

#### **Article (29)**

A Qatari employee shall be entitled to a monthly transportation allowance according to the following categories:

1. grade 1 and above: (2000) Riyals
2. grades 2 to 7: (1500) Riyals
3. other grades: (1000) Riyals

Transportation allowance shall be discontinued in the event where the Government Entity provides a transportation mean for the employee.

#### **Article (30)**

A Qatari employee occupying a supervisory position shall be entitled to a monthly allowance according to the following categories:

1. Director of a department and above (3000) Riyals
2. Assistant Director of a department (2500) Riyals
3. Head of unit (2000) Riyals

#### **Article (31)**

A Qatari employee whose Government Entity provides him/her with unfurnished accommodation shall be entitled to a one-off furniture allowance throughout the term of his/her service as follows:

<b>Grade</b>	<b>Married or raising his/ her children</b>	<b>Single</b>
First and above or its equivalent salary	50000 riyals	30000 riyals
Second to seventh or its equivalent salary	40000 riyals	28000 riyals
Other grades or its equivalent salary	30000 riyals	21000 riyals

The eligibility of the non-Qatari employee for the furniture allowance shall be in

accordance with his/her employment contract and within the limits and norms provided for in this article.

### **Article (32)**

The furniture allowance shall be depreciated by 25% each year. If the employee resigns or his/her service is terminated before the elapse of four years from the date he/she obtained this allowance, he/she shall settle the remaining amount thereof, and the Government Entity may recover it from him/her in cash or by deducting the same from his/her entitlements.

The employee may be exempted from paying the remaining amount of the furniture allowance, by a decision taken by the Chairman, in case of death, or complete or partial disability and in cases of general disasters, or if the service is terminated to a reason pertaining to the Government Entity.

### **Article (33)**

The employee shall be entitled to receive a representation allowance if he/she was sent for an official mission outside the State. This allowance shall comprise the accommodation fees, food, transportation of personal effects, communications, and internal transportation in the state to which the employee is sent. As for the tasks performed outside the cities and related to the official mission, the actual expenses shall be paid.

Sending the employee on an official mission outside the country shall be made by virtue of a decision taken by the Chairman.

### **Article (34)**

The representation allowance for each day out of the official mission days spent outside the State, shall be as follows:

1. First grade and above or its equivalent salary: (3500) riyals
2. Other grades or their equivalent salary: (2500) riyals

If the delegated person is hosted by the host state or the party, he/she shall be entitled to receiving half of the prescribed representation allowance.

### **Article (35)**

The payment of the travel tickets for the persons sent on an official mission outside the State shall be made as follows:

1. First class tickets for the persons holding third grade positions and above or earning their equivalent salary.
2. Business class tickets for the persons holding positions from the fourth

to the seventh grade or earning the equivalent salary.

3. Economy class tickets for the persons holding other positions or earning their equivalent salary.

First class tickets shall be given to all the members of the delegation, regardless of their grades, if the delegation is chaired by an officer having the grade of an assistant under-secretary and above.

### **Article (36)**

The employee who is entrusted with an official mission abroad may leave the State before the beginning of the mission and he may leave the place of the mission takes place to return to the State after the end of the mission, as per the periods specified in the following table:

	<b>The host country</b>	<b>Days of travel before the commencement and after the end of the official mission</b>
1	GCC States	One day prior to the mission and one day after the end thereof
2	The Americas, Australia, New Zealand and Japan	Three days before the mission and three days after the end thereof
3	Other states	Two days before the mission and two days after the end thereof

The calculation of the days of travel shall be made according to the value of the full representation allowance. Such periods shall be fully included in the mission account, without observing the date of departure or return from the mission.

### **Article (37)**

Subject to the provisions regulating the representation allowance and the payment of the travel tickets, the employee who is assigned to an official mission during his/her annual leave, shall be entitled to the due representation allowance and the amount of travel ticket from the destination where he/she spends the leave or from the state of Qatar to the host country, whichever is higher, in addition to a leave in lieu of the period spent in the mission.

### **Article (38)**

The representation allowance may be paid in advance to the employee who is sent on an official mission overseas, provided that it shall be settled directly upon his/her return.

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**Article (39)**

The positions for which the employees are entitled to a nature-of-work allowance and the amount and conditions of such allowance shall be determined by a resolution issued by the Council of Ministers.

**Article (40)**

The employee shall be entitled to an overtime allowance for the extra working hours assigned to him by a decision of the Chief Executive Officer, pursuant to the proposal of the director of the concerned department.

This allowance shall be calculated on the basis that an extra hour, during ordinary working days, equals one hour and fifteen minutes and that an extra hour, during public holidays, equals one hour and a half.

**Article (41)**

The maximum extra hours of work shall be three hours during the ordinary working days and eight hours during public holidays.

In all cases, the overtime allowance shall not exceed 40 % of the salary and shall not go beyond the amount of (7000) riyals per month for the employees appointed in employment grades. For employees appointed by contracts overtime allowance shall not exceed 20% of the salary, and shall not go beyond (5000) riyals per month.

The extra working hours and the due allowance may be increased, by virtue of a resolution issued by the Council of Ministers and pursuant to the proposal of the Chairman.

**Article (42)**

The employee who holds the position of a treasurer shall be entitled to a treasurer allowance of QR 1500 per month.

**Article (43)**

In addition to the prescribed transportation allowance, the employee whose duties involve operation of a car, and who has not been provided with a car by the Government Entity, shall be entitled to a car allowance ranging between QR 1000 to QR 2000 per month. The Chairman shall issue a decision regarding the grant of this allowance and the determination of its amount.

**Article (44)**

A telephone allowance shall be paid to the employees in grade seven and

above or in the equivalent salary grade, amounting to QR 600 per year.

#### **Article (45)**

The Chairman may grant an employee whose work duties involve the use of his mobile phone a monthly mobile phone allowance. The amount of such allowance shall be determined according to the work nature and tasks assigned to the employee as follows:

Simple use	Medium use	High use
QR 300	QR 500	QR 1000

The Department shall set the norms and measures for the determination of the persons entitled to such allowance and the categories thereof.

#### **Article (46)**

The Government Entity shall cover the cost of air tickets for non-Qatari employees employed under an external employment contract, in addition to the tickets cost of his/her spouse and three of his/her children whose ages do not exceed the age of eighteen, such cost coverage shall be made in the following cases:

1. Upon appointment for the first time
2. In the event of taking the periodic leave.
3. Upon recall from the periodic leave.
4. On final departure from the State to home country at the termination of the employment.

#### **Article (47)**

The non-Qatari employee shall be entitled for air tickets for his/her family members, if they are residing in the State or arriving to the State, from the home country specified upon appointment, for the purpose of residence.

#### **Article (48)**

Non-Qatari employee shall be entitled to air tickets, unless his/her employment contract stipulates otherwise, in accordance with the following conditions:

1. If employed in grade seven and above or in an equivalent salary grade: economy class tickets for the employee, his/her spouse and three of his/her children whose ages do not exceed the age of eighteen.
2. If employed in any other grade or in an equivalent salary grade: one economy class ticket for the employee only.

The non-Qatari employee shall be entitled to receive the cash in lieu of airline tickets due to him/her and the family, even if they do not actually travel to the country which he/she holds its nationality upon appointment.

#### **Article (49)**

If both the non-Qatari husband and wife are employed by a Government Entity, only one of them shall be entitled to receive airline tickets from his/her employer.

#### **Article (50)**

The non-Qatari employee shall be entitled to an air freight allowance, on the first arrival to the State and the final departure, according to the following conditions:

<b>Grade</b>	<b>Employee</b>	<b>Spouse and children</b>
Second and above or its equivalent in salary grade	300 kg	60 kg for the spouse and for each child not exceeding the age of 18, subject to a maximum of (3) children
Seventh to third or its equivalent in salary	150 kg	30 kg for the spouse and for each child not exceeding the age of 18, subject to a maximum of (3) children

#### **Article (51)**

In the event where a non-Qatari employee moves to work for another Government Entity, he/she shall not be entitled to the air tickets and the air freight allowance paid termination of the employment service with the first party, and upon arrival to the new entity.

#### **Article (52)**

The types, values and norms of loans paid to employees shall be determined by a resolution issued by the Council of Ministers.

### **Chapter 5**

#### **Training and Development**

#### **Article (53)**

The Government Entity shall develop its human resources by providing its employees

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with appropriate opportunities for training, development and qualification, in order to foster and enhance their capacities and provide them with new skills to improve their performance and qualify them to assume other responsibilities.

#### **Article (54)**

The training needs are determined in accordance with the State's general strategic plan, the objectives of the Government Entity and the performance evaluation reports, based on the opinion of the employees and their superiors.

#### **Article (55)**

The Department shall analyze the training needs of the Government Entity, in coordination with the concerned departments, to determine the capacities, competences, and the level of necessary skills and knowledge for enabling the employee to improve his/her performance in order to achieve the goals of the Government Entity.

#### **Article (56)**

The Department shall set the annual training and development plan in light of the results of the training needs analysis, provided that the plan covers the following areas:

1. Determination of the priorities for the training and development requirements.
2. Determination of the training and development methods.
3. The Annual schedule for each training and development method.
4. Manifestation of the parties that shall provide training and development.
5. The necessary budget to implement the training and development plan.

The General Administration shall be provided with the annual plan before the end of December of each year, for approval.

#### **Article (57)**

The Department shall implement the annual training and development plan after the approval of the budget. The department may amend the plan according to the business requirements, in coordination with the concerned department and within the limits of the approved training budget.

#### **Article (58)**

The training sessions shall be provided at the training centers available in the State. In cases the requirements of the job dictate or where training programs are not available in the State, training may take place in experienced and well-reputed external agencies.

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### **Article (59)**

The training period spent by the employee shall be deemed to be part of the work schedule, during which the employee continues to benefit from all the advantages of his job. Failure to attend the training sessions shall be deemed to be a breach to the job duties.

### **Article (60)**

The employee sent overseas for a training period not exceeding one month shall be entitled to the representation allowance prescribed for his/her job grade or the equivalent salary grade.

If the period of the training session exceeds one month, the employee shall be entitled to half the respective representation allowance for the period beyond one month.

### **Article (61)**

The Government Entity shall offer training programs to fresh Qatari graduates of various educational disciplines to qualify them to the vacant posts, regardless whether those training programs are held locally or overseas, subject to the conditions, controls and benefits issued by a Cabinet resolution.

The graduate shall undertake to work for the Government Entity which offered the qualification program for a period equal to that spent to complete the qualification program; otherwise, the employee shall undertake to reimburse the expenses of his/her qualification program, except for the monthly remunerations.

## **Chapter 6**

### **Performance Management System**

### **Article (62)**

The Government Entity shall set a performance management system, based on the performance of the employees and their administrative units, in order to motivate individual achievements, boost the team spirit and achieve the following:

1. Consistency of the individual practices and objectives of the employee with the objectives of the Government Entity.
2. Leading the continuous enhancement process of the individual performance of the employees through the periodical evaluation of their contribution to the achievement of the Government Entity's objectives.

3. Providing a basis to reward the accomplishment and achievement of results.
4. Motivating the continuous learning to develop the human resources.

#### **Article (63)**

The General Administration shall set the general directives for the evaluation of the employee's performance.

The evaluation of the employee's performance shall be made annually, based on clear foundations and criteria and specified objectives set by the Department and approved by the General Administration. The employee must be involved in the performance review process, by discussing the results of his/her performance with his/her direct superior.

Only the employees in the first grade and below are subject to the evaluation performance report.

#### **Article (64)**

The evaluation of employee's performance shall cover the period from January to December of each year, and the performance evaluation levels shall be as follows:

1. Excellent = 90% and above
2. Very good = 76% to 89%
3. Good = above 66% to 75%
4. Fair = from 50% to 65%
5. Poor = below 50%

#### **Article (65)**

The evaluation of employees performance in the grades indicated hereinafter may not be rated as excellent or very good:

1. The employee who failed an offered program training program during the year covered in performance evaluation report.
2. The employee who was subject to a disciplinary penalty by way of deduction from his/her salary, or suspension from work for more than five days, or who was fined a total amount exceeding the deduction from the salary or suspension from work for more than ten days, during the year covered in the performance evaluation report, or who was subject to a more severe sanction.
3. The employee in the third, second or first grade who was subject to any sanction during the year covered in the performance evaluation report.

The evaluation of the employees performance in the categories indicated

hereinafter may not be rated excellent, very good or good:

1. The employee who failed to attend a training program during the year covered in the performance evaluation report without an acceptable excuse.
2. The employee who was subject to disciplinary fine deducted from his salary or whose service was suspended for more than ten days or who was fined a total amount that exceeds the deduction from salary or suspension from work for fifteen days, during the year for which the performance evaluation report was made or who was subject to a more severe sanction.

#### **Article (66)**

The Department shall prepare the form for performance evaluation report and the form shall be approved by the General Administration.

Each line manager shall issue a written performance evaluation report for each of his/her employees, using the standard approved form, by 15 January of each year in order to be approved by the Chief Executive Officer before the end of January.

#### **Article (67)**

The employee shall receive a copy of the performance evaluation report upon its approval. The employee may submit a complain about his performance rating to the Chairman within fifteen days from the date when he/she has been notified thereof. The Chairman shall take a decision with regard to the complaint within thirty days from the date of its submittal. The elapse of the said period without notifying the employee of any decision altering the report shall be deemed to be a decision of rejection. Any decision taken by the Chairman regarding the complaint is deemed to be final.

The report shall not become decisive unless the period of the complaint or the decision has elapsed.

#### **Article (68)**

The performance evaluation of the employee shall be taken into account when considering promotion or filling of supervisory positions and when awarding regular bonus or any other performance bonuses or rewards.

#### **Article (69)**

If the employee is delegated or seconded to another internal entity for a period not less than three months, the host entity must prepare a report about the employee's performance during the period of his/her work and send it to the entity where he/she is originally employed for future reference in the evaluation of his/her performance.

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In the event where the employee is seconded or sent overseas to follow any courses or in the event where he/she obtained a leave for more than one year, the evaluation of his/her performance shall be based on the most recent report published about him/her before the secondment the delegation or the leave.

**Article (70)**

If the employee is transferred from one Government Entity to another, the entity from which the employee is transferred shall prepare a report on his/her qualifications during his/her period of work in the year during which he/she was transferred and it shall send the report to the entity to which he/she is transferred, for future reference during the evaluation of his/her performance.

**Article (71)**

If the performance evaluation of the employee is rated “poor” for two consecutive times, he/she may be shifted to another appropriate position at the Government Entity without decreasing his salary. In the event where a third report rated his/her performance as poor, his/her service may be terminated without prejudice to his/her right to pension or to the end of service gratuity.

**Article (72)**

By virtue of a Cabinet resolution, a reward may be paid to the employees of the administrative units, with distinguished performance. This shall be based on the performance of the administrative unit and the performance evaluation reports of its employees during the year, provided that the reward is limited to the employees whose performance evaluation is rated as “excellent” and “very good”.

**Article (73)**

The Chairman may grant an incentive award to the employee who provides distinguished services or works, research or suggestions that enhance the work methods, upgrade the performance or save the expenses, provided it does not exceed the total monthly salary of the employee. This award shall not be granted more than twice per year.

**Article (74)**

The Government Entity may grant rewards in kind to distinguished employees or departments.

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## Chapter 7

### Promotions

#### Article (75)

Upon promotion, the employee shall be entitled to the beginning pay scale for the grade to which he is promoted to or the salary he used to get before the promotion, plus a bonus of 10% of the salary, whichever is higher. The promotion shall not affect the maturity date of the periodic increment, whenever the conditions for receiving it are fulfilled.

#### Article (76)

Promotion for jobs grades, grade 1 to grade 13, shall be made on the basis of seniority and according to the performance evaluation.

The employee may be only promoted to a vacant position in the next higher grade level. However, the position level may be reclassified to a grade level higher than that to which it is currently assigned; in such case, the employee may be promoted to the new grade provided that the approved financial budget covers the promotion, subject to the rules of description, classification and arrangement of jobs.

The authority in charge of the appointment shall issue promotion decisions, provided the General Administration receives a copy of the promotion decision within one week from the date of its issuance. The General Administration may object to the decision of promotion, if it was in breach of the law, within sixty days as of the issuance thereof. In such case, the decision shall be disregarded.

#### Article (77)

Promotion by seniority shall satisfy the condition that the employee should have been rated "very good" for the last two years and shall have covered the intermediate period set forth in the Job Description, Classification and Arrangement Manual.

#### Article (78)

The distinguished employee may be exceptionally promoted, by a decision of the Chairman, to the next higher grade, without complying with the condition of the intermediate period or that of the qualification, provided that the performance evaluation of the employee is rated "excellent" in the last two reports.

The employee shall not have an exceptional promotion before the elapse of ten

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years of his/her previous exceptional promotion, and he/she may not be awarded more than two exceptional promotions during his/her service in the State.

## **Chapter 8**

### **Transfer, delegation and secondment**

#### **Article (79)**

The employee may be transferred from one Government Entity to another to achieve the public interest, subject to the approval of the Chairman of both entities.

The transfer to another position inside the Government Entity shall be made by a decision of the Chairman.

#### **Article (80)**

The employee shall not be transferred except to a vacant position of the same grade and he/she shall fulfill the conditions for holding such position.

The transfer shall not affect the rights and advantages enjoyed by the employee on the date of transfer except for those related to the nature and circumstances of his/her work.

#### **Article (81)**

The employee may be delegated, by a decision of the Chairman, to perform, temporarily, the tasks of another position within the Government Entity where he/she works. The delegation may occur in addition to his/her original work. The employee shall be delegated to perform a position of the same grade or to a directly higher position.

The delegation shall be for a period not exceeding one year, renewable for another similar period or periods up to a maximum of three years.

#### **Article (82)**

The employee may be delegated the tasks of a position in another Government Entity. In such case, the delegation is made upon the request of the entity to which the employee is delegated and with the consent of the Chairman of both entities.

The entity from which the employee is delegated shall assume the payment of his/her salary and all his/her entitlements throughout the delegation period. The entity to which he/she is delegated shall assume the delegation allowance.

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### **Article (83)**

The delegated employee shall be entitled to a monthly delegation allowance of 25% of the salary up to a maximum of (2000) riyals for internal delegation and (5000) Riyals for external delegation.

In case of delegation to perform a supervisory position, the employee shall be entitled to the delegation allowance or the supervisory position allowance, whichever is higher.

In all cases, the employee shall not be entitled to the delegation allowance unless such delegation is in addition to his/her original work.

### **Article (84)**

The employee may be seconded, after obtaining his/her approval and by a decision of the Chairman, to any other Government Entity, or company in which the State is a shareholder, sports institutions and associations, or companies selling their shares by public subscription for a period of one year, renewable for a similar period(s) up to a maximum of 6 years.

### **Article (85)**

The entity to which the employee is seconded shall pay the salary of the job to which the employee is seconded, in addition to all of its other entitlements and benefits.

### **Article (86)**

By virtue of a resolution passed by the Prime Minister, based on the proposal of the chairman, the employee may be seconded, subject to his/her consent, to an entity associated with any Arab, foreign or international government, authority or organization.

The secondment decision may include the continuation of payment of all or part of the total salary package of the seconded employee, and the entitlements and benefits of the previous position, this shall be in accordance with the public interest requirements.

### **Article (87)**

Whenever is necessary, the position of the seconded may be filled during the period of secondment. After the secondment period is completed, the employee shall return to his/her original position if it is vacant or to another position of the same grade and type. In the event where there is no vacancy, the employee

shall hold his/her original position in personal capacity, provided that he/she shall occupy the first position, of the same job grade, that becomes vacant.

#### **Article (88)**

The employee may terminate his/her secondment before the expiration of the authorized period, provided he/she notifies the hosting entity at least one month in advance.

In all cases, the employee must return to the entity from which he/she was seconded within fifteen days as of the expiration of the internal secondment and three months as of the expiration of the external secondment.

#### **Article (89)**

The period of secondment shall be added to the employee's period of service and shall be taken in consideration when considering his/her eligibility to allowances and promotions.

### **Chapter 9**

#### **Leaves**

#### **Article (90)**

The weekly working days and working hours and the public holidays and organization of work during such days shall be determined by a Cabinet resolution, according to public interest requirements. The employee may only discontinue his/her work when he/she is on approved leave, according to the provisions hereof. In the event where the interval between two public holidays is one working day, it shall be considered as a day off.

#### **Article (91)**

Leaves shall be as follows:

1. Periodic leave.
2. Incidental leave.
3. Sick leave.
4. Accouchement leave.
5. Maternity.
6. Hajj leave.
7. Marriage leave.
8. Shariah Iddat leave (waiting period after which a divorcee or a widow woman can take a new husband).

9. Bereavement leave.
10. Leave to accompany a spouse.
11. Muharram (unmarriageable person) leave.
12. Leave for accompanying a patient.
13. Exceptional leave.
14. Study leave.
15. Examinations leave.
16. Unpaid leave.

The leaves provided for herein shall be counted as part of the employee's actual service, except for the unpaid leave if the total unpaid leaves exceed one year, the period in excess shall not be counted as part of actual period of service of the employee.

#### **Article (92)**

The employee shall be entitled to a periodic leave on an annual basis, with total salary, in accordance with the following:

1. 45 days for the employees who hold positions of the seventh grade or above or the equivalent in salary
2. 40 days for the employees who hold positions of the eighth to the tenth grade or the equivalent in salary
3. 30 days for the employees who hold positions of other grades or the equivalent in salary

The employee shall be entitled to a periodic leave against any period of service during the year, which shall be calculated in proportion to the period during which he/she worked in the year.

If public holidays or sick days have fallen during the periodic leave, the same number of days shall be added to his/her leave.

The periodic leave shall not be divided to more than three times in one year. Notwithstanding the provisions hereof, the Council of Ministers shall issue a decision to regulate the periodic leave for the government entities in which the nature of work during the year requires a special regulation.

#### **Article (93)**

The employee's entitlement to the first periodic leave shall be calculated from the date of his/her employment, provided that the employee has successfully passed the probation period.

#### **Article (94)**

The employee shall not be entitled to a periodic leave for the following periods:

1. Probation period, if the employee has resigned or his/her service is terminated, during this period.
2. Period of unpaid leave.
3. Period of unpaid suspension of service, if it exceeds 7 days.
4. Period of notification of the termination of service, during which the employee does not work.

#### **Article (95)**

The Government Entity should encourage its employees to take their periodic leaves annually. If the employee could not take all his/her periodic leave due to necessary work requirements he/she should, at least, take half of the periodic of leave.

#### **Article (96)**

The chief Executive Officer may ask the employee to return to work before the end of the periodic leave, if the work's interest requires so..

#### **Article (97)**

Without prejudice to the provision of article (95) hereof, the Chief Executive Officer may not allow the employee to take all of the periodic leave, if the work's interest requires so. Under such circumstances, the employee shall be compensated for the work performed during the leave days. It shall be calculated on basis of his/her total salary at the time of the leave. This shall be in addition to periodic leave bonus.

The employee shall not be prohibited from taking all of his/her periodic leave for two consecutive years.

#### **Article (98)**

A periodic leave grant equal to one-month salary for each year shall be paid to the Qatari employee, provided the employee takes the periodic leave.

#### **Article (99)**

All the entitlements of the periodic leave of the employee shall be paid with the monthly salary preceding the leave.

#### **Article (100)**

The employee shall be entitled to an incidental leave, in case of emergency, for a period not exceeding 7 days per year.

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The incidental leave shall not be for more than 3 days at a time.

The employee shall provide his/her employer with the justifications for the leave before taking it, if possible, or during the leave, otherwise he/she shall be considered as inactive.

The right of the employee for this leave shall be lost after the elapse of the year for which the leave is due.

#### **Article (101)**

The employee who is absent from work due to sickness, must report to the closest medical authority for checking and obtaining the necessary sick leave report. The employee shall provide his/her employer with a medical report.

The employee shall be authorized to take a sick leave for a period not exceeding 3 consecutive working days at a time and up to a maximum of 10 working days in a year. If the leave exceeds this period, the report shall be referred to the competent medical authority for approval.

#### **Article (102)**

In case of sickness, the employee shall be granted a sick leave for a period not exceeding one fully paid year. If he/she has not recovered, the competent medical authority may grant him/her a sick leave for a period not exceeding another year during which he/she will receive a half salary. If the competent medical authority considers that he/she is incurable and unfit to carry on with his/her job, the employee shall be retired for being medically unfit, if he/she was Qatari, and his/her service shall be terminated if he/she was non-Qatari.

#### **Article (103)**

If the employee has exhausted all his/her sick leaves set forth in the previous article without being cured, he/she may use the balance of his/her periodic leave.

#### **Article (104)**

Without prejudice to the provisions of the two preceding articles, an employee who has suffered a work-related illness or injury shall be granted a sick leave with total salary for a period not exceeding one year, which shall not be deducted from his/her periodic or sick leave entitlements.

If this period elapses without improvement in the employee's medical conditions, he/she shall be referred to the competent medical authority for

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diagnosis of his/her condition. If the employee is not Qatari and is found not to have been recovered, his/her service shall be terminated. If the employee is Qatari, he/she shall be granted a fully paid sick leave for another six months then shall be referred to retirement for being medically unfit.

In the enforcement of the provisions hereof, a work-related injury means any accidental injury that occurs during or as a result of the execution of the work, without mistake or negligence on the part of the employee, or any professional illness. Death caused by overwork or stress shall be considered a work injury, provided it is proved by a medical report issued by the competent medical authority.

It shall be considered as a work injury, any accident that occurs to the employee while going to or returning from work.

The professional illness means the illness that is commonly encountered among the employees of one profession or a group of professions, according to the schedule No. (3) attached hereto.

The illness shall be considered as professional if its symptoms appear on the employee during his/her work or during a year from leaving his/her profession or job.

#### **Article (105)**

The competent medical authority shall grant the employee infected with a contagious disease, a sick leave, even if the disease does not prevent the employee from undertaking the work, until a report of healing is issued. Moreover, it shall notify the Government Entity to which the employee is affiliated that the employee shall not be allowed to work throughout this period. In the cases where the employee's recovery is hopeless, the competent medical authority shall mention this situation in its report about the employee.

#### **Article (106)**

In the event where the employee gets sick while he/she is out of country for the periodic leave or an official mission, he/she shall obtain a medical report certified by the diplomatic mission, if any, and he/she shall submit the report to the employer, upon the employee's return from abroad, to refer it to the competent medical authority for approval.

#### **Article (107)**

In the event where the employee gets sick during the probation period, the

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probation period shall be extended according to the sickness period provided that the employee's sickness does not exceed the probation period. In order to be granted the sick leave, the employee shall obtain a certificate from the competent medical authority.

**Article (108)**

A female employee shall be granted fully paid accouchement leave, for 60 days that shall not be deducted from the other leaves, provided she submits a supporting medical report or a true copy of the birth certificate. In all cases, the female employee shall be entitled to her balance of periodic leaves along with her accouchement leave.

**Article (109)**

A female employee shall be granted 2 breast feeding hours on a daily basis for one year, starting immediately after the end of the accouchement leave. The female employee shall determine the time of breast feeding.

**Article (110)**

The Chairman shall grant the Qatari female employee a leave to look after her disabled children who are under 6 years old, for 2 times throughout her period of service and for a maximum of 3 years each time.

Subject to the dictates of the public interest, the Prime Minister shall grant the Qatari female employee a leave to look after her children, whenever he deems necessary.

In all cases, the employee shall be paid a full salary during the first 3 years and half a salary for the duration exceeding the 3 years.

**Article (111)**

A Muslim employee shall be granted for once, throughout his/her service in the State, a 21-day fully paid leave to perform the Hajj. This leave shall not be deducted from the periodic leaves due to the employee.

**Article (112)**

An employee shall be granted for once, throughout his/her functional service in the state, a fully paid marriage leave for 15 days, provided he/she submits a true copy of the marriage certificate.

### **Article (113)**

A Muslim female employee whose husband died shall be granted a legal Idda leave on full salary for a period of four months and ten days as of the date of death of her husband or until she gives birth in the event where she is pregnant. This period shall not be deducted from her other leaves and the female employee or her representative shall inform her employer of the death of her husband and provide the employer with the supporting document.

### **Article (114)**

The employee shall be granted a fully paid bereavement leave for a period of 5 days if the deceased is a first -degree relative, and for a period of 3 days if the deceased is a second-degree relative. The leave shall be for a period of 7 days if the employee has to travel abroad.

The period of the bereavement leave shall not be deducted from the periodic leave if they happen at the same time.

### **Article (115)**

A Qatari employee shall be granted an unpaid leave to accompany his/her spouse who is employed at a Government Entity, or at a company in which the State has a stake, in the event where he/she joins a representation mission abroad, is seconded to work abroad or sent on a training, study mission or study leave for not less than 1 year.

### **Article (116)**

A Qatari employee shall be granted an unpaid leave to accompany his wife or any of his unmarried female relatives, in the following cases:

- 1- Official missions.
- 2- Training sessions
- 3- Other cases as per the discretion of the employer.

The husband shall receive from the Government Entity at which the female employee works half of the representation allowance and a travel ticket for the same class decided for the female employee in accordance with the relevant regulations.

Unmarriageable female relatives are determined in compliance with the provisions of the Islamic Shari'ah.

### **Article (117)**

The Chairman may grant the employee a fully paid leave to accompany a sick person for treatment abroad in the events where such companionship is

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required, based on the recommendation of the competent medical authority.

The period of the leave shall be equal to the period required for the treatment abroad.

#### **Article (118)**

The Qatari employee may be granted by a decision of the Chairman a fully paid exceptional leave in order to carry out any activities or missions related to the participation in national teams, contests, sports activities, social or cultural programs, or for any similar reasons not related to the work or the Government Entity employing the said person, based on the request of the official bodies concerned with these fields and for the periods set by them.

#### **Article (119)**

The Qatari employee shall be granted a study leave for the period provided for in the law regulating scholarships and in compliance with the conditions thereof.

#### **Article (120)**

The Qatari employee who studies at his/her own expense shall be granted a fully paid leave for one week prior to the beginning of the exams, provided the employee returns to work within 2 days after the end of the exams if they are carried out abroad and within 1 day if they are carried out inside the country.

#### **In all cases, the following conditions shall be met:**

1. Obtaining the prior approval of the Chairman to study at the employee's own expense.
2. Attaching a true copy of the examinations' schedule or the equivalent thereof to the leave request form while mentioning the start and end dates of the examinations.
3. Presenting a document proving that the employee took part in the examinations.

#### **Article (121)**

The employee may be granted by a decision of the Chairman an unpaid leave for a period of one month that may be renewed for a similar period(s), for the reasons presented by the employee and approved by the Chairman, in the event where the employee has exhausted his/her balance of periodic leaves.

## Chapter 10

### Job Obligations, Prohibited Activities and Disciplinary Accountability

#### Article (122)

##### The employee is required to:

1. Abide by the provisions of the applicable laws, bylaws, decisions and regulations and seek to implement them.
2. Accomplish the work allocated to him/her, in time and in an accurate and faithful manner, in accordance with the established performance evaluation rates.
3. Abide by the official work schedules and allocate the working hours to the job duties.
4. Preserve the dignity and good reputation of the job and have a good appearance.
5. Cooperate with his/her superiors and colleagues.
6. Perform any tasks allocated to him/her even outside the official working hours when the job interest requires so.
7. Preserve the government fixed and movable assets and properly use the necessary tools to perform the job.
8. Use the job-related precaution methods and abide by the safety instructions to preserve his/her life and health as well as the life, health, and properties of others.

#### Article (123)

##### The employee shall be prohibited from doing the following:

1. Violation of the applicable laws, bylaws, decisions and regulations.
2. Committing any act or omitting to do any act deliberately or by negligence, which contradicts with the job requirements, duties or responsibilities or it results in the waste of a right related to the State or to a Government Entity.
3. Disclosure of any information that the employee knows by virtue of the job if it is confidential by its nature or pursuant to instructions requiring so, without the Chairman's written permission. This obligation remains active after the end of the service.
4. Keeping to himself a true copy of any official paper or remove this true copy from its dedicated folders, even if it is related to a job that is allocated to him/her, or keeping a copy of any official or confidential document.
5. Signing off on any petitions or letters that might damage the reputation of the State or belong to any prohibited organization, body, or group.

6. Performing any paid or unpaid task even outside the official working hours to any third party without getting the prior written permission of the Chief Executive Officer.

However, the employee may handle paid guardianship, custodian or trusteeship activities if the interned person, minor, or absent person is a relative (up to the 4th degree). The employee shall also supervise the Waqf if he/she has a part in it or if the owner of the Waqf designates him/her as such, in addition to the receivership on the funds in which he/she is a partner or has any interest or which are owned by any of his/her relatives (up to the 4th degree).

In all cases, the employee shall notify the employer thereof and keep the notice in his/her service file.

7. Working in more than one governmental job without the consent of the Prime Minister.
8. Performing any works or trade activities that contradict with the employee's duties as an official in the Government Entity or with the Government Entity's interest or that might give the employee a direct or indirect interest in any contracts, activities, or bids related to the activities of the Government Entity or in which the Government Entity constitutes a party.
9. Using his/her power and influence on his/her subordinates or inciting them to violate the provisions of the applicable laws, bylaws, decisions and regulations.
10. Acceptance of gifts, presents, favors, grants, cash amounts or other gratuities, by himself or through any other person, from any person in consideration of or because of any activity related to his/her job, in order to achieve a third party interest.

#### **Article (124)**

The employee shall avoid any work that might present a conflict of interests between his/her personal activities and the interests and projects of the Government Entity, or that might influence directly or indirectly a personal interest or the interest of any of the employee's relatives up to the 4th degree.

#### **Article (125)**

Any employee who violates his/her obligations or commits any of the prohibitions provided for in this law shall be disciplined without prejudice to his/her civil or criminal liability as may be required.

Moreover, the employee shall not be exempted from liability for any act or omission to act that violates the provisions of this law, based on an order given to the employee by his/her superior unless it is proven that the violation came as an execution of a written order given to the employee by his/her superior despite the fact that the employee has alerted the superior in writing about such violation. In this case, the person who issued the order shall be considered the sole responsible, unless the order of the superior involves a crime. In such case, the employee shall also be held responsible, in accordance with the provisions of the criminal liability.

#### **Article (126)**

No disciplinary sanction can be taken against the employee before carrying out written investigations with him/her, hearing his/her statements and realizing his/her defence. The decision issued to apply the sanction shall be reasoned. In applying the sanctions of warning and salary deduction of not more than three days against an employee who occupies the fourth grade position and less or its equivalent in terms of salary, the investigation may be carried out orally, provided that its content is established in the sanction decision. In this case, the sanction decisions shall be issued by the director of the department where the employee works.

The employee shall be entitled to complain against this decision before the Chief Executive Officer within 30 days as of being notified. The latter shall settle the complaint within not more than 60 days as of its filing. If during such period no decision is taken in this respect, the elapse of such period shall be considered as an implicit rejection thereof.

#### **Article (127)**

The legal department in the concerned Government Entity shall handle the investigations in the violations attributed to any of the employees in the entity, after the approval of the Chief Executive Officer and pursuant to the request of the line manager of the employee. The investigation shall be established in a report with a serial number and mentioning the date, place, and time of conducting the investigation, the time of its completion, the names and the signatures of the investigator and the investigation clerk.

The employee shall be informed by a notice of the investigation date. In case he/she refuses to receive the notice, the investigation shall take place in absentia, according to the procedures provided for herein.

In all cases, the job grade of the investigator shall not be less than that of the employee referred to investigation.

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### **Article (128)**

The investigation shall take into account the demonstrated facts that involve violations that might not be even related to the original incident. If the investigator notices that another employee is related to the subject of the investigation, the investigator shall raise the matter to the Chief Executive Officer who shall summon that employee for investigation.

If it is noticed during the investigation that a criminal offense was committed, the matter shall be referred to the Chief Executive Officer in order to report it to the Public Prosecution or continue the investigation without prejudice to the right of the Government Entity to impose the disciplinary sanction on the employee.

### **Article (129)**

Every employee who is summoned to give his/her statement and refrains from attending or disclosing the information he/she knows without a justified excuse, shall be subject to a disciplinary action.

### **Article (130)**

Witnesses shall be heard and the other evidence shall be presented before the employee referred to investigation, unless the investigator considers that hearing the witnesses or presenting the evidence when in absentia are in the investigation best interest. In the end the witness shall sign his/her testimony.

### **Article (131)**

When the investigation is over, the investigator shall prepare a memorandum of opinion on the accusations attributed to the employee and present it along with the investigation reports and evidence to the Chief Executive Officer to act accordingly.

### **Article (132)**

The Chief Executive Officer, having perused the investigation, shall order that the investigation should be shelved, or refer the employee to the competent Disciplinary Authority for accountability, or just impose a sanction on the employee in accordance with the following:

1. For the fourth grade employees and below or the equivalent thereof in terms of salary:
  - A- Warning the employee
  - B- Deduction from the salary for a period not exceeding 45 days a year provided such deduction does not exceed the value of a 15-day salary at a time.

2. For the grades going from assistant under-secretary to the third grade or the equivalent thereof in terms of salary:
  - A- Warning the employee
  - B- Admonition
  - C- Deduction from the salary for a period not exceeding 15 days a year, provided that such deduction does not exceed the value of a 3-day salary at a time

The employee may complain against this decision before the Chairman within 30 days as of his/her notification thereof. The latter shall take a decision with respect to the complaint within a period not exceeding 60 days. If no decision is taken within this period, it is considered as an implicit rejection thereof.

#### **Article (133)**

The competent Disciplinary Authority shall impose on the employee who has been referred for accountability the suitable sanction among those provided for in Article (137) hereof, as the case may be.

#### **Article (134)**

The Chief Executive Officer is entitled to suspend the employee referred to investigation from work, if the interest of the investigation requires so, while the employee is continuing to have his/her full salary.

The suspension period shall not exceed 30 days except by the decision of the Disciplinary Authority.

#### **Article (135)**

Any employee who is imprisoned on a precautionary basis or for the execution of a judicial order or ruling, shall be suspended by the force of law from his/her work throughout the period of imprisonment.

The employee shall be paid his/her full salary in the first case and half of the salary in the second case while preserving the social allowance.

When the employee returns to work, the matter should be presented to the Chairman to decide upon the employee's disciplinary accountability and if the Chairman finds that the employee is not liable, the suspended half of the employee's salary should be paid to him/her.

### **Article (136)**

The file of the violations attributed to the employee and the relevant investigations shall be referred to the Chairman of the competent Disciplinary Authority. The Chairman of the Disciplinary Authority shall call the Authority for a meeting within a period not exceeding 7 days as of the date of referral.

### **Article (137)**

**The disciplinary sanctions that may be imposed against the employee are the following:**

**First:** For the fourth grade employees and below or the equivalent thereof in terms of salary:

1. Warning the employee.
2. Deduction from the salary for a period not exceeding 45 days a year provided that such deduction does not exceed the value of a 15-day salary at a time.
3. Depriving the employee of the periodic increment or postponing the same for a period not exceeding 6 months.
4. Suspension from work and deduction of half of the salary for a period not exceeding 3 months.
5. Depriving the employee from the promotion for a period not exceeding one year
6. Degrading the employee by one grade.
7. Termination of service while preserving the right of the employee to pension or remuneration.

**Second:** For the grades going from assistant under-secretary to the third grade or the equivalent thereof in terms of salary:

1. Alertness.
2. Blame.
3. Deduction from the salary for a period that does not exceed 45 days a year provided that such deduction does not exceed the value of a 15-day salary at a time.
4. Suspension from work and deduction of half of the salary for a period not exceeding 3 months.
5. Degrading the employee by one grade.
6. Termination of service while preserving the right of the employee to pension or remuneration.

It shall be prohibited to impose more than one sanction for the same violation.

### **Article (138)**

In every Government Entity, a committee called “The Disciplinary Committee” shall be formed by the decision of the Chairman and it shall be composed of a Chairman and two members occupying positions not less than the third grade. One of the 2 members shall represent the Department while the other represents the Legal Affairs Unit. The committee shall perform the following powers:

- 1- Disciplining the 4th grade employees and below or the equivalent thereof in terms of salary and imposing the suitable sanction against them.
- 2- Considering the suspension of the employees referred for accountability before it and the extension of their suspension, whether the suspension was by a decision issued by the Committee or by the Chief Executive Officer.

The meeting of the Disciplinary Committee shall not be valid unless attended by the Chairman and the members.

The Committee shall issue its decisions by the majority of opinions.

### **Article (139)**

The employee shall be entitled to complain against the decision of the Disciplinary Committee before the Chairman within 30 days from the date of notification thereof. The latter shall take a decision with respect to the complaint within a period not exceeding 60 days as of the date of filing the complaint. If no decision is taken within this period, it shall be considered as an implicit rejection thereof.

The Administrative Circuit of the Court of First Instance shall consider the appeal against the decision issued by the Chairman with respect to the complaint.

### **Article (140)**

The Permanent Disciplinary Council shall consist of the Minister of State for the Council of Ministers’ Affairs as Chairman, and the Secretary-General of the Council of Ministers as Deputy Chairman, along with the following members:

- 1- A judge in the Court of Appeal chosen by the Supreme Judiciary Council.
- 2- A representative of the General Secretariat of the Council of Ministers, chosen by the Minister of State for the Council of Ministers’ Affairs.
- 3- A representative of the Ministry of Justice chosen by the Minister of Justice.

The meeting of the Council shall not be valid unless attended by the Chairman or Deputy Chairman and the members.

In addition, the Council shall take its decisions by the majority of opinions. In

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case of equal numbers of votes, the Chairman shall have a casting vote.

The Council shall have its headquarters in the General Secretariat of the Council of Ministers and the Secretariat of the Council shall consist of employees from the General Secretariat of the Council of Ministers.

The Prime Minister shall issue a decision, every three years, to nominate the members representing the concerned parties and determining the rewards of the Council's chairman, members, and Secretariat.

#### **Article (141)**

The Permanent Disciplinary Council shall have the following powers:

- 1- Disciplining the employees in the grades ranging from assistant under-secretary to the third grade or the equivalent thereof in terms of salary and imposing just sanctions against them.
- 2- Considering the suspension of the employees referred for accountability before it and extension of their suspension whether the suspension was by a decision issued by the Chief Executive Officer or the Council.

#### **Article (142)**

The competence of the Disciplinary Authority shall be determined in accordance with the job grade of the employee at the time he/she is referred for interrogation. If there are more than one employee referred for interrogation and they are subject to more than one disciplinary authority according to their job grades, the jurisdiction shall be held by the competent disciplinary authority interrogating the employee with the highest grade.

#### **Article (143)**

The employee shall receive a copy of the referral decision and be informed of the date of the interrogation session for 15 days at least, before it convenes.

The notice shall be served on the employee in person at his/her workplace or sent to him/her along with an acknowledgment of receipt to the address registered in his/her file of service, in case the employee is suspended or absent from work.

#### **Article (144)**

The Disciplinary Authority shall, out of its own motion, or upon the request of the employee referred to it, carry out the investigation by itself or refer it to any of its members.

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The party that carries out the investigation shall interrogate the employee, review all the papers that would benefit the investigation even if they are confidential, and hear the witnesses from among the employees and others.

If the witness who is an employee fails to appear for testimony before the competent Disciplinary Authority, after the procedures are postponed and being notified of the new date of the session, or if the witness appears but abstains from testifying without a justified reason, or provides a false testimony, the Disciplinary Authority shall, without prejudice to the criminal liability, impose against the witness one of the following sanctions:

- 1- Warning, or deduction of a part of the salary for a period not exceeding 15 days, for the occupants of the 4th grade and less or the equivalent thereof in terms of salary.
- 2- Alerting, for the occupants of the grades ranging from assistant under-secretary grade to the third grade or the equivalent thereof in terms of salary.

The employee who committed violations is entitled to attend all the investigation procedures and interrogation sessions, unless the interest of the investigation or interrogation requires holding these sessions in his/her absence.

However, he/she shall be entitled to look into the investigations and all the relevant papers and to get a copy of them.

#### **Article (145)**

All the sessions of the Disciplinary Authority shall be in camera.

The Authority shall issue its decision after hearing the pleadings of the employee who will be the last one to talk.

The employee shall appear in person before the Disciplinary Authority.

The employee is entitled to summon the witnesses for hearing, present his/her defence in writing or to seek the assistance of whoever he/she wants to attend and present the defence on his/her behalf.

However, the Authority is entitled to preserve the right to request the attendance of the employee in person.

#### **Article (146)**

The competent Disciplinary Authority may carry out the procedures in the

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employee's absence and impose the suitable sanction against him/her if the latter fails to attend the interrogation sessions without a justified excuse and despite being notified thereof in writing.

#### **Article (147)**

The decisions of the Disciplinary Authority shall be reasoned and signed by the Chairman and the members.

The employee shall receive a copy of the decision within a period not exceeding 7 days as of its issuance. The notice shall be served directly on him/her at his/her workplace or sent to him/her with an acknowledgment of receipt to his/her address mentioned in the file of service, in case the employee is suspended from work.

#### **Article (148)**

The employee who is referred to disciplinary interrogation, criminal prosecution or who is suspended from work shall not be promoted during the period of referral or suspension.

In this case, the job grade is preserved for the employee for one year, in case he/she is entitled to it.

If the interrogation or trial procedures last for more than one year and the employee is proved not to be guilty, or the sanction of warning or deduction was imposed against him/her for not more than eight days, his/her seniority in the grade to which he/she is promoted shall be calculated from the date of his/her promotion to the new grade, as if he/she was not referred to disciplinary interrogation or criminal prosecution.

#### **Article (149)**

The employee who was subject to any of the disciplinary sanctions mentioned below, shall not be promoted before the following periods are over:

1. Three months, in case of a deduction from salary for 8 to 15 days.
2. Six months, in case of a deduction covering more than 15 days.
3. The period of delaying or depriving from his allowance.
4. Two years, in the case of lowering job grade.

The duration of the previous service of the employee shall be taken into account in terms of his/her seniority standing in the grade to which he/she is degraded. In case the employee has no previous service in such grade, three seniority

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years shall be counted.

The duration of the delay provided for herein shall be counted as of the date of imposing the sanction even if it interferes with another duration resulting from another sanction.

#### **Article (150)**

No promotion shall be considered during the execution of a criminal judgment.

#### **Article (151)**

If the disciplinary authority decides to dismiss the employee while he/she is suspended from work, his/her service shall terminate as of the date of his/her suspension, unless the Authority decides otherwise.

#### **Article (152)**

The disciplinary interrogation shall continue even if the employee's service is terminated for any reason whatsoever, except death, in the event where the investigation had begun before the end of his/her service.

However, when the violations result in wasting any of the rights of the Treasury, the employee shall be subject to disciplinary interrogation, even if the investigation has not started prior to the end of service, such interrogation can be carried out during 5 years as of the end of his/her service.

The employee whose service is terminated may be subject to fine of not less than 1000 Riyals and of no more than the value of the salary paid to the employee during the last three months of his/her service.

The decision of the Disciplinary Authority regarding the application of the fine shall have the power of an executive document.

#### **Article (153)**

The right to disciplinary interrogation shall elapse by 3 years as of the date upon which the violation was committed.

The period of limitation is interrupted by the investigation procedures or the referral of the employee to disciplinary interrogation.

The period of limitation resumes as new from the date when the last procedure

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was taken with respect to the violation.

In the event where several employees are referred to disciplinary interrogation, the interruption of the period of limitation for one of them results in the interruption of such period for the others, even if no interruption measures are taken against them.

However, if the violation is a criminal offense, the period of limitation for disciplinary interrogation shall not elapse unless the criminal action is dropped. The disciplinary procedures are dropped by the death of the employee.

#### **Article (154)**

In the events where it is decided to refer the employee to criminal trial, the disciplinary procedures shall stop until the competent court issues a final judgment.

Afterwards, the papers shall be returned to the entity to which the employee belongs, in order to present them to the Chairman to take a decision regarding the disciplinary measures.

#### **Article (155)**

Disciplinary sanctions imposed against the employee shall be wiped off when the following periods are over:

1. Six months in case of warning, alerting, blame, and deduction from salary.
2. A year in case of deduction from salary for a period exceeding 8 days.
3. Two years in case of delay of, or deprivation from, the periodic increment.
4. Three years for the rest of the sanctions, except for the dismissal sanction.

The sanction shall be wiped off without a request by the employee if the employee's behavior and actions since the sanction is imposed turn out to be satisfactory, as indicated in the performance evaluation reports and the opinions of his/her superiors.

Sanctions imposed against the employees of the grades ranging from assistant under-secretary to the third grade or the equivalent thereof in terms of salary, shall be wiped off by the decision of the Chairman.

Sanctions imposed against the employees of the fourth grades and less or the equivalent thereof in terms of salary, shall be wiped off by the decision of the

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Chief Executive Officer.

## **Chapter 11**

### **Professional Safety and Health**

#### **Article (156)**

The Government Entity shall take the necessary measures and precautions to preserve the professional safety and health in the workplace, in order to protect the employees against the risks associated to their work and organize preventive measures against professional illnesses.

#### **Article (157)**

The employee shall commit to implement the instructions of the Government Entity in terms of professional safety and health, use the preventive equipments and clothes prepared for this purpose, and perform his/her professional duties in a way that ensures his/her own safety and the safety of the others.

#### **Article (158)**

The Government Entity shall provide medical care to its employees and their family members, in accordance with the health insurance policy adopted in the State.

## **Chapter 12**

### **End of Service**

#### **Article (159)**

The service of the employee shall end for one of the following reasons:

- 1- Reaching the age of sixty.
- 2- End of the contract.
- 3- Resignation or service termination by way other than in a disciplinary manner.
- 4- Medical incapacity.
- 5- Disciplinary dismissal.
- 6- Dismissal by an Emiri decision for reasons related to public interest.
- 7- Issuance of a final judgment against the employee in a crime in breach of honor or honesty. However, if the judgment includes a stay of execution or is issued for the first time against the employee, the service of the latter shall not end unless the Government Entity issues a reasoned decision

based on the merits of the case to dismiss him/her as his/her existence might be inconsistent with the job requirements or nature.

- 8- Withdrawal or relinquishment of the Qatari citizenship.
- 9- Job cancellation.
- 10- Death.

#### **Article (160)**

The employee, after reaching the age of 60, may remain on job for public interest considerations.

The authority concerned with appointment matters shall issue the extension decision which shall be on year-by-year basis, with a limit of 5 years.

The Prime Minister shall issue a decision to extend the service of the employee after the age of 65. The extension is carried out every year as may be required. The extension of the service of under-secretaries who are above 65 years old shall be done through an Emiri Decree.

#### **Article (161)**

The employee is entitled to resign from his/her job. The authority concerned with the approval of the resignation is the same as the appointment authority, provided the resignation is submitted in writing and does not include any condition or restriction, and mentions the date of the end of service.

The resignation request shall be settled within 30 days as of its submittal, otherwise it will be considered as legally approved.

However, the approval of the resignation request during this period may be postponed for a similar period for reasons related to the interest of work.

If the employee is referred to disciplinary interrogation, his/her resignation shall not be approved before a decision is reached regarding the sanction to be imposed other than that of dismissal.

#### **Article (162)**

The employee shall continue his/her work until he/she receives a notice about the acceptance of his/her resignation or until the elapse of the duration provided for in the previous article.

### **Article (163)**

The employee is considered to have resigned in the following cases:

- 1- In the event where the employee stops showing up for work without a permission for 15 consecutive days, even if this happens after a legitimate leave, unless he/she presents within the next 15 days an acceptable justification. In this case, the period of his/her absence may be counted as a legitimate leave if the leave balance allows it, otherwise the salary shall be deducted to cover the absence days. If the employee fails to present any reasons to justify the absence or if he/she presented such reasons but they were rejected, the service shall be considered as terminated as of the day the employee stopped showing up for work.
- 2- In the event where the employee takes a leave for a non-consecutive period exceeding 30 days without the permission of the employer. In such case, the service shall be considered as terminated on the day following the completion of this period.
- 3- In the event where the seconded employee does not show up for work within 15 days after his/her permitted leave is over (as determined in Article (88) hereof), unless the employee presents a justification within the next 15 days. If the employee fails to present such justification or if he/she presented such reasons but they were rejected, the service shall be considered as terminated as of the end of the secondment.

In the three previous cases, the employee should be notified in writing. The notice must be given after 7 days of absence from work in the first case, and after 15 days in the second and third cases.

- 4- In the event where the employee joins any foreign party for work without the authorization of the competent authority. In this case, the employee's service shall be considered as being terminated as of the date of joining the foreign party.

### **Article (164)**

The Chairman may issue a decision to retain the employee after the end of his/her service for a period not exceeding one month to complete the duties in hand. This period may be extended for another month if the interest of the work requires so.

The employee shall be paid for this period a reward that is equal to the full value of his/her salary.

### **Article (165)**

The service of the employee must not be terminated for medical incapacity

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before the exhaustion of the leaves to which the employee is entitled, except by his/her consent and provided that the employee gets a compensation for the accumulated leaves before the end of the service.

#### **Article (166)**

In the event where it is decided to remove or dismiss the employee on a disciplinary basis, the employee shall be entitled to the salary until the date he/she is informed of such decision.

#### **Article (167)**

In the event of the employee's death, the Government Entity shall release at once the full salary for the month in which the employee died, and the next three months.

The amounts mentioned in this article shall be considered as a grant and not as a part of the end of service benefits. In addition, these amounts, shall not, in any case, be subject to lien or set-off from any amounts that might be due to the Government Entity from the deceased employee.

#### **Article (168)**

Without prejudice to the provisions of Article (48) hereof, the Government Entity shall bear the expenses of preparing and transferring the body of the non-Qatari employee, who died in the course of his/her employment with the Government Entity, to his/her homeland, along with a travel ticket to one of the deceased's relatives to accompany the body.

### **Chapter 13**

#### **End of Service Benefit**

#### **Article (169)**

The Qatari employee who has spent at least one year working for the Government Entity, shall be entitled to an end of service benefit that shall be counted as follows:

- 1- A salary of 1 month for every year of the first 5 years.
- 2- A salary of one month and a half for every year of the next 5 years
- 3- A salary of 2 months for every year after the first 10 years.

The last salary earned by the employee shall be considered as the basis to count this end of service benefit.

The employee shall be entitled to this benefit, only if he/she is not entitled to pension according to the provisions of the Retirement and Pensions Law.

The end of service benefit for the non-Qatari employee shall be counted on the basis of one month salary for each year out of the years of service, subject to a maximum limit of 10 months.

#### **Article (170)**

The employee shall be entitled to the end of service benefit for any part of the year, in accordance with the rates provided for in the previous article.

### **Chapter 14**

#### **General Provisions**

#### **Article (171)**

In the event where the employee dies or becomes totally or partially disabled, in the course of employment or because of it, the employee or his/her heirs, as the case may be, shall be entitled to a compensation for the death or the disability and it shall be determined as follows:

1. In case of death or total disability, the compensation shall be equivalent to the employee's full salary for 2 years or the legally decided blood money, whichever is greater.
2. In case of partial disability, the compensation shall be assessed by a percentage of the total disability compensation equivalent to the percentage of the partial disability to the total disability pursuant to the decision of the competent medical authority.

#### **Article (172)**

If a senior or supervisory post employee is absent, the deputy shall perform his/her duties. In the event where there is no deputy, the Chairman shall assign another employee provided the assignee occupies an equivalent position in terms of the grade or occupies a position in the immediate lower grade than that of the absent employee.

#### **Article (173)**

The amounts due to the employee by the Government Entity shall not be subject to any deduction or lien unless to settle alimony or a judgment debt or to settle the amounts due to the Government Entity whether these amounts are related to his/her

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job performance or for the recovery of what he/she might have unjustly received. The deducted amounts or the amounts subject to lien shall not exceed the quarter of the salary. In the event of competition, the priority shall be given to alimony, then for the debt due to the Government Entity, and then to the other debts.

**Article (174)**

The periods provided for herein shall be counted according to the Gregorian calendar.

**Article (175)**

A copy of the employee's file of service shall be electronically saved at the General Administration. The original file shall be kept with the employer. In the event where the Government Entity is cancelled, the file of service of its employees shall be referred to the General Administration.

**Article (176)**

The government entities shall transfer their employees to the grades equivalent to their positions, in accordance with the Salary and Grade Schedules enclosed herein. This transfer shall not be valid, unless it is approved by the General Administration.

Upon transfer, the employees of government entities shall retain their basic salaries paid as of the date of enforcement of this law, in accordance with the relevant employment regulations, applied on a personal basis, even if their salaries exceed the maximum salary pay scale for the grade to which they are transferred, provided the difference between the basic salary and the one payable to them after the transfer is paid off from the annual benefits due in accordance with Article (24) hereof.

The employees who were subject to the "Regulation of Non-Qatari employees in Ministries and other Government Entities" (as referred to in the Preamble) shall be transferred as per employment contracts in accordance with the salaries of the last 2 grades in the Salary and Grade Schedules enclosed herein, unless anyone of them is getting a higher salary, in such case, the employee shall be transferred according to his/her grade.

Until the transfer is completed, the employees of government entities shall continue to receive their full salaries as of the date of enforcement of this law, pursuant to their confirmed employment regulations.

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### **Article (177)**

Contestations and complaints that were submitted to the Permanent Disciplinary Council before the date of enforcement of this law and for which it is no longer competent, shall be referred to the competent entity, as the case may be, without any charges.

**Schedule No (1)**

**Grades and Salaries of the Employees of Consultancy/Supervisory  
Governmental Entities**

Financial grades	Minimum pay scale for the grade	Medium pay scale for the grade	Maximum pay scale for the grade
Undersecretary	Fixed pay scale		37,000
Assistant Undersecretary	Fixed pay scale		28,000
First	17,000	21,000	25,000
Second	13,500	15,250	17,000
Third	12,000	13,500	15,000
Fourth	10,000	11,000	12,000
Fifth	9,000	10,000	11,000
Sixth	8,000	9,000	10,000
Seventh	6,000	7,000	8,000
Eighth	5,500	6,500	7,500
Ninth	4,500	5,500	6,500
Tenth	3,500	4,500	5,500
Eleventh	3,000	3,750	4,500
Twelfth	2,600	3,050	3,500
Thirteenth	2,200	2,600	3,000

## Schedule No (2)

### Grades and Salaries of the Employees of Operational Governmental Entities

Financial grades	Minimum pay scale for the grade	Medium pay scale for the grade	Maximum pay scale for the grade
Undersecretary	Fixed pay scale		37,000
Assistant Undersecretary	Fixed pay scale		28,000
First	19,000	22,500	26,000
Second	15,000	17,000	19,000
Third	13,000	15,000	17,000
Fourth	12,000	13,000	14,000
Fifth	10,000	11,000	12,000
Sixth	9,000	10,000	11,000
Seventh	6,000	7,500	9,000
Eighth	5,500	6,500	7,500
Ninth	4,500	5,500	6,500
Tenth	3,500	4,500	5,500
Eleventh	3,000	3,750	4,500
Twelfth	2,600	3,050	3,500
Thirteenth	2,200	2,600	3,000

### Schedule No (3)

#### Occupational Diseases

Occupational Disease	Activities and works causing it
<ul style="list-style-type: none"> <li>- Poisoning by chrome and the resulting ulcerations and inflammation of mucous membranes and skin.</li> </ul>	<ul style="list-style-type: none"> <li>- Any work involving the use or handling of chrome acid or sodium chromate, potassium, zinc or any other substance containing these components.</li> </ul>
<ul style="list-style-type: none"> <li>- Poisoning by Nickel and the resulting nose Mucous membranes, sinuses, or nasal passages and lung's cancer</li> </ul>	<ul style="list-style-type: none"> <li>- Any work involving the preparation or handling of Nickel or any other substance containing Nickel or its compounds.</li> </ul>
<ul style="list-style-type: none"> <li>- Poisoning by Carbon Monoxide and the resulting complications</li> </ul>	<ul style="list-style-type: none"> <li>- Any wok involving exposure to Carbon Monoxide in the course of its preparation, use or generation in such places as garages, brick and lime burning, wells and mines.</li> </ul>
<ul style="list-style-type: none"> <li>- Poisoning by Cyanic acid and its compounds and the resulting complications</li> </ul>	<ul style="list-style-type: none"> <li>- Any work involving the preparation, use or handling of Cyanic acid or its compounds or exposure to fumes or vapors of Cyanide or its compounds or any substance containing it. This includes activities where Cyanide and its compounds are prepared and used in insecticides for forest and farm spraying.</li> </ul>

Occupational Disease	Activities and works causing it
<ul style="list-style-type: none"> <li>- Poisoning by Chlorine, fluoride, bromine and their compounds as well as the resulting diseases.</li>   <li>- Poisoning by ethylene tetrachloride and ethylene trichloride and other halogen derivatives of hydrocarbon compounds (Group A)</li> </ul>	<ul style="list-style-type: none"> <li>- In all activities involving preparation or use of these substances and their compounds, such as the preparation and use of chlorine in water desalination and purification plants and in chemical laboratories as well as the use of fluoride to carve on glass and in water distillation and purification plants.</li>   <li>- Any work involving the use or handling of these substances or exposure to its fumes or fumes containing it e.g. in the manufacture of paints and varnish or spraying and painting with substances dissolved in it. Also in glasses frame manufacturing and when these substances are used as fat solvents in cleaning and dyeing of clothes.</li> </ul>
<ul style="list-style-type: none"> <li>- Occupational deafness</li> </ul>	<ul style="list-style-type: none"> <li>- Works requiring exposure to loud noise e.g. working in maintenance and aircraft marshalling, mining, hammering and other industrial activities that produce loud noise.</li> </ul>
<ul style="list-style-type: none"> <li>- Cadmium poisoning</li> </ul>	<ul style="list-style-type: none"> <li>- Activities involving exposure to cadmium fumes.</li> </ul>
<ul style="list-style-type: none"> <li>- Beryllium or one of its compounds</li> </ul>	<ul style="list-style-type: none"> <li>- Any work involving exposure to fumes, vapor or dust of Beryllium or one of its compounds.</li> </ul>

Occupational Disease	Activities and works causing it
<ul style="list-style-type: none"> <li>- Writer's Cramp (Cramps of hand and arm muscles)</li> </ul>	<ul style="list-style-type: none"> <li>- Crafts involving recurrent and continuous use of hand muscles e.g. clerical works and works on telegraph apparatus.</li> </ul>
<ul style="list-style-type: none"> <li>- Varicose Vein</li> </ul>	<ul style="list-style-type: none"> <li>- Any work requiring standing up for long and continuous hours.</li> </ul>
<ul style="list-style-type: none"> <li>- Poisoning by Nitrous fumes</li> </ul>	<ul style="list-style-type: none"> <li>- All kind of activities involving exposure to nitrous acid and its fumes.</li> </ul>
<ul style="list-style-type: none"> <li>- Bladder and urinary tract cancer</li> </ul>	<p>Works requiring handling of the following substances:</p> <ul style="list-style-type: none"> <li>- Alpha or beta naphthylamine</li> <li>- Diphenyl or one of its derivatives</li> <li>- Salts of the previously mentioned substances</li> <li>- Magenta and Auramine</li> <li>- Maintenance or cleaning activities of machines which produce or use these substances</li> </ul>
<ul style="list-style-type: none"> <li>- Poisoning by chlorinated naphthalene</li> </ul>	<ul style="list-style-type: none"> <li>- Any work involving exposure to fumes, dust or vapor containing chlorinated naphthalene.</li> </ul>
<ul style="list-style-type: none"> <li>- Poisoning by Dioxin</li> </ul>	<ul style="list-style-type: none"> <li>- Any work involving exposure to fumes or vapor containing Dioxin.</li> </ul>
<ul style="list-style-type: none"> <li>- Symptoms resulting from exposure to high frequencies</li> </ul>	<ul style="list-style-type: none"> <li>- Any work involving continuous exposure to industrial activities accompanied with high vibrations such as works on rocks drilling and others.</li> </ul>

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