



سلطان البقمي للترجمة المعتمدة

Sultan Al baqami for Certified Translation

الترجمة المعتمدة الفورية لجميع اللغات

ترخيص رقم : 469422 - رقم العضوية 399946 Mem. No.: C.R. No.: 469422

خبرة عريقة في مجال ترجمة جميع اللغات
مكاتبنا منتشرة في جميع انحاء المملكة

Internal Administrative Work Regulation

Al-Salam Relief and Emergency Association

Ministry of Labor and Social Development and Permit No. 1360

This regulation was issued according to the executive regulations of the system of associations and private institutions issued by Royal Decree No. (M / 51) dated 23/8/1426 H, which amended by Royal Decree No. (M / 134) dated 27/11/1444 H





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An Introductory Profile about the Association

Association Name:	Al-Salam Relief and Emergency Association
Chairman of Board of Directors:	Saud bin Ahmed Al-Malky
Association activity:	Providing relief, search and rescue services in cooperation with the official authorities, and training and guiding individuals on disasters and their effects.
Address:	Makkah Province, Jeddah, PO Box, Postal Code, Phone, Fax, Ministry of Social Affairs Permit No. (1360), dated 28/11/1440 H corresponding 31/07/2019





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Association structure and functions

Establishment General Assembly

Dalal Salem Al-Zahrani

Founding member

Rahma Al A-Zahrani

Founding member

Ahmed Mohammed Al-Malky

Founding member

Muhannad Ibrahim Attia

Founding member

Ibrahim bin Saleh bin Hamdan

Founding member





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Terms of reference for the general assembly

According to the rules regulating the work of National Associations and in a way that does not contradict them, and what guarantees the association to achieve its goals and improve its performance:

- The General Assembly - except for the Constituent General Assembly - is made up of working members who have fulfilled their obligations before the association, and their membership has passed for at least one year.
- The general assembly holds its meetings at the headquarters of the association, and it may be held in another place after the approval of the Ministry of Labor and Social Affairs. The executive rules for these regulations determine the date of the general assembly meeting, how to call for ordinary and extraordinary meetings, the conditions for their validity, the correctness of its decisions, and everything related to these matters.
- The Ministry of Labor and Social Affairs shall be informed of every meeting of the General Assembly at least 15 days before it is held, and a copy of the invitation letter and the agenda, as well as a copy of the documents on the topics on the agenda. The Ministry may delegate whoever attends the meeting, and the Ministry shall be notified with a copy of the minutes of the meetings within a period not exceeding thirty days from the date of the end of the meeting.

All of the above is not inconsistent; rather, it explains or adds to what is stipulated in 7th Article of the executive regulations of Al-Salam Relief and Emergency Association issued by Ministerial Resolution No. 73739 dated 11/06/1437 H.





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Board of Directors				
Chairman of Board of Directors	Mr. Saud bin Ahmed Al-Malky	Vice-Chairman	Mr. Ahmed bin Obaid Al-Malky	
Board of Directors members	Mr. Awad bin Muhammad Al-Malky	Mr. Mohammed bin Abdullah Al-Ghamdi		
Executive Director	Mr. Saud bin Ahmed Al-Malky			
Financial Supervisor	Dr. Yasser bin Mohammed Al-Khayari			
Accountant				
Committees	Internal Audit and Review Committee	Media Committee	Programs, Initiatives and Grants Committee	Human Resources Committee
Chairman	Mrs. Munira Al-Driyush	Mr. Muhammad Al-Medawi	Mrs. Sherifa Al-Shubaily	Mrs. Ohood Abu Ghallab
Committee Member	Mr. Mohamed Qassas	Mrs. Dalia Punjabi	Mrs. Siham Al-Subhi	Mrs. Maria Soleimani





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The powers of the Board of Directors

According to the rules regulating the work of non-governmental organizations and in a way that does not contradict it, and what guarantees the association to achieve its goals and improve its performance:

- Suggesting the internal rules of the association, organizing its work, and presenting it to the general assembly for approval.
- Forming an executive committee to delegate it with specific powers to run the ordinary assembly.
- Forming specialized committees and groups to perform the tasks and activities of the association.
- To propose the general policy of the association within the framework of the goals stated in these rules, and present it to the general assembly for approval.
- Setting a membership expansion plan and attracting new members from individuals, institutions and companies to join the association. The Board of Directors may allocate financial incentives to those who attract new members from institutions and companies, members of legal persons. In addition, the development of an information plan that helps to familiarize the association with its fields of work and aspects of its activities.
- Propose the association's work plan for the next year.
- Approval of holding conferences, seminars and courses. Establishing an integrated program for the symposia, conferences and meetings held by the association, and choosing who represents the board of directors in conferences and seminars.





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- Examining requests for legal and working membership and affiliation membership on the Board of Directors. The request shall not be considered accepted unless the Council issued a decision to that effect. The applicant shall be notified of the decision of the council regarding his request. Where the Council determines the annual contributions of members and determines the dates for their payment.
- The association's budget proposal.
- Approving the rewards for the members of the committees, work teams and bodies formed by the Board of Directors and determining the expenses they spend on each project.
- Accept gifts, donations, grants and aid.
- Determine the date of the annual meetings of the General Assembly and the preparation of its agenda.
- Preparing the association's annual report and submitting it to the Ministry.
- Delegating the president, or one or some members of the council, with some of his powers and responsibilities and determining the mandate and purposes of the mandate.
- All of the above is not inconsistent, but rather explains or adds to what is stated in Article No. (38), (39), from the executive regulations of the Peace Society for Relief and Emergency issued by Ministerial Resolution No. 73739 on 11/06/1437 H.





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The functions of Chairman of the Board of Directors

The Chairman of the Board of Directors shall have competence, in accordance with the rules governing the societies and in a manner that does not conflict with it, to preside over the general assembly of the association and its board of directors. In particular, he has the right to:

- Representing the association in front of others and acting on its behalf to contact official and unofficial parties in the Kingdom and abroad.
- The Chairman of the general administration of the association holds the meetings of the general assembly and the board of directors and their respective discussions. In addition, taking into account the application of the rules governing the associations and the internal rules of the association.
- Invite the board of directors and the general assembly to convene and determine the time, place and topics presented in each session.
- Receiving requests for extraordinary meetings of the Board and the General Assembly.
- Announcing the opening, closing, stopping of sessions.
- Giving members the right to speak, presenting research topics to vote, and announcing the closure of the debate.
- Deciding on points of order and announcing decisions.
- The president has the right to participate in discussion and voting.
- Preparing the draft work plan for the coming year and presenting it to the Board of Directors.





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- Presidency of the committees formed by the Board of Directors while participating in its meetings.
- Assigning employees if needed and determining their salaries.
- Follow up the implementation of projects and programs and the association's contributions in conferences and seminars.
- Authorizing the distribution of bulletins, periodicals, literature and research results according to a plan prepared by the Board of Directors.
- Signing the mutual correspondence between the association and its clients.
- Approving the exchange and taking other financial measures within the approved budget.
- Signing important papers that include financial pledges or documents.
- All of the above is not inconsistent, but rather explains or adds to what is stated in Article No. (40), from the executive regulations of the Peace Society for Relief and Emergency issued by Ministerial Resolution No. 73739 on 11/06/1437 H.





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Functions of the Vice President

The Vice President shall have competence, in accordance with the rules governing the societies and in a manner that does not conflict with it, to assisting the President in performing his duties. In particular, he has the right to:

- He assists the President in his work and takes his place in his absence.
- He is responsible for attracting new members to the association from individuals, institutions and companies.
- He shall carry out other tasks which the President deems to be delegated to him. According to the texts of the organizing societies and the internal rules of the association.
- All of the above is not inconsistent, but rather explains or adds to what is stated in Article No. (---), from the executive regulations of the Peace Society for Relief and Emergency issued by Ministerial Resolution No. 73739 on 11/06/1437 H.

Functions of Executive Director

The Executive Director is responsible for managing the affairs of the association, completing daily work in it, following up on its departments, and preparing the necessary plans to achieve its goals. In particular, he has the right to:

- Making the association's plans according to their levels, starting from the general policy and objectives, and following up on its implementation after its approval.
- Establishing the foundations and standards of corporate governance that do not conflict with the provisions of the system and the executive regulations.



it for approval, and issuing circulars and instructions related to the work progress of the association.

- To assume the secretariat of the Board of Directors, prepare the agenda for its meetings, write minutes of sessions, and work to implement the decisions issued by it. Supervising the activities and events carried out by the association and submitting reports thereon. Prepare periodic reports for all the work of the association explaining the achievements and obstacles and ways to remedy them and submit them to the board of directors for approval.
- Any other tasks assigned to it by the Board of Directors in its field of competence.
- All of the above is not inconsistent, but rather explains or adds to what is stated in Article No. (47), (50), (51) from the executive regulations of the Peace Society for Relief and Emergency issued by Ministerial Resolution No. 73739 on 11/06/1437 H.

Functions of the financial supervisor

The financial supervisor is concerned with everything related to the financial affairs of the association and the funds of the association, whether it is supply or exchange. In particular, he has the right to:

- Keeping the necessary financial and accounting records and registering them from the society's imports and expenses.
- Supervising the member register and following up the payment of subscriptions.
- Receive subscriptions, membership fees, publications fees, and association activities.



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- The exchange and check permission is issued for all amounts due and signed by the President in addition to his signature.
- Depositing the association's funds in a local bank and signing together with the president on the securities.
- Purchase what the association needs within the approved budget and pay the amounts due to the association after the approval of the president.
- Preparing the periodic financial report every three months and annually, presenting it to the Board of Directors and the accountant and providing the Ministry with a copy of it.
- Any other powers that the Board of Directors decides or delegates to the President.
- All of the above is not inconsistent, but rather explains or adds to what is stated in Article No. (41), (60), (58) from the executive regulations of the Peace Society for Relief and Emergency issued by Ministerial Resolution No. 73739 on 11/06/1437 H.

Functions of the financial Accountant

- Review the approved accounts by controlling the progress of the association's work on its accounts, matching the budget and revenue and expenses account for the accounting books, verifying their assets and receiving them.
- The association closes its accounts according to the customary accounting at the end of each financial year.
- The auditor approves the financial statements after reviewing them, and then submits them to the Board of Directors within the first two months of the end of each financial year.





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- The board of directors studies the budget, final accounts, and the estimated budget project for the new year, and then it is signed by both the chairman or his deputy. The financial supervisor and the accountant of the association and the general secretary in preparation for a presentation to the general assembly for approval, and then providing the ministry with copies.
- All of the above is not inconsistent, but rather explains or adds to what is stated in Article No. (61), (62), from the executive regulations of the Peace Society for Relief and Emergency issued by Ministerial Resolution No. 73739 on 11/06/1437 H.

Assembly meetings

The general assembly and board of directors meetings are held according to what is stated in Article (23), (24), (26), (35), (36) from the executive regulations of the Peace Society for Relief and Emergency issued by Ministerial Resolution No. 73739 on 11/06/1437 H.

Committees

- The association's board of directors has the right to form committees that contribute to achieving the association's goals. Committee members must be among the members of the board of directors of the association, and the board of directors shall determine the tasks of the committees and the duration of their membership.
- The committees may be permanent or temporary.





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- These committees shall be in constant contact with the Chairman of the Board of Directors and submit to him the minutes of their sessions and their annual report.
- All of the above is not inconsistent, but rather explains or adds to what is stated in Article No. (43), (45), from the executive regulations of the Peace Society for Relief and Emergency issued by Ministerial Resolution No. 73739 on 11/06/1437 H.





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Temporary Committees

The functions of the Audit Committee and Internal Audit:

- Follow up the work of the committees and ensure that there are no breaches in the association's plans.
- Monitor compliance with the association's policies and rules of procedure.
- Management's discussion of reports that should be submitted to regulatory and government agencies.

The functions of the Committee for Program and initiatives and grants:

- updated Sustainability and empowerment programs
- Communicate with those who can provide financial or material support.
- Follow up donors.
- Making Partnerships.

Human Resources Committee:

- Regulating work contracts, employment and everything related to it.
- Personnel matters (wages, leave, social and health insurance, reviews).
- Create a plan to train and develop employees.
- Keeping and archiving employee records.
- Preparation of structuring and job description.





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Media Committee:

- Develop an informational plan.
- Media coverage.
- Publish news.
- Archive pictures and media files.
- Follow up on social media accounts.
- Communication with the public.
- Introducing the association through the media.
- Release or make public information material.

According to what was stated in Articles 8 and 11 of the system of associations and private institutions, the association is committed to the following:

- A copy of the minutes of each meeting of the Board of Directors meetings of the Ministry and the decisions taken in it shall be sent within ten days from the date of its issuance. The Ministry has the right to object to these decisions within twenty days from the date of notification.
- A special record shall record the name of each member, his age, profession, address, date of joining the association, and any contributions he pays, and every change to this data.
- Allocating records prepared for the purpose of recording meeting minutes and the Board of Directors, and their decisions. Likewise, the decisions issued by the association's director with the authorization of the board of directors, and every member of the association has the right to see these records.





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- Record its accounts in books that show the expenses, revenues and donations and their source, in detail.
- Appointing or hiring a licensed chartered accountant.
- Depositing cash in its name with a bank in the Kingdom. In addition, that the withdrawal of these funds is not made without the signature of two officials of the society. The executive rules shall specify these officials.
- To mention its name, registration number, and its activity department in all its books, records, documents, and publications.





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Chapter 1

General provisions

Article (1):	<p>A. The Chairman of the Board of Directors shall be responsible for the interpretation of these regulations, and their interpretation shall be binding.</p> <p>B. Amending this bylaw when needed and amending it shall be binding.</p> <p>C. This regulation applies to all employees of the facility and it will be enforced from the date of its approval.</p>
Article (2):	<p>The following words or expressions mentioned in the list shall mean the meanings shown before each of them as follows:</p>

- Association/ Society: It means The Peace Society for Relief and Emergency.
- Working system: It means the work system issued by Royal Decree No. (M / 51) on 23/08/1426 H, and amended by Royal Decree No. (M / 134) on 27/11/1444 H.
- Insurance system: It means the Saudi social insurance system.
- Board of Directors: It means The Board of Directors of the Association, which is the supreme authority in the Association, and is chaired by the Chairman of the Board of Directors.





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- Executive Director: He is responsible for the overall management of the association in terms of planning, organization and development and is a member of the Board of Directors.
- Administrative unit: It is a group of workers performing specific competing and homogeneous actions.
- Human Resources Department: It is the administrative unit that monitors the implementation of all the human resources policies, regulations and procedures in the association. Planning the association's human resource needs, training the employees, preparing the employees budget, and keeping their files.
- Director of Financial and Administrative Affairs: He is responsible for operating the Financial Affairs and Resources Department. Thus, when the text states that the procedure is the responsibility of the director of financial and administrative affairs, it does not mean that he is personally and individually, but rather includes managing the departments that fall under his responsibility.
- The Worker: It is every Saudi person appointed by a decision of the competent authority in a permanent or temporary position in the association. which he exercises, for its benefit and under its management an administrative, technical, mathematical, clerical, or other work in return for a monthly, daily, hourly, hourly, completion or as specified in the contract.
- Wage: It is the actual wage that the worker receives and is determined in the contract or the work system regulation mentioned in (Article 5) in these regulations.
- Function: It is the work assigned to the worker, whatever its type, as defined in the contract.





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- **Temporary work:** It is the work whose nature of completion requires a specific period or that focuses on a specific work that ends with the end of it, no matter how long it takes to complete it. It differs from that in the hours system.
- **Degree:** It is the rank that determines the administrative level of a worker on the scale of administrative levels in the association. It usually includes a set of equal or converged positions in terms of degree of responsibility, the level of qualifications required to fill it, and its supervisory and practical importance.
- **basic salary:** It is the wage that is given to the worker as a result of his work and according to the work contract, regardless of the type of this wage and the way it is calculated, without adding any allowances or bonuses and without discounts.

Article (3):	The calendar used in the association is the Gregorian date.
Article (4):	This regulation is considered complementary to the employment contract, in a manner that does not conflict with the terms and conditions of the worker mentioned in the contract. The provisions of these regulations shall not prejudice the employee's acquired rights.
Article (5):	All not provided for in this regulation, it contained the provisions of the working system applied in the Implementing Regulations of associations and institutions. Issued by Royal Decree No. (M / 51) on 23/08/1426 H, and amended by Royal Decree No. (M / 134) on 27/11/1444 H.
Article (6):	The association has the right to make amendments to





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	what is stated in these regulations whenever the need arises. It is not effective until after the approval of the Ministry of Labor and Social Development.
Article (7):	The Association shall inform the worker, upon contract, of the provisions of these regulations, and his signature means his approval of them. This is provided for in the employment contract.
Article (8):	No copying, photocopying, or printing of this manual or the use of its contents is permitted without the permission of the Chairman.
Article (9):	Every employee whose service has ended in the association must return and hand over the list to the concerned employee.



Chapter II

Recruitment and employment contracts

Article (10)	To get employed in the association, the following is required: <ol style="list-style-type: none"> 1. The presence of a vacancy 2. He should not be a government employee 3. He must be a Saudi. 4. To be of good conduct and behavior 5. That he has not been issued with a final judgment against him for a crime against honor or honesty that has not been acquitted 6. He must have the qualifications required to fill the position 7. To be medically and mentally fit in accordance with a medical certificate from the authority determined by the association 8. Pass the tests or interviews determined by the association
Article (11)	Handicapped employment The association must use 2% of its employees with disabilities provided that its disability does not conflict with the nature of the vacant position
Article (12)	The applicant must complete the rationale for accepting the employment application within a period specified by the association: <ul style="list-style-type: none"> • A copy of the national identity • The original copy of the medical examination • Four personal photos, size (4 in 6), with the head uncovered and the face uncovered, without makeup for women. • CV • A copy of the qualifications degree, and the original copy must be brought for conformity
Article (13)	Employment applications (A) All employment applications are issued by the Board of Directors and upon need (B) All requests shall be sent to the Human Resources Department to formulate the appropriate contract for the job and verify compliance



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	<p>with approved employment plans, and announce them, and none of the officials has the right to undertake this task.</p> <p>(C) The Human Resources Department shall announce the job on the association's website, and its channels on social media, or in different capacities.</p> <p>(D) The Human Resources Department has the right to take the recommendations of the Board of Directors into the process of nominating and recommending those who are qualified to fill the position.</p>
Article (14)	<p>Choose the most suitable candidate</p> <ol style="list-style-type: none">1. All candidates are subject to the tests required by the nature of the vacancy and are determined by the Board of Directors and the Human Resources Department2. The comparison is made on the basis of the results of the interview determined by the Board of Directors and the Human Resources Department
Article (15)	<p>Appointment and starting work</p> <p>(a) After signing the contract, the worker is entitled to receive (the ID card for entering the association, the e-mail in his name, obtaining an office - private or joint - according to what the nature of his work prescribes and what is determined by the board of directors, receiving his own cabinet, desktop computer)</p>
Article (16)	<p>work contract</p> <p>(A) The worker is employed under an employment contract drawn up in two copies, one for the worker and the second copy is kept in his service file with the facility.</p> <p>(B) The contract must contain the main items such as the information of the two parties, the duration of the contract, the nature of the work assigned to the worker, the rights and duties of the worker, the penal terms for breaking the contract, financial rights and obligations.</p> <p>(C) The contract shall be drawn up in the Arabic language, and the work system shall be the judge between the establishment and the worker.</p> <p>(D) The association has the right to cancel the contract of a worker who</p>





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has not commenced work within 15 days after signing the contract.

- (E) The work contract is considered valid from the date of actual work of the worker and not from the date of signing the contract.
- (F) A worker is not considered to be a probator unless his contract provides for that. And a worker under probation may be appointed on the condition that the probationary period does not exceed 90 days specified in its obligations and duties in the contract, and it may be extended to 180 days. Eid al-Fitr and Eid al-Adha holidays do not fall within the period.
- (G) During the trial period, the association has the right to cancel the contract if it does not prove the benefit of the worker and does not perform the tasks assigned to his position without remuneration, warning or compensation.
- (H) The worker has the right to cancel the contract 25 days after submitting a written letter, before the termination period.
- (I) The worker may not be placed on probation more than once, unless it has been agreed between the two parties on that, provided that he is in another profession or other work, or if the contract expiry period has passed six months or more.
- (J) The association may not assign the worker to work that is fundamentally different from his basic work without notifying him or assigning him in writing, and after his approval; provided that the period of assignment does not exceed a month annually.

Article (17)

Temporary work

- (A) Recruitment of those whose work needs to be recruited on a temporary basis and temporary work may be for jobs other than those approved in the budget.
- (B) The temporary work contract is determined by several important matters such as (the beginning and end of the contract, the nature of the specified work, the amount of the salary as a severance bonus on a daily or monthly wage, or the reward may be for the termination of a particular work, or it is determined on the basis of the period. Duties and benefits arising from this basis.
- (C) The temporary worker is not entitled to take advantage of the benefits





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enjoyed by permanent workers unless agreed to by the contract.

(D) Temporary employment includes the following categories:

- Seconded
- Appointing a part-time person to work part-time or specified to accomplish a specific task.
- Employment to carry out specific work within a specified period.

Article (18)

Secondment

(A) The worker is borrowed according to the association's need and in coordination with the loaning authority.

(B) The loan, association, and loaning authority are agreed upon with the salary and other benefits arising from seconding the worker.

(C) The seconded worker during his Secondment period is subject to all the association's policies and regulations.





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Chapter III Wages

Article (19)	<p>(A) Workers are employed for jobs with specific specifications and designations, and wages are agreed upon in the contract.</p> <p>(B) Workers' wages shall be paid in Saudi riyals, which is the official currency of the Kingdom of Saudi Arabia.</p> <p>(C) If the day of payment coincides with an official holiday, payment is made on the day of the work preceding it.</p> <p>(D) Pay the full salary of the month in which the worker died to his heirs.</p>
Article (20)	<p>Delivery of wages</p> <p>(A) Workers' wages shall be deposited into their bank accounts during official working hours, according to the following provisions:</p> <ul style="list-style-type: none">• A worker with a monthly wage will be paid at the end of the month• A worker with daily or severed fees will be paid at the end of the week• The worker, whose service ends, receives his wages and all his dues after the end of service within 15 days from the date of the end of the contractual relationship.• The worker who leaves work on his own will be paid his wages and all his dues according to what is stated in the contract within 30 days from the date of the denunciation of the contractual relationship.

Chapter IIII Working days and holidays

Article (21)	<p>Official working hours</p> <p>(A) The working days are six days a week, and Friday is the official day of rest for all workers in the association, with full pay, and it is reduced to 6 hours per day during the holy month of Ramadan, and is punctuated by a 30-minute prayer break determined by what the Board of Directors deems appropriate.</p> <p>(B) The official working hours start at eight in the morning and end at five in the afternoon.</p> <p>(C) The worker's break is set from 12-1 p.m. and is not counted as part of the actual working hours, and the worker has the right to spend the rest of the</p>
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	<p>hour as he pleases.</p> <p>(D) The manager shall come to work outside the official working hours in case he is required according to the work need.</p> <p>(E) It is permissible to assign work outside the working time according to the needs. It is also permissible to assign work during the weekends and official holidays, within the appropriations in the budget and according to what the work department requires, and this is done after the consent and approval of the Board of Directors..</p>
Article (22)	<p>Overtime</p> <p>(A) Those charged with overtime on official and unofficial working days are given overtime.</p> <p>(B) The Board of Directors determines the value of the hourly wages for overtime, based on the budget and type of work.</p> <p>(C) The holder of the authority may not adhere to the provisions of Articles ninety-eight, one hundred and one and paragraph (1) of Article 104 of the Saudi Labor Law in the following cases:</p> <ol style="list-style-type: none">1. Annual inventory work, budget preparation, liquidation, and account lockout.2. If the work was to prevent a serious accident, to repair what resulted from it, or to avoid a realized loss of perishable materials.3. If the operation is intended to cope with abnormal work pressure.4. Holidays, seasons and other occasions and seasonal works are determined by a decision of the Board of Directors.5. It is not permissible in all submitted cases that the actual working hours exceed ten hours per day, or sixty hours per week.
Article (23)	<p>Official leaves</p> <p>(A) A worker has the right to full-time leave on the following holidays and occasions:</p> <ul style="list-style-type: none">• Eid Al-Fitr: 4 days, starting on the 29th of Ramadan and according to Umm Al-Qura calendar.• Eid al-Adha: 4 days, starting from standing in Arafat• National Day: One day <p>(B) If the first day of holidays and occasions falls on an official day of vacation, the leave is extended for another day.</p>





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(C) The worker has the right to one-day paid leave in the event of the birth of a newborn and three days for the occasion of his marriage, or in the event of the death of his wife or one of his parents or relatives, provided that the documents supporting the aforementioned cases are presented.

**Article
(24)**

Emergency leaves

The worker has the right to a paid emergency leave for a period not exceeding five days per year that begins with the beginning of the calendar year and falls for all or the remainder of it at the end of the year, in view of the circumstances estimated by the Board of Directors, provided that such leave does not exceed two days at a time and the worker must provide evidence of his need to That leave on his return.

**Article
(25)**

sick leaves

- (A) The employee, according to what is stipulated in the work system, is entitled to a sick leave in the following manner: First thirty days: with full pay, and the following sixty days: three quarters of pay. After that, the Board of Directors considers the possibility of the employee continuing or ending his services after exhausting his full balance of emergency leaves.
- (B) The president or his deputy approves the sick leave based on a report from the competent medical authority determined by the association after signing the medical examination on the patient and bringing a report from the specialist doctor.

**Article
(26)**

Haj leave

The association grants the Muslim worker who wishes to perform his Hajj pilgrimage a full paid leave of 7 days. In addition to the Eid Al-Adha vacation, after a year has passed since his appointment to the association.

Chapter V

Occupational Safety and Health

Occupational safety and health is concerned with the safety of workers in the association, respect for their rights and the preservation of a sound work environment. It also helps to protect workers and maintain their health and enhance their ability to perform work, which ultimately is in the interest of the work itself.





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Article (27)	Provide safety <ul style="list-style-type: none">• Work on the necessary equipment at the association's headquarters and provide the necessary equipment for prevention such as firefighting tools, first aid, and training workers to use them.• Putting up smoking ban badges and allocating places for that.• Performing tests periodically by specialized technicians to ensure the validity and safety of the headquarters.• Ensure the safety of all devices and make periodic checks on them and maintain them immediately.• Keep workplaces in complete cleanliness• Provide healthy water• Protect workers from exposure to heat, noise, etc.• Ensure the establishment of a designed institution and sensitive to the nature of the work.• Learn about work risks and train workers to avoid them.
Article (28)	Provide occupational safety <ul style="list-style-type: none">• Providing a suitable environment for safe work and taking care of all the means that work to achieve this, such as providing places to rest, eat, and pray.• Define every employee and worker in the organization and work with the procedures followed and work to implement them as required.• Ensuring the continuous training of workers to ensure the quality of work.• Reducing and rewarding stress and overload.
Chapter VI Duties	
Article (29)	The duties of the association towards workers <ul style="list-style-type: none">• Treating them in a proper manner and avoiding any act or saying that might offend or harm their dignity.• Preventing the entry of prohibited materials by Islam laws and legally into the headquarters of the association and raising them to the competent authorities.• Giving workers time to exercise their rights stipulated in the regulations without prejudice to their wages.





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	<ul style="list-style-type: none">• Pay the worker's wages on time and to the specified amount agreed upon in the contract.• Facilitate obtaining the association's employees data for the competent authorities, if requested.• Maintaining the confidentiality of personnel information.• Justice among workers and non-discrimination• Resolving internal disputes and conflicts resulting from work pressure.
Article (30)	The duties of workers in the association <ul style="list-style-type: none">• Adherence to instructions and orders, unless that contradicts Sharia, general state laws, private work regulations, or public taste.• Commitment to work schedules and implementation of the tasks assigned to the position as required• Take care of the machines and tools that are delivered to him by the association according to the work contract and according to his assignment of certain tasks, and not use them for personal purposes.• Good conduct and behavior with superiors and colleagues, and spreading a spirit of cooperation and fair competition• Providing help and assistance in emergency cases• Preserve the association's professional secrets• Not to use his work in the association to achieve personal interests or harm others in a specific capacity• Notify the association of what is happening in his marital status or change in his address within a week at most after the change has occurred• Not receiving visitors to the association in particular without the knowledge of the board of directors or the person concerned





Article No. (30)	<p><u>The duties of workers in the association</u></p> <ul style="list-style-type: none"> • Adhere to instructions and orders, unless that contradicts Sharia, general state laws, private work regulations, or public taste. • Adherence to work schedules and carrying out the tasks assigned to the position as required • Taking care of the machines and tools that the association delivers to him according to the work contract and according to his assignment of certain tasks, and not using them for personal purposes. • Good conduct and behavior with superiors and colleagues, and spreading a spirit of cooperation and fair competition • Providing help and assistance in emergency cases • Maintaining the association's professional secrets • Not to use his work in the association to achieve personal interests or harm others in a specific capacity • Notifying the association of what is happening in his marital status or changing his address within a week at most after the change has occurred • Not receiving visitors to the association in particular without the knowledge of the board of directors or the person concerned
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Chapter 7

Sanctions and penalties

Article No. (31)	<p>(A) Disciplinary sanctions are imposed on each worker who commits an offense in the following sequence:</p>
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First: Warning: It is an oral reminder addressed to the worker by his boss, in which he refers to the violation he committed and asks him to abide by the system and perform his duties correctly.

Second: Written Warning: It is a book addressed to the worker in the event of committing a violation that includes drawing his attention to the violation and the possibility of exposing him to more severe punishment in case the violation continues or is repeated.

Third: The fine: It shall be deducted part of the worker's wages, ranging from a full day's wages to five days' wages for a single violation.

Fourth: Suspending from work without pay: It is preventing the worker from practicing his work for a period of time without receiving any compensation or compensation, and this penalty shall be imposed from one to five days.

Fifth: Suspension from work with deprivation of remuneration: It prevents the manager from practicing his work for a period of time without receiving any remuneration or compensation, and this penalty is imposed from one to five days.

Sixth: Dismissal from service with remuneration: The termination of service to the world for committing an offense stipulated in the stipulations does not preclude the payment of the full remuneration due for the period of his service according to the work system.

<p>Article No. (32)</p>	<p>(A) It is not permissible for the person with the authority to inflict a penalty on the worker that is not mentioned in this regulation or in the work system.</p> <p>(B) The penalty may not be increased if the violation is repeated if the previous violation has passed 180 days.</p>
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- (C) The disciplinary penalty may not be imposed after the date of the completion of the investigation of the violation and its confirmation against the worker more than thirty days.
- (D) A disciplinary penalty may not be imposed on a worker for an order committed outside the association's facility unless it is related to the association or its stakeholders.
- (E) It is not permissible for a worker to be charged for a single violation with a fine exceeding five days' wages.
- (F) It is not permissible to impose more than one penalty on a single violation, nor to deduct from his wage in fulfillment of the fines imposed on him for more than five days' wages in one month, nor that the period of his suspension from work without wages exceed five days per month.
- (G) A disciplinary penalty may not be imposed on the worker unless after he is informed in writing of what was attributed to him, interrogated, and his defense fulfilled, and that is proven in a record deposited in his personal file. The interrogation may be verbally liable for minor offenses, the penalty for which the perpetrator does not exceed the warning or fine, withholding no more than one day's wages, provided that this is proven in the record.
- (H) The worker must be notified of the decision to inflict a penalty on him in writing. If he refuses to receive or is absent, the communication is sent by registered letter to his address indicated in his file.
- (I) In the event that the worker refuses to receive the penalty, the signature of two witnesses from the refusal to receive is taken, and the worker has the right to object to the decision to impose the





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penalty on him within fifteen days (except for official holidays) from the date of informing him of the final decision to impose the penalty on him, and submits the objection to a commission Marketing labor disputes. As stated in Article No. 72 of the Saudi Labor Law.

(J) The penalty imposed on the worker must be proportional to the size of the offense committed.

(K) The penalty shall not be taken into consideration unless it is approved by the Board of Directors except for the oral notification.

(L) If the act committed by the worker constitutes more than one violation, it is sufficient to impose the most severe punishment among the penalties prescribed for it.

(M) The fines imposed on the worker must be written in a special register, stating his name, the amount of his wages, the amount of the fine, the reason for its signature and the date of that.

Grievance

Article No. (33) (A) Without prejudice to the right of the worker to file a grievance and asylum with the competent judicial or administrative authorities according to the worker's system, he is entitled to file a grievance to the Board of Directors within 15 days from the date of the penalty determination.

(B) The worker shall be notified of the result of his grievance after 7 working days from the date of the grievance being filed.

Chapter 8

End of service

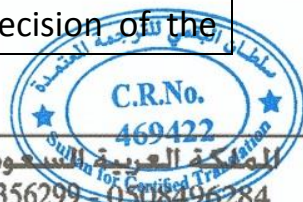




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Article No. (34)	<u>Resignation</u> (A) A worker wishing to resign shall submit a written request to do so through his immediate superior, and the worker remains on the job until a decision is issued to accept his resignation from the CEO or after (45) days have passed since the date of submitting the resignation request. (B) It is not permissible to accept the resignation of the worker referred to investigation or suspended from work until a decision is taken on his matter.
Article No. (35)	<u>Abolition of the post</u> (A) Notify the worker who decides to terminate his services due to job cancellation at least three months before the date set for cancellation. (B) The worker who has not been compensated for the period during which he was not notified shall be compensated for the wage of that period.
Article No. (36)	<u>Absence</u> Absence without a legitimate excuse is more than twenty intermittent days or ten consecutive days during the fiscal year, provided that the chapter is preceded by a written warning from the CEO after his absence ten days in the first case and his / her five days in the second case.
Article No. (37)	<u>Retirement</u> (A) A worker is referred to retirement if he reaches the age of (65) years (B) The term of work may be extended for an employee who has reached the age of retirement exceptionally by a decision of the





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	Board of Directors based on the recommendation of the Board of Directors.
Article No. (38)	<u>Permanent disability</u> (A) The worker shall be dismissed as a result of a lack of health fitness to continue the service (B) The disability is established based on a medical report approved by a government hospital
Article No. (39)	<u>Death</u> (A) The employee's service ends as a result of his death (B) Paying the full salary of the month in which the worker dies to his heirs, as stipulated in Article No. (19) of the wages system in these regulations.
Article No. (40)	<u>Expiration of the contract</u> The service of the worker ends with the end of the contract period unless an agreement is reached between the worker and the association to renew
Chapter 9 Training	
Article No. (41)	(A) The association shall develop executive plans to train and develop its employees and develop their skills in accordance with its training needs. (B) The training is considered part of the job duties that the worker must perform in all proficiency, whether inside or outside the work and is subject to evaluation and follow-up by the competent



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department.

- (C) The Executive Director may, after approval of the Executive Committee, in the necessary cases, send the worker for training within Saudi Arabia, or agree to hold sessions in the worker's workplace as required by the business interest.
- (D) It is not permissible for a worker to be assigned to train in courses or programs unmatched at his place of work, and the Executive Director is obliged to cancel the approval of the Executive Committee by canceling the worker's dispatch of training abroad or internally if the Department so requires. Unless he has already started training.
- (E) Whoever is delegated for training is required to have spent at least one year in service of the association, to be fluent in the language in which the candidate's training course is run, to have obtained acceptance from the training agency, and for the training course to have a direct relationship to the work he does, And the training period should not exceed one year.
- (F) The period of training that the worker successfully passes shall be counted as part of his service.
- (G) The Human Resources Department shall obtain periodic reports for the trainees from the training authorities and follow up on that. In all cases, it shall be calculated in the period of service.
- (H) The trainee undertakes in writing at the time of his enrollment in the training course to work in the association after completing the course for a similar period after training, if he does not commit, the association has the right to ask him to return the costs of what was spent on him or deducted from the end-of-





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	<p>service benefits.</p> <p>(I) The trainee may not alter or change the training program approved by the association, unless after the written approval of the CEO.</p> <p>(J) The worker raises an application to cover the costs of the training courses from travel tickets, travel and subsistence if the course is outside the area of the work area, and the request is considered by the Board of Directors, provided that the lifting takes place sixty days before the session.</p> <p>(K) Raise the request in paragraph (n) does not require the administration to agree to cover the costs but rather what is required by the business interest and to consider and rely on the budget available for training</p>
Chapter 10	
Job evaluation	
Article No. (42)	<p>(A) The worker shall be subject to a job performance evaluation (periodic, annual) by his immediate superior, and it shall be submitted to the CEO for approval.</p> <p>(B) The CEO is subject to an annual performance evaluation by the Board of Directors.</p> <p>(C) This evaluation is approved upon nomination for promotion or a higher management position</p> <p>(D) The evaluation is for all employees according to the table below:</p>





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Standards for Evaluating Workers in the Association Paragraph (D) of Article No. (42)

Items	Standards	Points
Item 1	Discipline in attendance and leave	
Item 2	Productivity at work, measured by: <ul style="list-style-type: none">○ The worker understands the nature of the work assigned to him○ The worker works to achieve the goals of the association○ The worker performs his duties on time○ The worker accomplishes his duties with high efficiency and the lowest error rate○ The worker is good at using electronic systems and programs	
Item 3	The worker cooperates with his colleagues in the completion of the work	
Item 4	The worker shall preserve the property of the association during his custody	
Item 5	The worker shall preserve the property of the General Assembly	
Item 9	The worker participates in the activities of the association	





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Item 10	The worker deals with his colleagues with all professionalism	
Item 11	The worker shall preserve the secrets of the association and not divulge them	
Item 12	Carry out the required tasks	
Total		





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(D) The performance of the worker shall be evaluated according to the elements specified in paragraph (d) of Article No. (42) of these regulations, according to the following points and progression:

Performance evaluation from (100) points	Grade	Percentage
1	Excellent	From 90 to 100
2	very good	From 80 to 89
3	good	From 70 to 79
4	Fail	From 69 - and less

Article (43)	No.	The total of points obtained by the worker in the evaluation report is represented by the degree of evaluation of his job performance, and the Council, based on a recommendation from the CEO, can rearrange the elements mentioned in his paragraph (d) Article No. (42) of these regulations or add what he sees from other elements and redistribute Points accordingly.
Article (44)	No.	The employee's job evaluation report shall be kept in his file.
Article (45)	No.	(A) The worker shall be informed of the result of his job performance evaluation report no later than two weeks from the date of its approval, and he has the right to object to the report's result before the CEO





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	<p>and before the Board of Directors.</p> <p>(B) The Executive Director has the right to object to the report's findings before the Board of Directors.</p> <p>(C) In cases (a) and (b) the objector must attach evidence</p>
<p>Article No. (46)</p>	<p>(A) The worker is given an oral warning the first time when he receives a (Fail) rating in the job performance evaluation report.</p> <p>(B) The worker shall be notified in writing of the termination of his contract if he receives a (Fail) rating twice in a row</p> <p>(C) The association has the right to terminate the contract of a worker who has a (Fail) rating twice in a row, and he is entitled to a full month's salary.</p>





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Chapter 11

Women employment provisions

Article No. (47):

- (a) The association applies women's employment laws based on what was mentioned in Chapter 9 on the provisions of women's employment in the Saudi labor system, and with what is appropriate for the nature of women's work in the association
- (b) The association is obliged to apply Article No. (149) of the provisions of women's employment in the Saudi labor system, which recommends that women be employed in fields that are consistent with their nature, and their employment is prohibited in hazardous work. Women are exposed to specific dangers, with which they must be prohibited or restricted to work on special conditions.
- (c) The association is obliged to implement Article No. (150) of the provisions of women's employment in the Saudi labor system, which stipulates the prohibition of employing women during a period of night that is not less than eleven consecutive hours except in cases where a decision is issued by the minister.
- (d) The association is obliged to apply Article No. (151) of the provisions of women's employment in the Saudi labor system, which recommends the woman's right to give birth for a period of four weeks prior to the probable date of delivery, and the six weeks after it, and the weighted date of the situation is determined by the facility's physician, or under A medical certificate, certified by a health authority, and it is prohibited for a





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woman to work during the weeks immediately following the birth.

- (e) The association is obliged to apply Article No. (152) of the provisions of women's employment in the Saudi labor system, which obliges the employer to pay the wages of a working woman during her interruption in the maternity leave equivalent to half of her wages, if she has a year or more of service with the employer, and the wages Complete if her service period is three years or more on the day the leave begins, and the fare is not paid to her during her regular annual leave if she has benefited in the same year from a full-paid maternity leave, and half of her wage is paid to her during the annual vacation, if she has benefited in the same year from vacation Laying for half pay.
- (f) The association is obliged to apply Article No. (154) of the provisions of women's employment in the Saudi labor system, which stipulates the right of a working woman when she returns to practice her work after the maternity leave to take - with the intention of breastfeeding her newborn - a period or periods of rest that do not total in excess of an hour per day per day And, in addition to the rest periods granted to all workers, this period or periods are calculated from actual working hours, and do not result in a reduction in wages.
- (g) The association is obliged to apply Article No.s (155) and (156) which stipulate preventing the dismissal of the worker or warning her to be dismissed while she is enjoying her maternity leave, and not dismissing the worker during her illness resulting from pregnancy or delivery, as stipulated in Article No. (156) and the disease is proven by a medical certificate Approved, provided that the period of her absence does not exceed one hundred and





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eighty days, and it is not permissible to dismiss her without a legitimate reason from the reasons stipulated in this system during the one hundred and eighty days preceding the probable date of birth.

- (h) The worker's right to what he deserves is forfeited in accordance with the provisions of Chapter 9 of the Worker's Law and Article No. (157) if she works for another employer during the authorized leave period, and the original employer (Chairman of the Board of Directors) may deprive her of her wages for the leave period, or to recover what he gave to her.
- (i) The association is committed to applying Article No. (160) of the labor system by giving the working woman whose husband dies the right to leave with full pay for a period of no less than fifteen days from the date of death.
- (j) The association is committed to providing a restroom for workers, (for food, and prayer) and their own entrance to the work site.





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Chapter 11

Memberships

Types of memberships

Honorary member

- He is the member whose membership is granted by the Association in exchange for great moral or material services that helped it achieve the goals of the Association.
- An honorary member has the right to attend the general assembly meetings and discuss what is presented there without having the right to vote or be nominated for membership in the Board of

Titular member

- He is the member to whom the General Assembly grants honorary membership to the Board of Directors.
- A member has the right to discuss in council meetings, but he does not have the right to vote and does not prove in his presence the validity of the meeting.





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	Directors.		
Working member	<ul style="list-style-type: none">• He is the member who participated in establishing or joining the association after its establishment , based on the acceptance by the Board of Directors of the membership application submitted by it.• A member is entitled to attend the general assembly meetings and vote on its decisions.• A member	Associate member	<ul style="list-style-type: none">• He is the member who requests membership in the association and is accepted by the Board of Directors after the conditions stipulated are fulfilled.• The affiliate member is not allowed to attend the general assembly meetings.• The affiliate member is not allowed to stand for membership of the Board of Directors.• The affiliate member pays an annual subscription of (150) riyals.



المملكة العربية السعودية - الرياض - الفرع الرئيسي : الملز - شارع الستين - دوار الكويت - جوال : ٥٠٨٤٩٦٢٨٤ - ٥٩٤٣٥٦٢٩٩

Saudi Arabia - Al Riyadh - Main Branch : AlMalaz - AlSteen Street - Al Kwait Rotation - Mobile: 0594356299 - 0508496284

www.sultanAlbaqamitr.com - E-mail: Sultan.center@hotmail.com

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has the right
to run for
membership
in the Board
of Directors,
one year after
the date he
joined the
association.

- The working
member pays
a minimum
annual
subscription
of (300)
riyals.





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Conditions for membership application	
If the applicant is a natural person	If the applicant is a person of legal personality from private or private entities
He must be a Saudi national	To be a Saudi
Not less than eighteen years of age	Obligation to pay the membership subscription
To be fully qualified	To submit an application to join that includes his name according to the official document, registration number or license, his national address and contact information, including e-mail and phone number, and a copy of the commercial record is attached to his application
Be of good conduct	To appoint a representative who is of a natural character and must fulfill the conditions for membership of a person of a natural character
That he has not been granted a final judgment against him for a crime against honor or trust	
Obligation to pay the membership subscription	
To submit an application to join, including his name, according to his national identity, surname, age and place of residence	





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After greeting

We, the members of the Board of Directors of Al Salam Relief and Emergency Society, adopt this internal administrative, organizational bylaw to organize the work of the association after the completion of the ministry and its history, until further notice

Members of the Board of Directors:

1. Saud bin Ahmed bin Obaid al-Maliki

Chairman of Board of Directors

2. Ahmed bin Obaid bin Attia al-Maliki

Vice president

3. Yasser bin Mohammed bin Ahmed Al-Khayari

Financial Supervisor

4. Awad bin Mohammed bin Dhaifallah al-Maliki

Member

5. Mohammed bin Abdullah bin Mohammed Al-Ghamdi

Member

