

Translation of

Minister of Labour Decree
No. 162 of 2026 Concerning
the General Rules of the
Work Regulations

ترجمة قرار وزير العمل رقم ١٦٢
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ANDERSEN

Minister of Labour Decree No. 162 of 2026, Concerning the General Rules of the Work Regulations

In the name of the people: President of the republic

The House of Representatives has enacted the following law, which we hereby promulgate:

Preamble

The Minister of Labour,

Having reviewed the Constitution;

Law No. 21 of 1958 promulgating the Law on the Regulation and Encouragement of Industry;

Law No. 159 of 1981 promulgating the Law on Joint Stock Companies, Partnerships Limited by Shares, Limited Liability Companies and Single-Member Companies;

Law No. 12 of 1996 promulgating the Child Law;

Law No. 15 of 2017 promulgating the Law on Facilitating the Procedures for Granting Licences to Industrial Establishments;

Law No. 72 of 2017 promulgating the Investment Law;

Law No. 213 of 2017 promulgating the Law on Trade Union Organizations and Protection of the Right to Organize;

Law No. 10 of 2018 promulgating the Law on the Rights of Persons with Disabilities;

Law No. 148 of 2019 promulgating the Social Insurance and Pensions Law;

Law No. 152 of 2020 promulgating the Law on the Development of Medium, Small and Micro Enterprises;

Law No. 14 of 2025 promulgating the Labour Law;

And after obtaining the opinion of the Supreme Council for Social Dialogue;

Has decided as follows:



Article (1):

For the purposes of applying the provisions of this Decree, the following words and expressions shall have the meanings assigned to each of them below:

Worker: Any natural person who works in return for remuneration for an employer and under the employer's management or supervision.

Apprentice: Any person who joins an employer for the purpose of learning a profession, trade or craft in return for remuneration.

Employer: Any natural or legal person who employs one or more workers in return for remuneration.

Wage: Everything received by the worker in return for his work, whether in cash or in kind, and shall include the following:

- **Basic Wage:** The wage stipulated in the employment contract, together with any increments subsequently added thereto.
- **Variable Wage:** The remaining components of the wage received by the worker, in accordance with Item (4) of Article (1) of the aforementioned Labour Law.
- **Minimum Wage:** The minimum amount of wage that a worker must receive in order to meet living costs, as determined by a decree issued by the National Wages Council in accordance with the aforementioned Labour Law.

Training: A process that enables an individual to acquire and develop the knowledge, technical skills and occupational behaviours necessary to prepare him for suitable employment.

Investigation with the Worker: A legal procedure undertaken to hold the worker accountable and ascertain whether he has committed a work-related violation, to hear his statements, and to enable him to present his defence. The investigation shall be conducted by the establishment's Legal Affairs Department, the legal adviser, the employer's lawyer, or any person authorized by the employer or the legally responsible manager to conduct the investigation.



Regulations: The establishment's Work Regulations, which shall include, in particular, the rules governing promotion, transfer and wages, the violations and disciplinary penalties prescribed therefor, and other rules governing the employment relationship, in accordance with Article (137) of the aforementioned Labour Law.

Schedule of Penalties: A matrix attached to the Regulations setting out the violations constituting a breach of the duties of the job and the corresponding penalties prescribed therefor.

Complaint: A request submitted by a worker to one of his superiors, or to the committee established within the establishment to receive such requests, expressing grievance concerning conduct, a service, a decision, or otherwise.

Forced Labour: Any work or service imposed by force upon any person under the threat of punishment or harm, where such person has not voluntarily undertaken such work or service of his own free will.

Harassment: Any act or conduct occurring in the workplace or in connection with work that constitutes an encroachment upon another person through sexual or obscene acts, suggestions or insinuations, whether by gesture, words or conduct, by any means whatsoever, including wired or wireless communications, electronic communications, or any other technological means.

Bullying: Any act or conduct occurring in the workplace or in connection with work, whether through words, demonstration of force, exercising control over another person, exploiting that person's weakness, or exploiting a condition which the perpetrator believes may be offensive to that person, such as sex, race, religion, physical characteristics, health or mental condition, or social status, with the intention of intimidating him, subjecting him to ridicule, degrading him, or excluding him from his social environment, by any means whatsoever, including wired or wireless communications, electronic communications, or any other technological means.

Resignation from Employment: A legal act undertaken by the worker to terminate the employment relationship by his unilateral will, in accordance with the procedures and controls stipulated in the Law and this Decree.

Deemed Resignation: Deeming the worker to have resigned where he is absent from work without legitimate justification for more than twenty intermittent days during a single year, or for more than ten consecutive days, provided that the worker is first warned by the employer, or the employer's representative, by registered letter with acknowledgment of receipt after ten days of absence in the first case and five days of absence in the second case.



Service File: A paper or electronic file, or both, containing the worker's data and documents, as well as all documents relating to the employment relationship from the date of his appointment until the termination of his service, together with any amendments thereto.

Dismissal from Service: A disciplinary penalty imposed upon the worker by the competent Labour Court where it is established that he has committed a gross fault. Referral to the Court must take place following an impartial investigation and after enabling the worker to defend himself.

Night: The period between sunset and sunrise.

Competent Trade Union Organization: The establishment's trade union committee. Where no trade union committee exists within the establishment, it shall mean the general trade union within whose trade union classification the establishment's activity falls.

Workers' Authorized Representative: One of the establishment's workers whom the workers agree to authorize, pursuant to an official instrument, to represent them before the employer where no trade union organization exists within the establishment.

Authorized Representative: Any person appointed or authorized by the employer to manage the establishment, or the holders of principal senior positions therein who exercise some or all of the employer's powers.

Senior Management: The employer or his representative, the Chairman of the Board of Directors, the Managing Director, the manager responsible for the establishment, or the Executive Director, who, by virtue of their positions or pursuant to an authorization issued to them, as the case may be, have the authority to make decisions.

Human Resources Department: The department responsible for selection and recruitment processes, training and skills development, performance evaluation, promotion, wages, personnel affairs, entering into employment contracts, providing an appropriate working environment, and other related functions.

Human Resources Policies: A set of principles and rules established by the establishment to regulate employment relationships and manage personnel affairs, and to determine the relevant rights, duties and procedures, in a manner that ensures the proper conduct of work and promotes a stable and productive working environment.



Code of Professional Conduct: A document approved by Senior Management upon submission by the Human Resources Department, containing a set of principles, values and rules of professional conduct that must be observed within the working environment, in a manner that ensures workplace discipline and mutual respect and provides a safe and motivating working environment.

Law: The Labour Law promulgated by Law No. 14 of 2025.

Chapter Two: Procedural Provisions

Section One: Preparation of the Regulations

Principal Contents of the Regulations

Article (2):

Every employer employing ten workers or more shall prepare Work Regulations in accordance with the nature of the establishment's activity. The Regulations shall include, in particular, the following:

- Regulating the procedures for announcing vacancies and the processes of selection and employment.
- Regulating training processes, identifying training needs, and developing and enhancing workers' skills.
- Entering into employment contracts.
- Establishing a service file for the worker.
- Establishing mechanisms for evaluating workers' performance.
- Promotion, including its system, conditions and controls.
- Regulating the provisions governing transfer, secondment and assignment to work.
- Protecting wages and establishing safeguards for the payment of workers' entitlements.



- Regulating and determining working hours, rest periods, overtime work and the remuneration payable therefor.
 - Determining work patterns and promoting digital transformation within the establishment.
 - Establishing mechanisms for obtaining all types of leave.
 - Providing a healthy and safe working environment that takes into consideration the rights of persons with disabilities.
 - Determining the grounds and cases for termination of the employment relationship.
 - Determining workers' duties and regulating the procedures for investigating workers.
 - Determining the violations constituting a breach of the duties of the job and the disciplinary penalties prescribed therefor.
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Article (3):

Taking into consideration the size of the establishment, its administrative structure and the nature of its activity, the Regulations shall include the Human Resources Policies and the rules and procedures governing employment relationships, in a manner that ensures the determination of the workers' employment-related rights and duties.

The Regulations shall also include all benefits granted to workers and actually applied within the establishment prior to the preparation thereof, whether such benefits are established pursuant to internal regulatory decisions, approved regulations, employment contracts, or have become established through actual practice.



Article (4):

When preparing the Regulations, consideration shall, whenever possible, be given to the opinions and proposals of the establishment's workers through dialogue and consultation with them or their representatives, hearing the views of experienced workers, and taking into consideration the opinions of persons holding leadership positions.

Article (5):

The Regulations shall be prepared according to a logical sequence of provisions and shall clearly and specifically set out the rights and duties of both parties to the employment relationship, as well as the powers of Senior Management and persons holding leadership positions, through precise provisions that accurately express their intended meaning.

The Regulations shall also include definitions of words and expressions that may have more than one meaning, are repeatedly used, or where differences in their interpretation may affect the determination of rights, obligations, or the financial consequences arising therefrom.

General Rules of the Work Regulations

Chapter Two: Procedural Provisions

Section One: Preparation of the Regulations

Inclusion of the Establishment's Basic Information

Article (6):

The Regulations shall include the establishment's basic information, in particular its name, legal form, economic activity, address, number of workers, social insurance number, the name of the employer, owner or Chairman of the Board of Directors, and the name of the responsible manager.



General Rules of the Work Regulations

Chapter Two: Procedural Provisions

Section Two: Application for Approval and Review of the Regulations

Procedures and Time Limits for Approval

Article (7):

The application for approval of the Regulations shall be submitted to the competent Labour Directorate (Labour Relations Office) by the employer or the legal representative of the establishment, accompanied by the following:

- Evidence of the capacity of the applicant and the instrument evidencing his authority to represent the establishment, as the case may be, together with a copy of his valid national identification card.
- A copy of the establishment's Commercial Register, tax card and social insurance number.
- Three copies of the draft Regulations, signed by the responsible manager of the establishment and stamped with the establishment's seal on every page thereof.
- A copy of the Regulations in force at the time the application is submitted.

The Directorate shall issue the applicant an official receipt evidencing full receipt of the draft Regulations, specifying the number of pages thereof and the date of submission, signed by the competent employee and stamped with the seal of the competent Labour Relations Office or the Directorate, as the case may be.



General Rules of the Work Regulations

Chapter Two: Procedural Provisions

Section Two: Application for Approval and Review of the Regulations

Obtaining the Opinion of the Competent Trade Union Organization

Article (8):

The competent Labour Directorate shall provide the competent trade union organization or the Workers' Authorized Representative, as the case may be, with a copy of the draft Regulations within no more than three working days from the date of its receipt from the establishment.

The Directorate may invite the legal representative of the trade union organization, or any person authorized by it, to receive a copy of the draft Regulations after verifying his capacity and authorization. This shall be evidenced by a receipt specifying the date of receipt and the number of pages of the draft Regulations, signed by the recipient, to which the original authorization and a copy of the national identification card shall be attached.

The competent trade union organization shall provide its written opinion on the draft Regulations to the Labour Directorate within fifteen days from the date of its receipt thereof; otherwise, it shall be deemed to have approved the draft.

Article (9):

The Directorate shall review the draft Regulations in light of the provisions of the Labour Law and its implementing decisions, as well as the observations of the competent trade union organization, if any.

If the draft contains any provisions that are contrary to the Law, or that diminish any benefits contained in the establishment's previous Regulations or actually granted to the workers, the Directorate shall object thereto in writing, and such objection shall state the reasons therefor. The establishment shall remedy the grounds of objection within no more than five working days.

If the Directorate neither approves nor objects to the Regulations within thirty days from the date of receipt thereof from the establishment, the Regulations shall be deemed effective as of the day following the expiry of such period.



General Rules of the Work Regulations

Chapter Two: Procedural Provisions

Section Two: Application for Approval and Review of the Regulations

Committee for Unifying Principles and Resolving Differences of Opinion

Article (10):

A Central Committee shall be formed by a decision of the Minister of Labour at the Ministry's Head Office, chaired by the Minister and comprising a sufficient number of legal and technical specialists. The Committee shall be responsible for unifying the principles and rules relating to the provisions of the Regulations, publishing and circulating them to the Labour Directorates, as well as resolving differences of opinion concerning Regulations referred to it by the Directors of the Labour Directorates in this regard.

The Committee may include among its members a representative of the trade union organizations and another representative of employers' organizations. It may also seek the assistance of such persons with expertise and specialization as it deems appropriate, without such persons having a counted vote in the deliberations.

The decision shall determine the Committee's working system, the rules and procedures for referring matters to it, and its other competencies.



General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section One: Scope of Application

Article (11):

The provisions of the Regulations shall apply to all workers of the establishment and its branches and affiliated workplaces, regardless of the nature or duration of their employment relationship or the manner in which their work is performed, provided that they perform work for the benefit of the establishment or under its supervision.

Article (12):

The merger or division of the establishment, or the transfer of its ownership or management by inheritance, will, gift, sale, assignment, lease or any other disposition, shall not prejudice the continued application of the provisions of the Regulations. The successor shall be jointly liable with the previous employers for the performance of all obligations arising therefrom.

Article (13):

Where there is more than one employer, they shall be jointly liable among themselves for the performance of all obligations arising from the establishment's approved Regulations.

The Authorized Representative, or any person to whom the employer assigns all or part of the work entrusted to him, shall be jointly liable with the employer for the performance of all obligations imposed by the provisions of the Regulations.

Article (14):

The Regulations shall be deemed supplementary and complementary to the Labour Law and its implementing decisions, as well as the collective and individual employment contracts concluded with the establishment's workers. In the event of conflict, the provisions that provide more favourable benefits to the workers shall always apply.



General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Two: Principles for Protecting Workers and Safeguarding Their Dignity in the Working Environment

Article (15):

The Regulations shall include controls ensuring the prevention of any practices that may, directly or indirectly, subject a worker to forced or compulsory labour or compel him to perform work under threat or coercion.

In particular, the Regulations shall prohibit Senior Management or any worker of the establishment from committing any act or omission that may result in such practices, including withholding the worker's national identification card or passport, restricting his freedom of movement, compelling him to work hours exceeding the limits prescribed by law, deducting any amounts from his wage in repayment of a loan or debt in violation of the provisions of the Law, or taking any other measure or engaging in any other practice that may subject him to any form of forced or compulsory labour.

Article (16):

The Regulations shall include the provisions and procedures necessary to combat bullying, violence and harassment in all their forms and manifestations, in a manner that ensures the provision of a safe and healthy working environment that safeguards the dignity of male and female workers and respects their rights.

Without prejudice to any more severe criminal penalty, the Regulations shall set out the prohibited acts constituting any form of harassment, assault, abuse or bullying, together with the disciplinary penalties prescribed therefor, whether such act is committed by superiors, colleagues or subordinates. The Regulations shall also include the measures necessary to protect the working environment and members of the public attending the establishment during work or by reason thereof, and shall determine the mechanism for receiving complaints, investigating them and taking the necessary action in respect thereof.



The penalty shall be aggravated where the act is committed by one of the victim's superiors or by any person having functional or supervisory authority over the victim.

Article (17):

The Regulations shall prohibit any act, conduct or procedure involving, directly or indirectly, discrimination or differentiation among workers in training, the announcement of vacancies or filling thereof, terms or conditions of work, promotion, wages, or the rights and duties arising from the employment relationship, for any reason whatsoever, in violation of the provisions of the Law.

The Regulations shall also ensure equality and equal opportunities among workers.

Article (18):

Any advantage, preference, benefit or protection granted under regulations or decisions governing work shall not constitute prohibited discrimination where it is granted to women in a manner that ensures reconciliation between work requirements and their family and social responsibilities; to persons with disabilities and persons of short stature, where such measures are prescribed to the extent necessary to empower them, increase their employment rates, integrate them into the working environment, and take into consideration their needs and particular circumstances; or to children for the purpose of protecting them and combating child labour.

Article (19):

The Regulations shall not include any provision that conflicts with the provisions of the Law, and any condition or agreement that diminishes the rights legally prescribed for the worker shall be null and void.

Any more favourable benefits or conditions granted to workers under individual or collective employment contracts, the establishment's regulations or internal decisions, or pursuant to custom, shall continue to apply.



In all cases, the application of the Regulations shall not result in the diminution of any rights or benefits previously acquired by workers, and such rights and benefits shall constitute a minimum basis below which no reduction may be made.

General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Three: Filling Vacancies and Appointment

Article (20):

The Regulations shall determine the rules and procedures governing the filling of vacancies and the announcement thereof, the criteria for selection and appointment, the documents required for appointment, and the methods of filling vacancies, in accordance with the principles of equality, equal opportunities, merit and competence.

Article (21):

The worker's probationary period, if any, shall be specified in the employment contract and shall not exceed three months.

The Regulations shall not provide for any longer period, and a worker may not be appointed on probation more than once by the same employer.



General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Four: Employment Contracts and Workers' Service Files

Employment Contracts

Article (22):

The competent Human Resources Department, or any person authorized by the employer, shall prepare an employment contract for each worker containing the essential information prescribed by the Law, in particular the date of conclusion of the contract and the date on which it enters into effect; the employer's details; the place of work; the worker's name, qualification, profession or trade, social insurance number and place of residence; the information necessary to establish his identity; the nature of the agreed work; the agreed wage and the manner and dates of payment thereof; and all other monetary and in-kind benefits granted to the worker.

General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Four: Employment Contracts and Workers' Service Files

Workers' Files

Article (23):

The Regulations shall determine the department responsible for creating a file for each worker, whether in paper or electronic form, the contents of such file, the rules governing its retention and circulation, the period for which it shall be retained, without prejudice to the applicable legal provisions, and the entities or persons authorized to access it, in a manner that ensures the confidentiality and protection of the data contained therein.



General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Five: Training Workers and Developing Their Skills

Article (24):

The Regulations shall establish a system ensuring the development of human resources skills at the establishment's expense and the implementation of periodic training programmes for its workers, with the aim of enhancing their professional efficiency and developing their technical and behavioural skills, in a manner consistent with the nature of the establishment's activity and its technological and organizational developments, and in a manner that improves performance and increases productivity.

Article (25):

Selection for training shall be based on objective conditions ensuring that the worker benefits from the training programmes established by the establishment, or in which the worker is enrolled internally or externally, in accordance with work requirements and the approved training plan, and in a manner that ensures equal opportunities for qualification and career advancement.

Article (26):

A worker may be required to attend training or qualification courses where such courses are necessary for the requirements of the job, the development of performance, occupational safety and health requirements, or keeping pace with recent technological developments.



Article (27):

A worker who has received specialized training at the employer's expense shall be required to remain in the employer's service for the period agreed upon in the employment contract. If the worker leaves employment of his own unilateral will before the expiry of such period, he shall be required to reimburse the training costs, without prejudice to the employer's right to compensation, unless the employment contract provides for a shorter or longer period according to the nature of each profession and the cost and specific nature of the training.

The proportion of the cost's payable may be commensurate with the proportion of the agreed period that remains unfulfilled by the worker.

In all cases, the organization of training or the obligations arising therefrom shall not result in restricting the worker's freedom to work or to move to other employment.

General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Six: Job Classification and Job Description

Article (28):

The Regulations shall determine the job levels and the duties and powers of each position within the establishment, as well as the rules governing the delegation thereof, in a manner that ensures the proper conduct of work.

Any delegation shall be issued in writing by the competent authority within the establishment and shall specify the limits and powers of the person to whom authority is delegated.

Article (29):

The establishment shall establish a system for job classification and job descriptions, specifying for each position its title, duties, responsibilities, requirements for appointment thereto, and job grade, in a manner that ensures fairness and equality among workers.



General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Seven: Performance Evaluation

Article (30):

The Regulations shall regulate the evaluation of workers' performance in accordance with objective, fair and measurable criteria, and in a manner consistent with the nature of the positions and the objectives of the establishment.

Article (31):

The Regulations shall include a mechanism for notifying the worker of the result of his performance evaluation and enabling him, if he so wishes, to submit a grievance against such result to the employer or the Senior Management of the establishment.

General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Eight: Promotion, Transfer, Secondment and Assignment

Promotion

Article (32):

The Regulations shall include a promotion system appropriate to the organizational structure of the establishment and the size of its workforce, and shall ensure that higher-level positions are made available to workers of the establishment who satisfy the requirements for occupying such positions, in accordance with objective and announced criteria, taking into account the worker's competence, merit, job performance and disciplinary record.



General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Eight: Promotion, Transfer, Secondment and Assignment

Transfer, Secondment and Assignment

Article (33):

The Regulations shall determine the rules and criteria governing the transfer of a worker between departments or workplaces, his secondment, or his assignment to work, provided that this does not prejudice his wage or job grade and is required by the interests of work, while taking into consideration the worker's consent whenever possible or granting him appropriate benefits or incentives where necessary.

Transfer, secondment or assignment shall not result in the worker losing his turn for promotion unless such transfer, secondment or assignment is made at his request. Nor may the position to which the worker is transferred, seconded or assigned be at a level lower than his original position.

Article (34):

A worker may not be transferred, seconded or assigned to work that differs substantially from the work agreed upon, except where this is required by necessity in the interests of work in order to prevent an accident, remedy its consequences, or in cases of force majeure, and only on a temporary basis.

In all cases, the worker's rights or wage shall not be prejudiced.



General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Nine: Wage Protection

Wage and Benefits Protection System

Article (35):

Without prejudice to the prescribed minimum wage, the Regulations shall include a wage system under which the wage is linked to the job grade and the level of skill and competence, while ensuring equal pay for men and women for work of equal value, and entitlement to the periodic increment at a rate not less than that prescribed by law.

Article (36):

The Regulations shall include the safeguards necessary to protect wages, in particular the prohibition of deduction from, attachment of, waiver of, or withholding from wages except in the cases and within the limits prescribed by law.

The Regulations shall also determine the rules governing entitlement to in-kind and monetary benefits, allowances, incentives, grants, compensation and other entitlements in accordance with general and objective criteria.

Article (37):

Wages and other amounts due to the worker shall be paid on a working day and at the workplace, in the currency legally in circulation, or into the worker's bank account, or by any electronic payment method permitted by law.



General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Ten: Working Hours, Rest Periods and Leave

Working Hours

Article (38):

The Regulations shall regulate working hours, rest periods and the shift system, if any, in a manner consistent with the nature of the establishment's activity, with work and rest schedules and meal times being announced, and shall regulate overtime work and the remuneration payable therefor, at no less than the limits prescribed by law.

The Regulations shall also include the rules governing flexible work and remote work, if any, in particular with respect to persons with disabilities and women caring for children with disabilities or persons of short stature.

General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Ten: Working Hours, Rest Periods and Leave

Regulation of New Work Patterns

Article (39):

Where the establishment applies any form of flexible work, remote work or other non-traditional forms of work, the Regulations shall include the rules governing such work pattern in a manner consistent with the nature of the activity and working conditions and without prejudice to the worker's rights, while specifying working hours, performance obligations, and mechanisms for monitoring and evaluation.



General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Ten: Working Hours, Rest Periods and Leave

Leave

Article (40):

The Regulations shall regulate the various types of leave, the mechanisms for obtaining them, and the conditions and rules governing entitlement thereto, in particular annual leave, official holidays and occasions, casual leave, emergency leave granted to a worker on the day of the birth of his child, sick leave, study leave, leave for Hajj and visiting Jerusalem, as well as the timing and duration of each type of leave and the method of calculating it, in a manner that achieves a balance between work requirements and the worker's rights and at no less than the limits prescribed by law.

Article (41):

A worker may not be required to work beyond the normal working hours, on weekly rest days, or on public holidays and official leave days, except by way of exception, where required by the interests and circumstances of work, and in return for fair compensation at no less than that prescribed by law and in accordance with the prescribed legal rules and procedures.

In all cases, overtime work shall be regulated in a manner that does not adversely affect the worker's health or compromise his safety, and that achieves a balance between work requirements and workers' rights.



General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Eleven: Regulation and Stability of the Working Environment and Workers' Safety

Occupational Safety and Health

Article (42):

The Regulations shall include, at a minimum, the following:

- The worker's obligation to use and preserve occupational safety and health equipment and to comply with the instructions issued for the protection of his health and safety and the health and safety of his fellow workers. The worker shall be prohibited from disabling, misusing, damaging or tampering in any manner with protective or safety equipment.
 - The establishment's obligation to provide occupational safety and health requirements and equipment and to secure the working environment in a manner that ensures the protection of workers, the establishment and persons attending it from work-related risks.
 - Taking into consideration the needs of persons with disabilities in emergency and evacuation plans and providing appropriate warning and guidance means for them whenever the nature of the work so requires.
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General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Eleven: Regulation and Stability of the Working Environment and Workers' Safety

Settlement of Internal Disputes

Article (43):

Without prejudice to the right to litigation, and taking into account the provisions governing the settlement of labour disputes under the Labour Law, the Regulations shall include a system for settling individual or collective disputes that may arise among workers, or between workers and the employer or his representative, in a manner that ensures their prompt amicable resolution through specified mechanisms for reporting and internal settlement before resorting to the competent judicial authorities.

General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Eleven: Regulation and Stability of the Working Environment and Workers' Safety

Corporate Communication and Internal Relations

Article (44):

The Regulations shall regulate internal communication channels between departments and workers in a manner that ensures clarity of information and the prompt circulation thereof, and shall establish mechanisms for managing internal relations and promoting a positive working environment so as to achieve institutional discipline.



General Rules of the Work Regulations

Chapter Three: Substantive Provisions of the Regulations

Section Eleven: Regulation and Stability of the Working Environment and Workers' Safety

Complaints and Grievances

Article (45):

The Regulations shall determine the mechanisms for receiving and examining workers' complaints and grievances, in particular complaints submitted by female workers and persons with disabilities, together with the safeguards and time limits for their examination and determination, and the procedures for grieving against internal decisions or the results of such examination.

General Rules of the Work Regulations

Chapter Four: Investigation of Workers and Disciplinary Accountability

Section One: Workers' Duties and Safeguards Governing Investigations

Article (46):

The Regulations shall specify the duties of workers and the acts prohibited to them in a manner consistent with the nature of the establishment's activity and in accordance with the provisions of the Labour Law and its implementing decisions. The Regulations shall also specify the safeguards governing the investigation and disciplinary accountability of workers, taking into consideration the following:

- The violations attributed to the worker referred for investigation must be related to work or its requirements.
- The investigation must commence within a period not exceeding seven days from the date on which the violation is discovered, and the duration of the investigation shall not exceed three months, unless new evidence emerges.



- No disciplinary penalty may be imposed after the lapse of thirty days from the date on which the investigation is concluded.
- The employer may not impose a deduction from wages as a disciplinary penalty for a single violation in excess of five days of the worker's basic wage. Nor may more than the equivalent of five days' basic wage be deducted in any one month in satisfaction of disciplinary penalties imposed on the worker.

Article (47):

The establishment's Legal Department shall be responsible for investigating workers in respect of violations attributed to them. Where no Legal Department exists, the employer may entrust the investigation to a person with appropriate expertise or to one of the establishment's workers, provided that such person's job grade is not lower than that of the worker under investigation.

No disciplinary penalty may be imposed on a worker unless he has first been investigated in writing in respect of the matters attributed to him, his statements have been heard, and his defence has been examined.

In the case of violations punishable by a warning or by a deduction from the basic wage not exceeding one day's wage, the investigation may be conducted orally, provided that its substance is recorded in the decision imposing the disciplinary penalty.

Disciplinary Dismissal

Article (48):

The Regulations shall include the rules governing disciplinary dismissal, provided that dismissal shall only take place pursuant to a judgment of the competent Labour Court, on the ground that the worker has committed a gross fault, and after the lesser disciplinary penalties have been exhausted where the nature of the violation permits such progressive disciplinary action.



Chapter Four: Investigation of Workers and Disciplinary Accountability

Section Two: Disciplinary Penalties

Article (49):

Without prejudice to the provisions of Chapter Six of Part One of Book Three of the Labour Law concerning workers' duties and disciplinary accountability, the Regulations shall specify the acts constituting a breach of the duties of the job and the corresponding disciplinary penalties.

The establishment may include such violations and penalties in a separate section of the Regulations or in a schedule attached thereto.

Article (50):

The disciplinary penalties set out in the Regulations shall constitute the maximum penalties that may be imposed on the worker, without prejudice to the possibility of imposing a lesser penalty or closing the investigation without imposing a penalty, depending on the circumstances of each case and the requirements of the proper conduct of work.

Article (51):

Disciplinary penalties shall be progressive, beginning with a warning and extending to more severe penalties, provided that dismissal from service shall only be imposed in cases of gross fault in accordance with the provisions of the Law.

Article (52):

Any worker who commits a violation specified in the Regulations, breaches the duties of the job, or conducts himself in a manner liable to impair the dignity of the position shall be subject to disciplinary accountability and one of the disciplinary penalties prescribed in the Regulations shall be imposed upon him.



Article (53):

Disciplinary accountability shall not prejudice the establishment's right to take such criminal or civil proceedings as it deems appropriate to claim its rights where the legal grounds therefor are satisfied.

Article (54):

A worker shall not be exempt from disciplinary liability on the ground that he acted pursuant to an order issued by his superior, unless it is established that the violation was committed in execution of a written order issued to him by such superior despite the worker having notified the superior in writing that the order constituted a violation.

In such case, liability shall rest with the person who issued the order.

Article (55):

Where the disciplinary penalty consists of a deduction calculated as a specified percentage of the wage, the wage intended for this purpose shall mean the worker's daily basic wage.

The worker shall be notified in writing of the disciplinary penalty imposed upon him and its amount, as well as the penalty prescribed in the event of repetition of the violation.

Article (56):

If the worker refuses to receive the notice of the disciplinary penalty, he shall be notified thereof by registered letter with acknowledgment of receipt sent to the address recorded in his service file.

Article (57):

The disciplinary penalty may be aggravated if the worker commits a new violation of the same type as a violation for which he was previously penalized, provided that the new violation occurs within one year from the date on which the worker was notified of the imposition of the previous penalty.



Article (58):

The Labour Court shall have exclusive jurisdiction to impose the penalty of dismissal from service, in accordance with the provisions of the Labour Law.

All other disciplinary penalties shall be imposed by the employer or any person authorized by the employer. The establishment manager shall have the authority to impose the penalties of warning and deduction from wages for a period not exceeding three days.

General Rules of the Work Regulations

Chapter Four: Investigation of Workers and Disciplinary Accountability

Section Two: Disciplinary Penalties

Proceeds of Disciplinary Penalties

Article (59):

The Regulations shall designate the department responsible for maintaining a paper or electronic register in which financial penalties imposed on workers are recorded, including the worker's details, the reason for the penalty and its amount.

A separate account shall be allocated for the proceeds of such penalties, which shall be used for the social, cultural and sporting purposes of the workers.

In the event of liquidation of the establishment, the balance of such proceeds shall be distributed equally among the workers employed at the time of liquidation.



General Rules of the Work Regulations

Chapter Five: Termination of the Employment Relationship

Article (60):

The Regulations shall regulate the cases of termination of the employment relationship and the procedures applicable to each case, including:

- Expiry of the term of the contract.
- Completion of the work for which a contract was concluded.
- Termination by notice in accordance with the provisions of the Law.
- Written agreement between the parties to terminate the contract.
- The worker's actual or legally presumed death, or his disability, in accordance with the provisions of the aforementioned Social Insurance and Pensions Law.
- Deemed resignation as a result of the worker's absence from work.
- Resignation in accordance with the legally prescribed procedures.
- Dismissal from service pursuant to a judgment of the competent Labour Court.
- Reaching the age legally prescribed for leaving service.
- A final judgment convicting the worker of a felony or of an offence involving dishonour or breach of trust, unless the court orders suspension of execution of the penalty.

Article (61):

The Regulations shall set out separate provisions for each ground of termination of the employment relationship, without confusing deemed resignation with express resignation, resignation with the notice period, or termination with disciplinary dismissal.



Article (62):

The Regulations shall not provide for a notice period in relation to resignation.

A notice period may only be agreed upon in cases where the employment relationship is terminated by agreement of both parties, by mutual cancellation, or by consensual rescission.

Article (63):

The dismissal of a worker may not be requested from the Labour Court as a result of his trade union activity, unless the establishment proves that the dismissal is unrelated to such activity.

General Rules of the Work Regulations

Chapter Six: Updating and Developing the Regulations

Updating Policies and Regulations

Article (64):

The establishment shall periodically review and evaluate its internal policies and regulations in order to verify their effectiveness and suitability for work requirements and legislative and regulatory developments, and shall make any necessary amendments where appropriate, in accordance with the procedures prescribed by law.



General Rules of the Work Regulations

Chapter Six: Updating and Developing the Regulations

Amendment of the Regulations

Article (65):

The Regulations may be amended in accordance with work requirements, provided that such amendment does not prejudice the workers' acquired rights.

The amendment shall be approved and announced through the approved means within the establishment, and the procedures for obtaining approval thereof from the competent Labour Directorate shall be undertaken in accordance with the same procedures applicable to the initial approval of the Regulations.

Article (66):

This Decree shall be published in the Egyptian Gazette (Al-Waqa'i Al-Misriyya) and shall enter into force on the day following the date of its publication.

