

1. OBJECTIVE

- 1.1 To establish rules pertaining to employee conduct, performance, and responsibilities so that all personnel can conduct themselves according to certain rules of good behavior and good conduct.
- 1.2 The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards we have established for efficient and courteous service for our customers.
- 1.3 Reasonable rules concerning personal conduct of employees are necessary if the facility is to function safely and effectively. All employees will be kept informed by the Administrative Department of specific rules pertaining to the smooth functioning of ITIHADI INFRA and changes to those rules.
- 1.4 ITIHADI INFRA believes that all employees want to, and will, do a good job if each employee knows what is required to perform his job properly. The Administration Department is responsible for ensuring that all employees know what is expected of the job been assigned. Further, ITIHADI INFRA will always strive to provide opportunities to improve in their job performance.

2. POLICY

Degrees of discipline of ITIHADI INFRA are progressive and are used to ensure that the employee has the opportunity to correct his performance. ITIHADI INFRA has a set standard for implementation of disciplinary action towards its employees. They are described as oral warnings and written warnings prior to taking serious disciplinary actions. Factors to be considered by ITIHADI INFRA during the implementation of disciplinary measures are:

- 2.1 How many different offenses are involved
- 2.2 The seriousness of the offense
- 2.3 The time interval and employee response to prior disciplinary action(s)
- 2.4 Previous work history of the employee

3. EXCEPTIONS

For serious offenses, such as fighting, theft, insubordination, threats of violence, the sale or possession of drugs or abuse of alcohol on company property, etc., termination may be the first and only disciplinary step taken. Any step or steps of the disciplinary process may be skipped at the discretion of ITIHADI INFRA after investigation and analysis of the total situation, past practice, and circumstances. In general, Minor offences will be treated with oral warnings by the Administrative Executive for a maximum of two (02) times. In case the employee does not heed to such oral warnings, the Administrative Executive has the sole right to issue a written warning to the employee when proved guilty. A maximum of three (03) written warnings will be delivered to the errant employee for similar errors. In case the employee has yet not taken corrective measures to fall in the company standards, the employee will be issued with demotions, suspension or even termination in relation to seriousness of the offence. This is especially true in those cases where the time interval between offenses is short and the employee demonstrates a poor desire to improve his performance.

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4. PENALTIES FOR SPECIFIC OFFENSES

4.1 Penalties for Group 1:

- 4.1.1 First offense: Oral or written reprimand
- 4.1.2 Second offense: Suspension or termination

4.2 Group 1 Offenses include:

- 4.2.1 Knowingly filling out time sheet of another employee
- 4.2.1 Having one's sheet filled out by another employee, or unauthorized altering of a time sheet
- 4.2.2 Being tardy habitually without reasonable cause
- 4.2.3 Being absent without notification or excuse
- 4.2.4 Leaving your job or your regular working place during working hours for any reason without authorization from your supervisor, except for lunch, rest periods and going to the restrooms
- 4.2.5 Disorderly conduct on company property
- 4.2.6 Immoral conduct or indecency on company property
- 4.2.7 Leaving work before end of office time or not being ready to go to work at the start of office time
- 4.2.8 Interfering with the work of other employees
- 4.2.9 Inefficiency or lack of application of effort on the job
- 4.2.10 Violations of company policies outlined in sections of this policy manual
- 4.2.11 Contributing to unsanitary conditions or poor housekeeping
- 4.2.12 Imperiling the safety of other employees
- 4.2.13 Malicious gossip and/or the spreading of rumors

4.3 Penalties for Group 2:

- 4.3.1 First offense: Suspension or termination

4.4 Group 2 Offenses include:

- 4.4.1 Gambling on company property
- 4.4.2 Possession of narcotics, or consuming narcotics on company property
- 4.4.3 Reporting for work in an intoxicated condition
- 4.4.4 Responsibility for instigating fighting on company property
- 4.4.5 Dishonesty or removal of another employee's property or company property without permission
- 4.4.6 Willful destruction of company property
- 4.4.7 Insubordination (Refusal to perform service connected with an employee's immediate supervisor or refusal to obey any reasonable order given by an employee's supervisor or by management)
- 4.4.8 Misrepresentation of physical condition or other important facts in seeking employment
- 4.4.9 Refusal to perform work assigned to an employee

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- 4.4.10 Absence for two consecutive working days without notification to the company or without acceptable excuse
- 4.4.11 Petty thievery
- 4.4.12 Possession of firearms, fireworks or explosives on company property without permission from management

5. PROBATION

You may be placed on probation in connection with the written warning for a period of time determined by ITIHADI INFRA. Wage increases, vacations and transfers will not be given during this period, but all other benefits will continue.

6. INVESTIGATIVE SUSPENSION

An investigative suspension is a period, not to exceed fourteen (14) working days, during which time an employee is relieved of his job because of alleged serious misconduct. An employee may be placed on investigative suspension when it is necessary to make a full investigation to determine the facts of the case, as in a fighting, insubordination or theft incident. If after the investigation:

- 6.1 Discharge¹ is warranted, the employee shall not be paid for the period of investigative suspension – the discharge shall be effective on the date of the termination interview.
- 6.2 Misconduct is determined, but not of a sufficiently serious nature to warrant discharge, the employee shall receive a warning notice and forfeit pay lost as a result of the investigative suspension and may be placed on disciplinary suspension
- 6.3 If no misconduct is determined, the employee shall return to work within the prescribed period and be paid for the time lost as a result of the investigative suspension

7. DISCIPLINARY SUSPENSION

A disciplinary suspension is a period of not more than seven (07) working days and may be given in addition to the investigatory suspension or as punishment for the violation. The employee is relieved of his job assignment because of serious or repeated instances of misconduct and shall forfeit pay lost as a result of the suspension in situations where there is no specific instance of conduct that is so outrageous that justifies termination but there is a pattern of conduct where the employee has continually engaged in one minor infraction of the rules after another and has received a documented verbal and/or written warning for rule(s) infraction(s). Disciplinary suspension would generally not be used as a form of discipline for employees with attendance problems.

8. CRISIS SUSPENSION

A crisis suspension is given at the discretion of the Administration Department when action must be taken immediately.

¹ Please refer **Chapter 9** for details

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9. DISCHARGE

When the employee is discharged as a result of a serious offense, or as the final step in an accumulation of infractions for which a warning notice or notices have been written, the employee will be discharged for cause instead of being given the option to resign, be laid off, or retire.

10. MISCONDUCT

ITIHAD I NFRA has a progressive discipline policy. The goal of ITIHADI INFRA's progressive discipline system is to give the employee an opportunity to correct employment problems that may arise, rather than to punish employees.

Every employee will be kept informed of ITIHADI INFRA's rules and the employee is expected to follow them.

11. IMMEDIATE DISCIPLINARY ACTION

ITIHAD I NFRA believes that engaging in certain types of misconduct should subject an employee to immediate suspension or discharge, rather than allowing opportunity for correction of behavior through progressive discipline steps. The following is a list of conduct for which immediate disciplinary action will be taken:

12. DISCIPLINARY STEPS

Should there be a problem regarding the employee's adherence to ITIHADI INFRA's rules, the employee will be given three opportunities to change the unwanted behavior:

- 12.1 The employee will be given a verbal explanation of the errant behavior, including a reiteration of what ITIHADI INFRA's rule regarding that behavior is. In addition, the employee will be advised of the consequences of further infractions of the rule in question. If no further problems occur with regard to the issue raised at the verbal warning stage, no further disciplinary action will be taken.
- 12.2 If the problem persists, the employee will be given a written explanation of the errant behavior, including a reiteration of what ITIHADI INFRA's rule regarding that behavior is. In addition, the employee will be advised that continuation of the problem will lead to suspension without pay for a stated period of time. As before, the employee will be given an opportunity to change the unwanted behavior and, if the behavior does not recur, no further disciplinary action will be taken.
- 12.3 If verbal and written warnings fail to bring about a change in the undesired conduct, the employee will be suspended and will be informed that further occurrences of the conduct will lead to the employee's immediate termination, without additional warnings.

ITIHAD I NFRA reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

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	<p align="center"><u>PROGRESSIVE DISCIPLINE POLICY</u></p>	<p align="center">CORPORATE POLICIES 007</p>
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13. DOCUMENTATION

ITI HADI INFRA will document a disciplinary process beginning with the first verbal warning. A report of the disciplinary action will be retained in the employee's personnel file, however, if no further disciplinary action is required, the report will remain as part of the employee's personnel file but will no longer be considered a part of the employee's record.

Should a challenge arise regarding the disciplinary action in the report, the report may be used in the ensuing grievance proceeding or arbitration.

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