

Employer Compliance Guide

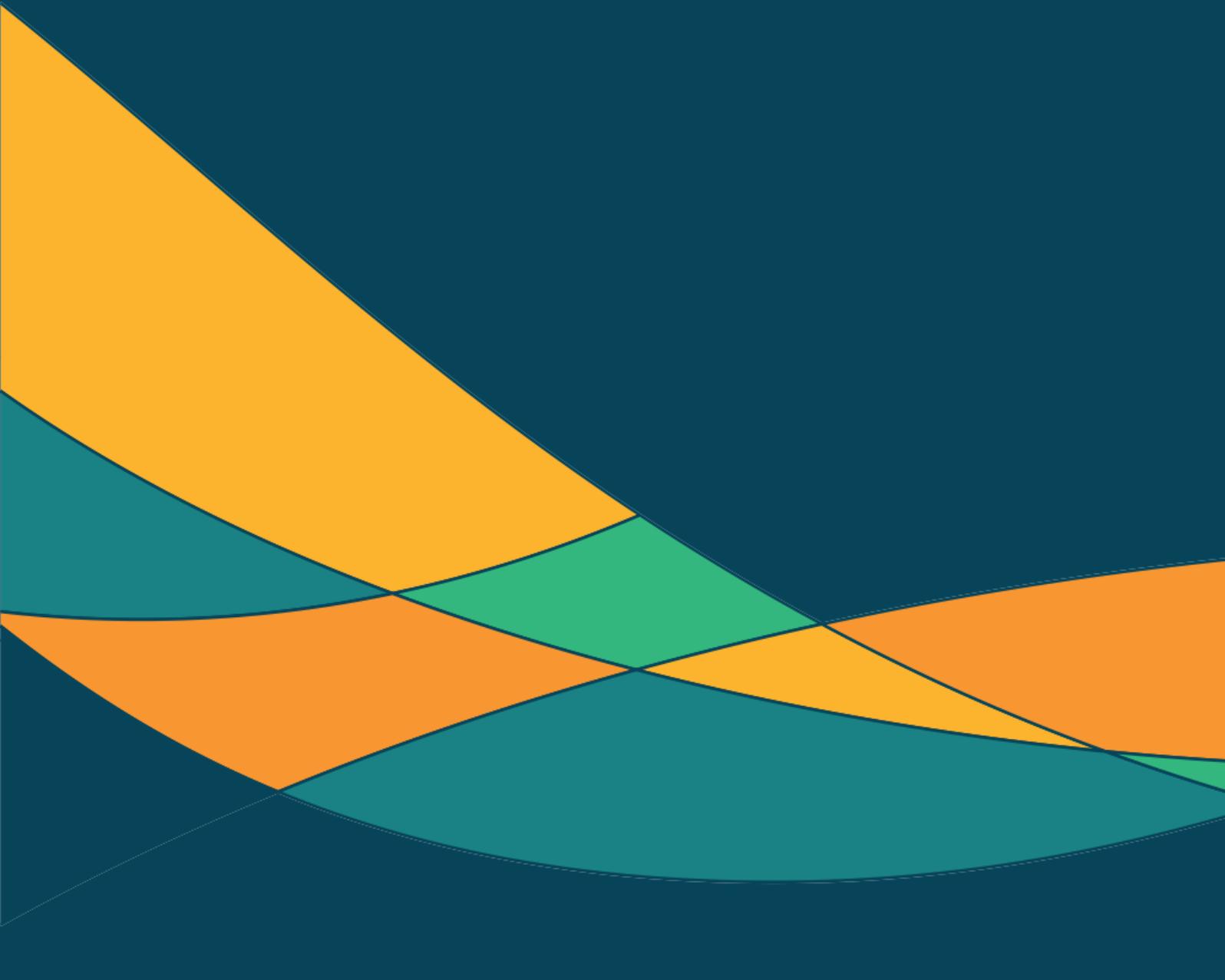


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Praise be to Allah, the Lord of all worlds, Prayers and Peace be upon our Prophet, Muhammad, his Family and all of his Companions.

Proceeding from tasks and responsibilities entrusted to the Ministry of Human Resources and Social Development (HRSD), this Guide has been issued by HRSD to provide employers and workers with information and technical guidance toward best avenues to enforce the provisions of the Labor Law and its Implementing Regulations, as well as decisions issued in implementation thereof, and to clarify control procedures and services provided by HRSD to employers.

You are our partners in success, and this Guide will help promote level of compliance. Further, it is a pleasure to invite you to take advantage of this Guide together with associated services and information on monitoring and developing work environment to match your aspirations and hopes.

Allah is the grantor of success

Ahmed bin Sulaiman Al-Rajhi
Minister of Human Resources and Social Development

Guide Objectives

- This Guide is to help employers know conditions and procedures for compliance with Labor Law and its Implementing Regulations. It also clarifies what to be monitored by HRSD supervisors through supervisory visits.
- The Guide explains steps and requirements for complying with Labor Law, necessary rules for controlling establishment, as well as violations subject to Labor Law provisions and their prescribed penalties.
- This Guide includes, within the scope of supervision, an explanation of employers' obligations, rights, control procedures, and services provided in such regard.
- This Guide provides employers with information and instructions on mechanisms to implement the Labor Law to support and foster cooperation between HRSD and employers to establish a compliant work environment.
- This Guide is to raise public awareness on importance of enforcing Labor Law, its Implementing Regulations, decisions issued in connection therewith, as well as to inform employers of their rights, duties and services provided thereto.

Definitions

HRSD: Ministry of Human Resources and Social Development.

Labor Law: Saudi Labor Law issued by virtue of Royal Decree (M/51), dated 23/08/1436 AH, and amendments thereto.

Supervisor: Any employee selected and titled as a Supervisor to monitor implementation of provisions of Labor Law, its Implementing Regulations, and associated decisions, and to control related violations.

Employer: Any natural or legal person employs one or more workers in return for a wage.

Establishment: Any project managed by a natural or legal person by employing one or more workers in return for a wage of any kind.

Worker: Any natural person works for, under management or supervision of an Employer in return for a wage.

Juvenile: A person who has reached the age of 15 but not 18 yet.

Work: Effort exerted in all human activities, in implementation of a work contract (written or unwritten), regardless of its nature or type, whether industrial, commercial, agricultural, technical, or other, physical or mental.

Night Work: Any work carried out from 11 pm to 6 am. Usual working hours mean any work carried out from 6 am to 11 pm. Such period represents basic working hours.

Initiatives Supporting Private Sector Establishments and Entrepreneurs

Initiatives Supporting Private Sector Establishments and Entrepreneurs

In pursuance of its efforts to create an attractive labor market, HRSD launched set of initiatives to support private sector establishments and entrepreneurs. Such set targets all establishments and entrepreneurs, namely:

- Raising awareness of start-ups, providing advice and guidance to entrepreneurs during first year of operation, and only warning such establishments during supervisory visits.
- Launching the “Establishment Sites Management” service on Qiwa platform, through which establishment compliance with Saudization can be measured electronically.
- Minimizing fines for violations proven during first visit (Regardless of number of violations) by 80%.
- Extending grace period for requesting settlement of all violations and raising reduction rate to 80% in return for hiring a Saudi for each violation.

Employer Rights

Employer Rights

HRSD seeks to raise confidence of employers in control procedures and clarify their rights before, during and after supervisory visit, namely:

1. Before Supervisory Visit

- Getting familiar with HRSD services provided to employers.
- Understanding obligations and rights of employers.
- Publishing laws, regulations and ministerial decisions on the official website.
- All supervisory visits shall be made under a directive through system channels.

2. During Supervisory Visit

- The Supervisor shall present his ID and capacity.
- Providing employers and workers with know-how and practical tips related to proper implementation of the provisions of Labor Law and its Implementing Regulations.
- The Supervisor shall explain violation (if proven), and provide guidance on how to avoid such violations, as well as how to object thereto.

3. After Supervisory Visit

- Figuring out results of supervisory visit and responding to all inquiries, if any.
- A statement is requested from the employer if a violation was detected during visit.
- Employer will receive a letter on supervisory visit evaluation.
- Objecting to violations, through the link in violation notification.

Control Procedures

Transparent and Impartial Control Procedures

HRSD strives to foster transparency and impartiality in its oversight procedures, therefore, all procedures are 100% governed and automated, supported by ISO certification. This part explains the relevant work procedures.

First:

Reasons for Supervisory Visit

Periodic review to verify compliance with Labor Law.

Incoming notifications on establishment through:

- Unified HRSD Application.
- Call Center (Customer Service).
- Requests from Government Agencies.
- Social Media.

Second:

Assignment

Assignment Team: Specialized team that verifies data of reports and accuracy of sites.

Assignment Team assigns one or more supervisors to visit the reported site and verify the respective report.

No supervisor can carry out any supervisory visit unless directed through system channels.

Third (A):

Field Visit: Supervisor visits the site to issue a report of such visit electronically, besides the following:

No Violation Detected

Visit report to be issued indicating the following:

- Establishment name, address and nature of work.
- Name of interviewee and number of establishment employees.
- Summary of what has been observed during supervisory visit, to ensure the establishment's compliance with requirements of Labor Law, Implementing Regulations and decisions issued pursuant thereto.

Violation Detected

- Warning to be recorded in visit report
 - a) Establishment shall be given a period to remedy such violation.
 - b) Establishment shall be revisited to follow-up and verify compliance thereof and correction of violation.
- Violation detection does not necessarily mean its approval, as it shall be reviewed by competent approval team.
- After the report is drawn up by the supervisor, violation report shall be automatically sent to approval team.
- Approval team reviews violation and approves or rejects it by validating visit procedures and violation. In case of refusal, the visit shall be changed to a visit of no violation.

Third (B):

Office Supervision: After receiving a visit assignment, the supervisor communicates with the establishment through official communication means, and inquires on compliance or request other statement. Then, the supervisor issues the visit report as per data and establishment's position against violation. Further, the following shall be carried out:

No Violation Detected

Visit report to be issued indicating the following:

- Establishment name and necessary data, e.g. number of employees at time of visit, if necessary.
- Official communication means through which the establishment has been reached, as well as period granted to such establishment for reporting or compliance.
- A summary of procedures made between establishment and supervisor, together with attachments proving the establishment's compliance with Labor Law, Implementing Regulations thereof and decisions issued pursuant thereto.

Violation Detected

- Violation to be mentioned in the visit report, including evidence of communication means through which the supervisor communicated with the establishment, as well as period granted to the establishment for compliance or reporting.
- After drafting the report by the office supervisor, the visit report, including violation, shall be sent to approval team.
- Approval team reviews violation and approves or rejects it by validating visit procedures and violation.

Fourth: Approval

Approval of violation if detected and verified in visit report:

- Approval Center specializes in receiving visit reports with detected labor violation from supervisors, examining legality of its control procedures, classifying it, verifying its evidence, issuing decisions regarding the proposed penalties, or keeping such reports.
- After the supervisor's visit ends, the visit report shall be sent to approval team. The team reviews visit output to decide on approval of visit and violation.
- A letter is sent to the establishment owner on violation approval and a link is included to submit objection within 60 days.
- After supervisor's visit ends, a text message is sent to the establishment owner to provide his response on violation. After submitting response, approval team reviews visit outputs and establishment owner's response to decide on approval of visit and violation.

Fifth: Objection

After approving visit outputs and violation, the employer may submit an objection:

- Objections and Settlement Center specializes in receiving objections and settlements on establishment violations, examining legality of objection or settlement acceptance or rejection after validating request grounds, as well as issuing related decisions.
- Employer has the right to object to violation.
- Objection is the filing of grievance by the visited establishment and submission of necessary documents to support such objection.
- Objection is raised through e-services portal.
- Objection is decided upon by objection team of experienced legal experts and supervisors.

Services Provided to Employer

HRSD provides a set of services that employers can benefit from. Key services include:

Objections to Violations

Violation Settlement against Saudization

Self-Evaluation

Fine Banks Adjustment

Adoption of Labor Regulations

Electronic Site Management

Contract Documentation

Program to Stimulate Establishments to Develop Work Environments Suitable for Persons with Disabilities (“Mowaamah”)

Objections to Violations Service

The service allows inquiring about violations recorded against establishments. Employers or authorized persons may submit an objection request to any violation within 60 days from date of decision issuance and notification thereby.

The service also makes it easier for employers to submit request and upload required documents electronically. Employers also can follow objection procedures through e-services portal.

Terms of Service

- Request to be submitted through representative of establishment.
- Objection to be submitted within 60 days from date of decision issuance and notification thereby.
- No settlement to be previously submitted for the same violation.

How to Enjoy the Service

The employer shall access the following e-services portal:

<https://www.mol.gov.sa/IndividualUser/Basicinfo.aspx>

- 1) The employer shall access the e-portal and chooses service from list of e-services – Establishment Services.
- 2) After pressing the Search button, the system searches violations of the selected establishment.
- 3) The employer shall select violation subject of objection.
- 4) The employer shall fill out objection data and upload related files.

Violation Settlement against Saudization Service

A service provided to reduce fine in return for an agreement to increase percentage of Saudization at the establishment. The employer may also submit a settlement request for any violation within 90 days from date of decision issuance and notification thereby.

The service also makes it easier for employers to submit requests and upload required documents electronically.

Employers can also follow up on settlement procedures through the e-services portal.

Service Terms

- 1) The employer must submit settlement request through e-services portal within 90 days from date of decision issuance and notification thereby.
- 2) The employer must employ the worker after the date of imposing the penalty and register him with GOSI before attaching his data to settlement request.
- 3) Saudi worker's wage must not be less than SAR 4000.
- 4) The establishment must commit for a full year to employ the worker. In case of his exclusion, a replacement must be hired on the same terms within 30 days from date of excluding the worker subject of settlement.
- 5) Number of Saudis in the establishment after date of settlement request must continue to be greater than or equal to number of Saudis in the establishment prior to date of settlement request.
- 6) The same worker may not be involved in more than one settlement for an establishment.
- 7) The establishment owner must respond to requests and inquiries of settlement team within a period not exceeding 30 days, otherwise, the settlement request will be automatically canceled.

How to Enjoy the Service

The employer shall access the following e-services portal:

<https://www.mol.gov.sa/Individual User/BasicInfo.aspx>

- 1) The employer shall access the e-portal and chooses service from list of e-services – Establishment Services.
- 2) After pressing the Search button, the system searches violations of the selected establishment.
- 3) The employer shall select violation subject of objection.
- 4) The employer shall fill out objection data and upload related files.
- 5) The system displays settlement number and status to the employer.

First Violation Settlement: Violations are settled for first visit to establishment by decreasing their value according to specific and conditional criteria. Service mechanism can be summarized in fine reduction by 80%.

To enjoy the service, the establishment owner shall adhere to the following conditions:

- Issuance of an administrative decision imposing one of penalties stipulated in violations table.
- Settlement request not to be repeated for one violation three times within two years from date of imposition of penalty, or last settlement made.
- Submission made within 90 days from date of notification on administrative decision of penalty imposition.
- Violation subject to settlement to be removed and establishment status to be corrected.
- Settlement fine is unpaid.

Self-assessment Service

A program that aims to realize highest levels of compliance with HRSD regulations through an end-to-end cycle, which begins with establishment's self-assessment, and remedy of violations thereof before supervisory visit by HRSD supervisors.

How to Enjoy the Service

- 1) Go to the Home Page and click on Login
- 2) Login using the establishment's data registered with HRSD (HRSD services unified login).
- 3) Agree to terms and conditions.
- 4) Through self-assessment process, answer all questions on establishment criteria.
- 5) You enjoy the service by visiting this link: <https://ims.mlsd.gov.sa/#/home>

Fine Banks Adjustment Service

This service aims to launch an e-platform “Qiwa” to record all fines issued by establishments to their employees, so as to control and approve all banks of such fines.

Adoption of Labor Regulations Service

A service provided on Qiwa platform to regulate establishments’ internal environment by adopting regulations that govern work electronically.

Service Objectives

- Create a safe and effective work environment through adoption of labor regulations and provisions, as well as to raise awareness and promote work environment.
- Minimize labor disputes that may arise between workers and establishments by labor regulations, to preserve rights and duties of both parties for more sustainable labor relationship.
- Facilitate labor regulations adoption procedures by automation thereof, which makes adoption easier and faster, and helps identify regulations typically or atypically.
- Activate private sector role (law firms) through involving in enacting of labor regulations and reviewing them with establishments’ owners, then submitting the same to HRSD, which realizes the desired quality of work.

Electronic Establishment Site Management Service

A service that allows the employer to define and manage establishment site on Qiwa platform by linking with municipality's licenses or locating establishment via maps. The service also allows distribution of workers between sites, which enables Qiwa to measure and determine establishments' compliance with Saudization electronically.

Steps to Add Establishment Site

Go to Establishment File Management from E-Services Portal.

Choose Establishment Site Management Service.

Choose "Add Site".

Add site name and description, link it to municipality license, or locate site via map.

Save site.

Choose Add Worker to Site.

Steps to Add Worker to Site

Go to Establishment File Management from E-Services Portal.

Choose Establishment Site Management Service.

Choose "Add Worker to Site".

Click on "Add to Site" next to worker to be transferred.

Select site of worker and press "Save".

Contract Documentation Service

You can enjoy the service via this link: [Contract Documentation User Manual](#)

Employers can upload and update information related to contracts of workers in private sector. This service helps preserving the rights of establishments and their employees, in addition to facilitating contract archiving, reducing labor problems, disputes and issues.

Program to Stimulate Establishments to Develop Work Environments Suitable for Persons with Disabilities (“Mowaamah”)

You can visit the Program e-platform via: www.mowaamah.com.sa

Mowaamah program was launched, in implementation of Kingdom’s Strategy for the Rights of Persons with Disabilities under HRSD National Transformation Program 2020. The Program seeks to realize Vision 2030 objectives to enable people with disabilities obtain suitable job opportunities and training to ensure their independence and integration as active members of society. The Program also provide such segment with all facilities and instruments that help them achieve success.

Mowaamah e-platform enables establishments to apply for an optional certificate for a fee, to enable establishments wishing to develop their business environments to be more inclusive and supportive of persons with disabilities. Establishment shall fill in specific assessment elements (Administrative and technical), i.e. standards specific to work environment of persons with disabilities.

Example of Management Standards

Establishment’s adoption of policy for employment and development of capabilities of employees with disabilities.

Example of Technical Standards

Providing parking spaces for people with disabilities as well as accommodation services.

(Engineering modifications required in work environment as per Article 29 of the Labor Law’s Implementing Regulations)

Employer Obligations

Employer Obligations

To facilitate control procedures, the employer must fulfill some basic requirements, namely:

1. Cooperate with the supervisors to carry out their duties, submit requested data as per scope of work, respond to attendance requests, and assign a representative, if requested.
2. Enable the supervisor to check surveillance cameras.
3. Maintain basic documents inside establishment's premises, including the following:
 - Establishment licenses e.g. Commercial Registration and Municipal License.
 - ID for each worker e.g. National ID for Saudis or Residence Permit for expatriates in addition to employment contracts.
 - Business License provided by the establishment, e.g. licenses for recruitment, education, training or others.
 - All documents mentioned in Article 5 of the Implementing Regulations of the Labor Law.

Notice

Contents of this Guide is for the purpose of clarification, illustration, and facilitation of control procedures for both parties. There may be other aspects to verify compliance. The employer can refer to the Labor Law.

Occupational Safety and Health Obligations in Work Environment

Violation

1

Employer



The employer should abide by rules, procedures and levels of occupational protection, safety and health within the establishment and take necessary precautions to protect workers from dangers and diseases resulting from work and machines by using protective prescribed means as per Article 122 of the Labor Law under Part VIII, Chapter One (Protection Against Occupational Hazards).

Violation Text:

Employer's failure to abide by rules of occupational protection, safety and health (Approved by HRSD) or to take necessary precautions to protect workers in all activities. The employer or his representative shall be responsible for accidents occur to third parties at establishment's premises.

Supervisor



Supervisor's duties include:

Determining establishment activity to identify needed safety tools as per activity:

- Check document on risks to work environment, see Appendix (OSHA2).
- Interview person in charge establishment and inquire about establishment mechanisms to ensure protection, occupational safety and health of its employees.
- Check documents detailing establishment's mechanisms for providing occupational safety and health for its employees.
- Follow office and field occupational safety and health inspection mechanism as in Appendix (OSHA1).

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 5,000	SAR 2,500

Violation

2

Employer



The employer should place safety instructions in a conspicuous place in establishment in all languages of workers, at least Arabic and English as per Article 122 of the Labor Law under Part VIII, Chapter One (Protection Against Occupational Hazards).

Violation Text:

Failure to place safety instructions in all languages of workers in establishment, at least Arabic and English.

Supervisor



Supervisor's duties include:

- Visit establishment premises to ensure clear guidance signs are placed in workplace to explain occupational safety instructions for workers.
- In case of machines and equipment used in establishment, a premises visit shall be carried out in the designated area to ensure availability of clear and visible safety instructions for workers when using machines. Such sign shall be in all languages of workers, at least Arabic and English.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 5,000	SAR 2,000	SAR 1,000

Violation

3

Employer



The employer should provide preventive instructions and appropriate PPE for workers to carry out their operational duties tasks properly.

Violation Text:

Failure of the worker to abide by preventive instructions.

Supervisor



Supervisor's duties include:

- Ensure provision of PPE for workers by the employer.
- Verify worker's compliance with preventive instructions within the workplace.
- Verify worker's use and maintained of PPE designated for work.
- Ensure that the worker has received PPE from the employer (Under a pledge or by asking the worker).

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 1,000	SAR 1,000	SAR 1,000

Violation

4

Employer



The employer should take necessary precautions to prevent fire hazards, including setting evacuation plans, securing passages and escape exits, as well as providing firefighting tools and equipment.

Violation Text:

Employer's failure to take necessary precautions to prevent fire.

Supervisor



Supervisor's duties include:

- Check document on risks encountering work environment, see Appendix (OSHA2).
- Verify compliance by taking a tour inside establishment's premises to check existing precautions e.g. firefighting tools and equipment.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 5,000	SAR 2,500	SAR 1,000

Violation

5

Employer



The employer should provide necessary medical care to his workers, especially those exposed to occupational diseases specified in Occupational Disease Schedule, by submitting a comprehensive examination at least once a year.

Violation Text:

Employer's failure to conduct comprehensive examination for workers exposed to occupational diseases at least once a year.

Supervisor



Supervisor's duties include:

- Ensure availability of and review health certificate, whether paper or electronic.
- Ensure and review medical examination records of workers, whether paper or electronic.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 3,000	SAR 2,000	SAR 1,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

6

Employer



The employer should not ask workers to work under direct sunlight during summer or in bad climatic conditions throughout all seasons of the year without taking necessary precautions that protect workers and preserve their safety. Further, the employer shall adhere to the aforementioned in cases or times specified under a Ministerial decision.

Violation Text:

The employer asks workers to work under direct sunlight or in bad climatic conditions without taking necessary precautions in cases, times and periods specified under a Ministerial decision.

Supervisor



Supervisor's duties include:

- Visit the site and verify nature of workers' work.
- Ensure that the establishment takes all preventive measures to protect workers, and adheres to periods when work is prohibited during summer period.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 3,000	SAR 3,000	SAR 3,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

7

Employer



The employer should provide one or more medical aid cabinets equipped with valid medicines and other items, necessary for medical aid. The employer should also inform employees (whether on paper or electronically) of cabinets' places, including name of custodian thereof. The employer can check the Implementing Regulations of the Labor Law to equip medical aid cabinet as per Article 142 of the Labor Law, under Part VIII, Chapter Four (Health and Social Services).

Violation Text:

Failure to provide first aid cabinet equipped with usable medicines according to the Table stipulated in Article 29 of the Labor Law's Implementing Regulations.

Supervisor



Supervisor's duties include:

- Visit the site and verify nature of workers' work.
- Ensure presence of first aid cabinets that commensurate with number of workers and size of establishment, placed to be accessible by all workers.
- Inspect first aid cabinets and ensure contents comply with the provisions of the Implementing Regulations.
- Ensure first aid cabinets are kept in a place meeting hygienic conditions, at an appropriate temperature to preserve medical contents.
- Ensure availability of signs in workplace indicating place of cabinets and name its custodian.
- Record a warning for first violation, and, if not corrected, record the violation.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 1,000	SAR 2,000	SAR 3,000

Violation

8

Employer



The employer must comply with at least requirements of the Occupational Safety and Health Management Regulation, in accordance with the Ministerial Resolution approving the Regulation.

Violation Text:

Employer's failure to comply with one requirement of the Occupational Safety and Health Management Regulation based on the respective Ministerial Decision.

Supervisor



Supervisor's duties include:

- Check health and occupational safety regulations for establishment employing fifty workers or more.
- Verify that the employer meets at least five requirements mentioned in the Regulation, provided that verification mechanism carried out according to the current and applicable requirements.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 3,000	SAR 2,000	SAR 1,000
Multiples by requirements violated (Maximum SAR 15,000)	Multiples by requirements violated (Maximum SAR 6,000)	Multiples by requirements violated (Maximum SAR 3,000)

Violation

9

Employer



The employer should provide preventive and curative health care (Medical insurance) for workers or their family members, taking into account provisions of the Cooperative Health Insurance Law.

Violation Text:

Failure to provide medical insurance for workers or their family members, taking into account provisions of the Cooperative Health Insurance Law.

Supervisor



Supervisor's duties include:

- Verify that all establishment workers have the appropriate health insurance by checking workers' IDs and their conformity with medical insurance policy.
- Review website of the Council of Health Insurance to verify workers' medical insurance.
- Ensure that at least one month has passed since the worker has been employed in the establishment.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 5,000	SAR 3,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

12

Employer



The employer must abide by the provision of Part XII of the Labor Law (Working In Mines And Quarries).

[Part XII of the Labor Law](#)

Violation Text:

Non-compliance with the provisions and instructions approved by HRSD for employment of workers in mines and quarries.

Supervisor



Supervisor's duties include:

- Examine the establishment workers' IDs to verify their ages.
- Access attendance sheets and employment contracts (Paper or electronic).
- Examine workers' records and establishment's annual periodic report (Paper or electronic), whether for one year or more consecutive years, to verify compliance.
- Verify the establishment's records or any other means (Paper or electronic), showing that workers in mines and quarries work underground seven hours a day.
- Check work schedules (Paper or electronic) and rest times.
- Examine available records (Paper or electronic) in the same mine or quarry, to ensure workers are counted before entry and exit.
- Interview workers and take their statements.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 5,000	SAR 2,000	SAR 2,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Second: Obligations under the Unified Workplace Regulations

Violation

10

Employer



The employer should not employ children under 15 in any activity regardless of nature of the work. Exceptions should be as per Article 167 of the Labor Law, i.e. "...work undertaken by children and minors in schools for general, vocational or technical education, and in other training institutions, ... and the work constitutes an essential part of the following:

- (1) An educational or training course the primary responsibility for which lies with a school or a training institution.
- (2) A training program all or the major part of which is implemented in a firm if approved by the competent authority.
- (3) An orientation program aimed at facilitating the selection of the career or type of training."

Violation Text:

Employing children under the age of fifteen without observing the provisions of Article (167) of the Labor Law.

Supervisor



Supervisor's duties include:

- Check workers IDs to verify their ages.
- Inspect nature of work and related documents.
- Review attendance sheet.
- Ask workers and take their statements.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 20,000	SAR 10,000	SAR 10,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

11

Employer



The employer must abide by the provisions of Part X of the Labor Law (Employment of Minors).

[Part X of the Labor Law](#)

Violation Text:

Non-compliance with the provisions of Part X of the Labor Law.

Supervisor



Supervisor's duties include:

- Examine employment contracts of the establishment's workers.
- Check attendance (fingerprint) system records.
- Check surveillance camera records.
- Verify workers' IDs and ages.
- Examine minors work times by checking surveillance cameras or by personally asking minors.
- Interview workers and take their statements.
- Peruse minors' files, including the following required documents:
- Copy of ID.
- Health Fitness Certificate for minors, attested by a certified body.
- Guardian's approval of minor's work (Paper or electronic).

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 5,000	SAR 5,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

13

Employer



The employer may, under no circumstances, employ female workers during the six weeks following the date of giving birth.

Violation Text:

Employing a female worker during the six weeks following childbirth.

Supervisor



Supervisor's duties include:

- Check if there are female workers in workplace.
- Check copy of female workers' employment contracts.
- Check copy of female workers' IDs.
- Review female workers' records, and inspect medical leaves and birth notifications.
- Examine attendance sheet of female workers, or print time attendance report for any period requested.
- Question female workers and take their statements.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 10,000	SAR 10,000
Multiplies by number of female workers	Multiplies by number of female workers	Multiplies by number of female workers

Violation

14

Employer



The employer should provide adequate security guards (e.g. guards at main entrances) or an electronic security system (e.g. surveillance cameras). As for shops in open markets and malls, security guards or e-systems may be sufficient, provided that such guard or e-systems cover entire market. Further, an e-security system (surveillance cameras) must be set up covering workplace and warehouse (store), if any, taking into account privacy of workers.

Violation Text:

Failure to provide security guards or an electronic security system for all establishments, including workplaces and warehouses, if any, as per the Unified Workplace Regulations.

Supervisor



Supervisor's duties include:

- Visit and inspect the entire establishment.
- Examine employment contracts of security guards and verify actual personnel on duty.
- Examine security guards' IDs, if necessary, and contract of the contracted security company.
- Ensure availability of workers in workplace.
- View attendance sheet.
- Electronic security systems, if any, must be checked for continuous operation, including warehouses.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 5,000	SAR 2,500

Violation

15

Employer



The employer should provide suitable offices and seats for workers while performing their duties, for example, but not limited to (Sales accounting – customer service – office work). The employer shall abide by the provisions of the Unified Workplace Regulations by providing suitable offices and seats for workers in the establishment while performing their work.

Violation Text:

Failure to provide offices or seats commensurate to number of workers during working hours, according to the Unified Workplace Regulations.

Supervisor



Supervisor's duties include:

- Visit workplace to inspect and ensure availability of suitable offices and seats for workers.
- Ensure availability of suitable offices and seats for each worker whose work requires sitting or all-day presence in workplace, such as sales accounting, customer service offices, security guards, office work environments and the like.
- Ensure availability of suitable seats for each worker whose work requires sitting or permanent presence in workplace.
- Ensure availability of seats commensurate to number of sales accounting staff (Cashier /counter). Seats provided to customers shall be sufficient to other workers.
- Ensure that seats are suitable for persons with disabilities, if any.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 3,000	SAR 2,000	SAR 1,000

Violation 16

Employer



- The employer shall provide a place for prayer, rest and toilets (As per number of workers and sites) in office work environments and the like, e.g. companies and factories.
- As for malls and open markets, places for prayer, rest and toilets provided by market administration shall be sufficient, and no need to be provided inside stores.
- The employer of stand-alone establishments, e.g. shops, restaurants and cafes, must provide a place for prayer and rest for each +5 workers, as per the following:
 - 1) In case of female workers, private place for prayer and rest should be provided.
 - 2) In case of male workers, a private place for prayer and rest should be provided.
 - 3) In case of male and female workers, a private place for prayer and rest should be provided for women and another for men to perform prayer and rest.
- Toilets must be provided inside or near workplace, as per gender of workers. Toilets provided by markets or complexes shall be sufficient.

Violation Text:

Failure to provide a place for female workers and another for men for prayer, rest and toilets according to the Unified Workplace Regulations.

Supervisor



Supervisor's duties include:

- A field visit to the establishment's facilities.
- Ensure presence of workers in workplace.
- Ensure provision of a place for prayer and rest, and toilets as per gender of workers, in office work environments.
- Ensure provision of a place for prayer and rest, and toilets for women and others for men, as provided by market administration in malls and open markets.
- In stand-alone establishments, e.g. shops, restaurants, and the like, if number of workers is more than five, ensure availability of a place for prayer and rest as per gender of workers. Places provided by markets or complexes shall be sufficient.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 5,000	SAR 2,500

Violation 17

Employer



The employer should provide a place for children care in establishment, which means a well-prepared and suitable place, with sufficient number of babysitters to take care of children of female workers whose age is less than six years. This should be done in case of +50 child, and +50 female workers. It should be noted that what is meant by nursery is to be established by the employer himself or in partnership with other employers in the same city, or to contract with nursery to take care of female workers' children less than six years of age, in case of +100 female workers in the same city.

Violation Text:

Failure to provide a place for childcare or nursery for establishment employing (50) female workers or more, while number of female workers' children under the age of six is (10) children or more.

Supervisor



Supervisor's duties include:

- Examine female workers' files and verify social statuses and number of children.
- Conduct visit to ensure availability of a full-fledged nursery, or contract with nursery in the same city.
- Question and take statements from female workers.
- Check Childcare Center License issued by HRSD Social Development Centre.
- Examine employment contracts of female workers.
- Ensure that there are female workers in workplace.
- Check IDs of female workers.
- Check attendance sheet of female workers.
- Ensure availability of a place for childcare as per regulatory controls in case of +50 female workers and 10+ children under six years old.
- Ensure availability of a nursery in the establishment, as per regulatory controls in case of +100 female workers to take care of children under six years of age.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 25,000	--	--

Violation

18

Employer



The employer must:

- Develop a regulation for worker uniform requirements – without contradicting with Sharia provisions – to ensure a decent professional appearance commensurate with worker duties in workplace.
- Announce such requirements in any way that ensures worker awareness, acknowledgement, and compliance therewith.

Violation Text:

Failure to develop a regulation for workers' uniform, which provides a professional and decent appearance that commensurate with work duties in workplace, and/or failure to announce such requirements or ensure worker's awareness, acknowledgement, and compliance therewith, and/or failure to impose penalties on workers violating such uniform requirements.

Supervisor



Supervisor's duties include:

- Field visit to the establishment to ensure workers' compliance with uniform requirements.
- Check establishment's worker uniform requirements.
- Ensure worker's awareness and acknowledgment of uniform requirements.
- Check establishment's mechanism of violation in case of worker's non-compliance with uniform requirements.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 5,000	SAR 3,000	SAR 1,000

Violation

19

Employer



The employer must compensate any worker performing night work (Including night shift) as benefits in working hours, wages, or any similar benefits, e.g. providing proper transportation allowance for night work, or suitable transportation in case no other transportation services available, or transportation allowance, besides basic transportation allowance.

Violation Text:

Employer's failure to provide compensation and benefits during working hours, wages or any other benefits for any worker performing night work.

Supervisor



Supervisor's duties include:

- View attendance sheets or fingerprint system report to check working times.
- Ensure there are workers in workplace at night.
- Question and take statements of night workers.
- Ensure compensation of night workers.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 3,000	SAR 3,000	SAR 3,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

20

Employer



The employer shall, in case a night worker found to be unfit for such work for health reasons, transfer such worker to another job with equivalent normal working hours , in the following cases:

- 1) Medical certificate submitted indicating that the worker should avoid night work to maintain his health.
- 2) Pregnant worker, for at least 24 weeks before giving birth (In such case, night work shall be prohibited and suitable work must be provided in normal working hours).
- 3) Pregnant or mother worker, with medical certificate indicating that she should avoid night work for additional periods to maintain her/child's health.
- 4) Additional requirements include elderly workers or those with family responsibilities or others of special conditions.

Violation Text:

The employer employs any worker required to avoid night work.

Supervisor



Supervisor's duties include:

- Check attendance sheet or fingerprint system records.
- Review employment contracts to check work time.
- Ensure that there are workers in workplace during night shift.
- Check names and status of workers unfit for night work and ensure their non-involvement in night work.
- Hear workers' statements.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 5,000	SAR 5,000	SAR 5,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

22

Employer



The employer should:

- Provide an open and visible workplace by opening entrances during official working hours or through glass fronts.
- Provide a suitable space for each worker to practice his work.
- Prohibit seclusion with the opposite gender.

Violation Text:

Failure to comply with workplace requirements according to the Unified Workplace Regulations.

Supervisor



Supervisor's duties include:

- Field visit to establishment's facilities.
- Ensure that workplace is open and visible by opening main doors, including east-to-open doors to enable easy entry and exit during official working hours or installing glass fronts.
- Ensure appropriateness of workplace for workers in terms of ease of movement.
- Question male and female workers and take their statements on suitability of workplace, and other related requirements.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 5,000	SAR 2,500
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

23

Employer



The employer may not involve Saudi male workers in activities such as sale of women's underwear and cosmetics.

Violation Text:

Employing Saudi workers in activities specific to Saudi female workers.

Supervisor



Supervisor's duties include:

- Verify actual activity and its relation to feminization decisions.
- Conduct field visit to examine distribution of workers in the establishment and its nature of work as to multiple or single divisions for sale of women-only supplies.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 5,000	SAR 2,500
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Third: Obligations towards Non-Saudi Workers

Violation

24

Employer



The employer may not sell or mediate in the sale of his work visas. This includes offering visas by any means, or authorizing its sale to another party.

Violation Text:

The employer sells or mediates in the sale of work visas.

Supervisor



Supervisor's duties include:

- Examine list of visas issued to the employer, compare it with worker records, IDs, and work licenses.
- Examine documents proving sale (Invoices, notes, contracts, transfers...etc.) or any other evidence on sale or mediation in the sale of visas.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 20,000	SAR 20,000	SAR 20,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

25

Employer



The employer may not enable non-Saudi workers to practice any profession or work not registered in HRSD work permit issued to the worker. Non-Saudi workers may not practice or be allowed to practice any work unless after obtaining a work permit from HRSD as per the applicable form.

Violation Text:

The employer employs a non-Saudi worker without obtaining a work permit or Ajeer notice.

Supervisor



Supervisor's duties include:

- Examine expatriate workers' work permit, IDs, and employment contracts (Paper or electronic) to ensure no unauthorized worker of both genders employed, such as home service and the like.
- Question workers and take their statement on nature of their work.
- Ensure validity of Ajeer notice.
- Visit the establishment head office and ensure that workers are actually working inside the establishment.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 20,000	SAR 20,000	SAR 10,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Employer



The employer should employ (non-Saudi) workers in profession as per work permit. Workers are prohibited from working in a profession other than their registered profession. The employer may not assign workers (Saudi and non-Saudi) to any activity fundamentally different from the work agreed upon in employment contract without their written consent, except in cases of casual circumstances and for a period not exceeding (30) days.

Violation Text:

The employer allows workers to practice a profession against the work permit or employment contract.

Supervisor



Supervisor's duties include:

- Conduct field visit to verify compatibility of licensed activity against actual activity.
- Check workers' IDs, work permits and employment contracts (Paper or electronic).
- Verify compatibility of professions of workers recorded in their residency permit and employment contracts against actual work they perform (Both establishment's labor or hired labor under Ajeer contracts).
- Verify any document proving modification of worker's profession by the employer before time of visit.
- Question workers and take their statements on nature of their work.
- Only warning to be recorded on first visit.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 5,000	SAR 2,500
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Fourth: General Obligations

Employer



The employer may not perform any act of discrimination between the establishment workers, in terms of conditions and rules of job opportunities, including imposition of conditions that reduce chances of obtaining work, such as discrimination in workers' wages or determining gender/age of applicants. This includes religious discrimination or any other form of discrimination that results in nullifying or impairing equality of opportunity.

Violation Text:

The employer conducts any act involving any kind of discrimination, whether between workers or applicants in terms of work conditions and rules or upon hiring. The employer discriminates in wages between workers (Males and females) in work of equal value or in any work that results in nullifying or impairing equality of opportunity.

Supervisor



Supervisor's duties include: Examine establishment's employment mechanisms, including the following:

- Check job offers.
- View terms of employment and personal interview forms in the establishment.
- Check method of employment in the establishment (Advertisement, direct requests, employment forms).
- Check Workers' IDs.
- Examine employment contracts of all workers.
- Obtain statement of employer or his representative.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 5,000	SAR 2,500
Multiplies by number of cases	Multiplies by number of cases	Multiplies by number of cases

Violation

28

Employer



The employer or his representatives shall facilitate supervisors' work, and provide them with required data and documents to ensure compliance by employer and establishment with Labor Law. This includes facilitating the control process and responding to requests for attendance.

Violation Text:

Failure of the employer or his representatives to facilitate tasks of supervisors or other control officers, or failure to cooperate with them to implement the provisions of the Labor Law.

Supervisor



The supervisor shall detect violations in cases below, or any other case of non-cooperation:

- Failure to respond to requests of attendance.
- Failure to submit any requirements requested by the supervisor or delay in bringing or sending requested documentation.
- Prevent the supervisor from circulating within the establishment.
- Prevent the supervisor from checking computers or work e-mails.
- Prevent the supervisor from entering the establishment.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 15,000	SAR 10,000	SAR 5,000

Violation

29

Employer



The employer may not force his workers to perform any acts or behaviors contrary to public decency, and shall abide by the provisions of the Public Decency Regulations.

Violation Text:

Forcing workers to act or behave in violation of public morals.

Supervisor



Supervisor's duties include:

- View records and data of workers registered with the establishment.
- Verify that workers are not forced to violate public decency.
- Take workers statement if violation is proven, ascertain causes thereof, and document all relevant circumstances.
- Question and take establishment workers' statements on nature of their work.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 15,000	SAR 10,000	SAR 5,000

Violation

30

Employer



The employer should practice activities corresponding to his records in Ministry of Commerce and Ministry of Municipal, Rural Affairs and Housing in practice, and act in alignment with data recorded in HRSD systems.

Violation Text:

The establishment's owner engages in an activity contradicts with the activities stipulated in HRSD regulations.

Supervisor



Supervisor's duties include:

- Inspect establishment's actual activity against its records and licensed activity (Paper or electronic).
- Attach proof of difference in actual activity against the establishment's registered activity on HRSD systems (Commercial registration, shop license, shop photo).

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 5,000	SAR 5,000	SAR 5,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Fifth: Obligations related to Establishment Documents and Papers

Violation

32

Employer



The employer shall use the Arabic language; as it is the language adopted in the statements, records, files, employment contracts and other things that are stipulated in Labor Law, or the resolutions issued implementing provisions thereof, and the instructions issued by the employer to its workers. If the employer uses any other foreign language besides the Arabic language in any of the aforementioned cases, the Arabic text shall prevail.

Violation Text:

The Establishment's non-compliance with the use of the Arabic language in employment contracts, data, records and files of workers, and instructions issued by the employer thereto.

Supervisor



Supervisor's duties include:

Contracts of workers, data, records, warnings, whether paper or electronic, and instructions and regulations regulating work, ensuring that they are in Arabic.

Fine

Class A	Class B	Class C
51 Workers or More	11 to 50 Workers	10 Workers or Less
SAR 3,000	SAR 2,000	SAR 1,000

Violation

33

Employer



The employer shall not provide any incorrect data to HRSD in order to circumvent the system to benefit from HRSD services, including but not limited to: (Amendment in the activity of the Establishment for the purpose of obtaining work visas or benefiting from the increase in Saudization percentages in the Nitaqat program by registering citizens with the Establishment without having an actual work for them.

Violation Text:

Providing incorrect information to HRSD that may result in the obtaining of undue benefits and services.

Supervisor



Supervisor's duties include:

- *Check Establishment workers residences and ensure that their professions match the activity to be recruited or the activity practiced in reality.
- *Matching the license with the actual activity of the Establishment in reality.
- *Request a list of social insurance with names of Saudi workers for the last six months to ensure the movement of Saudis' employment or exclusion after obtaining work visas, or on services provided by HRSD, and verifying the existence of an entity for the Establishment or headquarters in reality.

Fine

Class A	Class B	Class C
51 Workers or More	11 to 50 Workers	10 Workers or Less
SAR 20,000	SAR 15,000	SAR 10,000

Violation

34

Employer



The employer shall prepare a regulation, whether paper or electronic, approve the same by the competent department in HRSD, and publish it to ensure that the workers of the Establishment are aware of the same and provisions thereof provided that such regulation includes the rules for organizing work in the Establishment and the provisions related to benefits, violations, and disciplinary sanctions. The employer can benefit from the regulation unified form and labor regulations approval service that are currently available on Qiwa platform.

Violation Text:

The Establishment Owner's non-compliance with adopting or announcing the labor regulations in any way to ensure that those subject to the same are aware of its provisions.

Supervisor



Supervisor's duties include:

- *Ensuring the existence of labor regulations approved and announced by HRSD, whether electronic or paper.
- *Check the e-mail in case there is a mail through which regulations have been announced.
- *Check the Establishment's website (either an internal website or an official website) to ensure the existence of announced regulations.

Fine

Class A	Class B	Class C
51 Workers or More	11 to 50 Workers	10 Workers or Less
SAR 10,000	SAR 5,000	SAR 1,000

Violation

35

Employer



When starting its work, the employer must open a file for its Establishment and its branches in HRSD systems, complete all Establishment's data and addresses, register the means of communication in the system, update the data and activity of its Establishment in the event of any changes to the same, determine the Establishments locations and workers distributions to them through HRSD's electronic services and the Establishment site management service on Qiwa platform.

Violation Text:

Not opening a file for the Establishment or one of its branches in the competent office, or not updating the locations and data of the Establishment and its branches according to the mechanism specified by HRSD

Supervisor



Supervisor's duties include:

- *Ensuring the Establishment's activity in reality and matching the same with the Establishment's file and activity (either paper or electronic)
- *Ensuring the professions of the workers and their compliance with the system by looking at IDs and work permits, whether (paper or electronic)
- * Verifying that workers are registered on the file of the region in which the worker works and in the same Establishment, whether paper or electronic. Verifying that the data of the Establishment Owner, his representative, and their means of communication have been updated.

Fine

Class A	Class B	Class C
51 Workers or More	11 to 50 Workers	10 Workers or Less
SAR 20,000	SAR 10,000	SAR 5,000

Sixth: Saudization Obligations

Violation

36

Employer



The employer shall not employ non-Saudi workers in professions restricted to Saudis, as stated in Article (11) of Labor Law Executive Regulations and Saudization resolutions issued under such Law.

Violation Text:

Employing non-Saudi workers in professions or activities restricted to Saudis.

Supervisor



Supervisor's duties include:

- * Check the ministerial decisions issued to specify the professions and jobs in which non-Saudis are prohibited from working
- * Check the actual activity practiced in reality and its comprehensiveness of the various Saudization resolutions
- * Check workers IDs, their professions stated in their residency and their actual work in reality
- * Check contracts (insurance registration statements, attendance sheets, and leave resolutions)

Fine

Class A	Class B	Class C
51 Workers or More	11 to 50 Workers	10 Workers or Less
SAR 20,000	SAR 10,000	SAR 5,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

37

Employer



The employer must abide by the percentages prescribed for Saudization of activities and professions for which ministerial decisions have been issued obligating their Saudization, and upon Saudization, they must abide by the requirements that must be met by citizens working in these professions, according to what is stated in Saudization resolutions.

Violation Text:

Non-compliance with Saudization percentages for professions and activities for which ministerial decisions have been issued

Supervisor



Supervisor's duties include:

Ensuring that Saudization resolutions are applied to the Establishment.
Ensuring that the Establishment adheres to the established percentages of Saudization in accordance with the conditions and ministerial decisions
Violation can be detected electronically through the office observer if Establishment workers data shows that the Establishment does not comply with the specified percentages of Saudization
The time-limit for the Establishment to give an acknowledgment, with no acknowledgment or non-compliance in the event of a remote office visit.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 20,000	SAR 10,000	SAR 5,000
Multiplies by number of Non-Saudi workers exceeding the prescribed rate	Multiplies by number of Non-Saudi workers exceeding the prescribed rate	Multiplies by number of Non-Saudi workers exceeding the prescribed rate

Seventh: Obligations related to Workers rights

Violation

31

Employer



The employer shall not employ a worker in activities restricted to Saudis that require professional work permits and must be renewed on an ongoing basis in accordance with the requirements of HRSD

Violation Text:

Employing a worker without obtaining a professional work permit in activities restricted to Saudis or without renewing the same in accordance with HRSD requirements

Supervisor



Supervisor's duties include:

- Check the professional permits of workers
- Check worker IDs
- Check employment contracts (either paper or electronic)

Fine

Class A	Class B	Class C
51 Workers or More	11 to 50 Workers	10 Workers or Less
SAR 20,000	SAR 10,000	SAR 5,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

38

Employer



The employer is not entitled to keep the official documents of the non-Saudi worker or the documents of a member of the worker's family, such as the passport and residence ID, even if this is with the worker's consent.

Violation Text:

Keeping the passport or residence of the worker or members of his family.

Supervisor



Supervisor's duties include:

Asking workers and taking their statements to verify that they have their documents with them

Any document indicating the worker's consent to hand over his passport or documents to the employer shall not be considered

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 5,000	SAR 5,000	SAR 5,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

39

Employer



The employer shall bear the fees for recruiting a non-Saudi worker, the residence fees, the work permit and their renewal, the fines resulting from the delay, the fees for transferring the services of the worker who wishes to transfer his services to him, the fees for changing the profession, exit and return, and worker return ticket to his homeland after the end of the relationship between the two parties

Violation Text:

The employer's non-compliance with bearing the fees and costs he is obligated to, or to bear them on the workers

Supervisor



Supervisor's duties include:

In the event of a report or complaint, it is verified and an acknowledgment is taken from the worker and copies of documents that prove the worker paid the recruitment costs.

Ask Establishment workers to check if any of them have been charged recruitment costs or financial fees

Check the payroll expenses record to verify the existence of deductions from the worker's wages without a legal document. Verify the existence of a document indicating that the worker has paid any fees that the employer is obligated to pay, such as the issuance and renewal of a work permit and renewal of residence.

Fine

Class A	Class B	Class C
51 Workers or More	11 to 50 Workers	10 Workers or Less
SAR 10,000	SAR 10,000	SAR 10,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

40

Employer



The employer shall not register any Saudi worker without his knowledge with the social insurance or to agree on a monthly wage with him without any actual work. Further, the employer must register his Saudi workers in social insurance and exdude them within two weeks from the date of the end of the contractual relationship.

Violation Text:

The employer registering a Saudi worker within the Establishment's workers without a contractual relationship and employing him or not exduding him within two weeks from the date of the end of the employment relationship.

Supervisor



Supervisor's duties include:

Check the employment contracts of all workers.

Check the Establishment record in Social Insurance.

Check the attendance sheet for Establishment workers

Check the pay slips.

Check the records of Saudi workers in the Establishment

Check the existence of a labor relationship and the actual employment of the Saudi worker

*The presence of the worker's name within the employment of the Establishment two weeks after the end of the contractual relationship

*Verify that there is evidence that the relationship between the employer and the worker has ended

* Communication with Saudi workers registered in Establishment (who are not present)

Fine

Class A	Class B	Class C
51 Workers or More	11 to 50 Workers	10 Workers or Less
SAR 10,000	SAR 10,000	SAR 10,000

Multiplies by number of registered workers

Multiplies by number of registered workers

Multiplies by number of registered workers

Violation

41

Employer



The employer shall be obligated to qualify and train his Saudi workers in the event that the Establishment has (50) workers or more, provided that training and qualification takes place on an annual basis for no less than (12%) of the total Saudi workers so that the workers can perform their work tasks in the Establishment effectively.

Violation Text:

The failure of the Establishment to train and qualify its Saudi workers for its business at least 12% of its total workforce annually if the number of workers is 50 or more according to the mechanism determined by HRSD.

Supervisor



Supervisor's duties include:

- Check the employment contracts of all workers.
- Check Establishment workers IDs
- Check the Establishment record in Social Insurance.
- Check the training and qualification record at the Establishment

Fine

Class A	Class B
51 Workers or More	11 to 50 Workers
SAR 5,000	SAR 2,500

Multiplies by number of workers who have not trained

Multiplies by number of workers who have not trained

Violation

42

Employer



The employer shall not submit a report of absence from work to any worker in the Establishment, in paper or electronic form, while he is on the job with the intent of blackmailing, harming or putting pressure on the worker.

Violation Text:

The employer submission of an incorrect report of absence from work to any of the workers of his Establishment

Supervisor



Supervisor's duties include:

Check for workers presence in the Establishment, and ask Establishment workers.

Check the attendance sheet (fingerprint list)

Verification of the completeness of the justifications supporting the inaccuracy of the report (malicious report)

Fine

Class A	Class B	Class C
51 Workers or More	11 to 50 Workers	10 Workers or Less
SAR 20,000	SAR 15,000	SAR 10,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

43

Employer



The employer is obligated to document the contracts of his workers according to the ministerial decision regulating the same, and to submit the employment contracts of the workers through the platform approved by HRSD.

You can view [Contract Documentation Manual](#)

Violation Text:

Non-compliance with electronically documenting workers contracts according to the ministerial decision regulating the same

Supervisor



Supervisor's duties include:

Ensuring that the worker's contract is electronically documented
Ensuring that workers are registered with Social Insurance

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 5,000	SAR 5,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

44

Employer



The employer shall be obligated not to make forced labor of workers, and to give the workers in the Establishment the time necessary to exercise their rights without deduction from their wages, and the employer shall refrain from forcibly employing the worker in any work not provided for in the employment contract. (Forced labor) means all the work that is imposed by force on the worker, not stipulated in the employment contract and under threat of any punishment and which is not performed at the worker's discretion, or that may lead to insulting the worker or diminishing his respect or humanity, with the exception of any work or a service imposed by emergency situations or force majeure, such as wars, fires, earthquakes, etc., and the employer is obligated to avoid all indicators of forced labor and indicators of exploitation of workers at work.

Violation Text:

The employer employing the worker as forced labor.

Supervisor



Supervisor's duties include:

Verify that workers are not forced to engage in their work in any form of forced labor (such as threatening or punishment, withholding the wage or part of it, or employing them with work beyond their will not stipulated in the employment contract).

Check for indicators of forced labor

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 10,000	SAR 10,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

45

Employer



The employer should return to the workers all deposited certificates or documents and should not retain such documents without a legal ground, while enabling worker to obtain all his/her documents. In addition, the employer should give the worker a certificate of experience, pay his wage and settle his full rights within at least one week as of the date of termination of the contractual relationship or within no more than two weeks if the contract is terminated based on worker's desire.

Violation Text:

Employer's failure, after termination of the contractual relationship, to give the worker a certificate of experience, return deposited certificates and documents, pay his wage and settle his rights in no more than one week as of the date of termination of the contractual relationship or in no more than two weeks if the contract is terminated based on worker's desire.

Supervisor



Supervisor's duties include:

- Validate documents related to termination of the contractual relationship.
- Check that the worker did not receive a certificate of experience.
- Ensure and verify that any of the worker's certificates or documents are not retained by the employer without a legal ground.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 5,000	SAR 5,000	SAR 5,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

46

Employer



The employer should register penalties imposed on the worker in a special register while stating worker's name and amount of total wage, amount of fine, reason for imposition and date.

The employer may not dispose of fines except in a manner that is beneficial for the establishment's workers, provided that disposal of such fines is carried out by the establishment's workers committee. In case there is no workers committee, disposal of fines shall be subject to HRSD approval.

Violation Text:

Employer's disposal of fines imposed on the workers without reference to the establishment's workers committee or HRSD in case such committee is not existed, or dispose of fines in a manner not beneficial to the workers.

Supervisor



Supervisor's duties include:

- Review record of fines and deduction imposed on establishment's workers.
- Review pay sheets and payrolls of establishment's workers.
- Review documents proving that there is workers committee in the establishment.
- Review proof that the fines are disposed of through the establishment's workers committee or subject to HRSD approval in case there is no workers committee in the establishment.
- Review documents that prove disbursement aspects of fines in a manner beneficial to the workers.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 10,000	SAR 5,000	SAR 1,000

Violation

47

Employer



The employer should pay worker's wage and all dues in KSA official currency "Saudi Riyal " and deposit such wage and dues in workers' approved bank accounts in the specified date as per Article 90 of Labor Law, while adhering not to retain the worker's wage or part thereof without a judicial ground.

Violation Text:

Failure to pay workers' wages and dues in the due date in their approved bank accounts or retention of worker's wage or part thereof without a judicial ground.

Supervisor



Supervisor's duties include:

- Check that all workers received their monthly wages in the due dates and in KSA official currency.
- Review pay sheets and payrolls regarding the periods that the Supervisor deems.
- Review record of fines and deductions.
- Review legal documents that justifies deduction or retention of any amounts of the worker's wage.
- Review workers' profiles and attendance books.
- Review due dates of wage release by the establishment provided for in the establishment's official documents (Labor Policy – Employment Contract). In case no clear due date is determined, the first day of every month shall be the due date of monthly wage payment.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 5,000	SAR 3,000	SAR 2,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

48

Employer



The employer should pay wages of workers and monthly submit wage file. Safeguarding of wages is considered one of HRSD programs that aim to provide an appropriate and safe work environment in private sector in terms of raising level of transparency and maintaining rights of contracting parties, as the system monitors processes of release of wages for all (Saudi and expat) workers in private sector and measures establishments' compliance with release of wages in the due date and in the wage agreed on between the contracting parties with the aim of reducing wage-related disputes between establishments and employees in private sector.

Violation Text:

Employer's failure to monthly submit safeguarding of wage file or failure to monthly submit the file including compliance ratio determined by HRSD.

Supervisor



Supervisor's duties include:

- Review records that prove establishment's failure to monthly submit safeguarding of wage file regarding compliance ratio determined by HRSD.
- Review documents and exhibits that justifies failure to submit safeguarding of wage file if any.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 15,000	SAR 10,000	SAR 5,000

Violation

49

Employer



The employer should abide by Article 104, i.e. “(1) Friday shall be the weekly rest day for all workers.

After proper notification of the competent labor office, the employer may replace this day for some of his workers by any other day of the week. The employer shall allow the workers to perform their religious obligations. The weekly rest day may not be compensated by cash.

(2) The weekly rest day shall be at full pay and shall not be less than twenty-four consecutive hours.” In addition, the employer shall observe exceptions to the preceding article as per Article 105. With regard to working hours, the employer shall abide by provision of Article 98 and 101 and observe exceptions as per Article 106 and 108 of Labor Law. Moreover, the employer shall grant the workers times for daily rest and regulate working hours and rest periods, provided that the worker does not work for more than five consecutive hours without period for rest, prayers and food not less than half an hour at once throughout total working hours, so that the worker does not remain at the workplace for more than twelve hours a day. In addition, the periods specified for rest, prayers and food shall not be included in the actual working hours, provided that the worker is not under the worker's authority during such period. Moreover, the employer may not oblige the worker to stay at the workplace during rest periods.

Violation Text:

Failure to grant the worker weekly rest that is dully approved or under employment contract, increase number of working hours as per Article 98 without commissioning the worker with overtime, or failure to observe daily rest periods granted to the workers.

Supervisor



Supervisor’s duties include:

- Review timesheets "a copy of Biometric Attendance Device's outputs (either a hardcopy of softcopy).
- Review leave records.
- Review leave decisions.
- Review employment contracts.
- Review the worker's table of work and rest periods.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 5,000	SAR 5,000	SAR 5,000

Multiplies by number of workers

Multiplies by number of workers

Multiplies by number of workers

Violation

50

Employer



The employer should enable the workers to enjoy the leaves set out in Labor Law and all occasions as per provisions of Labor Law and Implementing Regulations thereof as detailed in Articles 104, 109, 112, 113, 114, 115, 117, 151 and 160 of Labor Law.

Violation Text:

Establishment's failure to abide by leaves fully determined for the workers.

Supervisor



Supervisor's duties include:

- Review timesheets (statement of Biometric Fingerprint Device).
- Review leave records.
- Review leave decisions.
- Review employment contracts.
- Review records of sick leaves and checking that such leaves are not deducted from regular leave.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 5,000	SAR 5,000	SAR 5,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Violation

51

Employer



The employer should announce the Controls for Behavioral Abuse Protection in the establishment in such manner that ensures worker's awareness of provisions thereof.

Violation Text:

Failure to announce Controls for Behavioral Abuse Protection in the Work Environment in any method that ensures workers' awareness of provisions thereof and their acknowledgment of awareness thereof and compliance therewith.

Supervisor



Supervisor's duties include:
Verify that the establishment announces Controls for Behavioral Abuse Protection in the Work Environment in any method that the establishment adopts, provided that such method ensures the worker's awareness of provisions thereof.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 5,000	SAR 2,000	SAR 1,000

Employer



The employer should form a committee for behavioral infringements in the establishment to investigate cases of behavioral infringements in the work environment, review guidelines and recommend imposing appropriate disciplinary penalty on the worker proven offender, while complying with activation of the committee's role through performing its tasks, as the committee should, when there is a complaint or report, investigate and recommend the appropriate penalty within 5 days as of the date receiving complaint or report. In addition, the committee shall submit recommendation to the employer (or the authorized person). The employer should impose the disciplinary penalty on the worker committing a behavioral abuse in the work environment within 30 days as of the date of being proven offender according to the controls set out in the regulating [Ministerial Resolution](#) on Controls for Behavioral Abuse Protection in the Work Environment.

Violation Text:

Establishment's failure to form Committee for Investigation of Behavioral Abuse in the Work Environment, establishment's failure to investigate and recommend imposing disciplinary penalty on the worker proven offender within five business days as of the date of receiving complaint (report) or establishment's failure to impose the disciplinary penalty on the offending worker in case of behavioral abuses in the work environment after receiving Committee's recommendation regarding the worker, who is proven offender, within thirty days as of the date of being proven offender.

Supervisor



Supervisor's duties include:

- Review decision of forming Committee for Investigation of Behavioral Abuse.
- Review the documents and exhibits that prove that the Committee for Investigation of Behavioral Abuse actually performs its works.
- Review and validate imposing disciplinary penalty on the worker, who is proven offender, within the legal term.
- Verify that the establishment imposed the disciplinary penalty according to the legal controls.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 20,000	SAR 10,000	SAR 5,000
Multiplies by number of complainants	Multiplies by number of complainants	Multiplies by number of complainants

Violation

53

Employer



In case of teleworkers in the establishment, the employer should register such teleworkers in the portal specified for registration of teleworkers.

Violation Text:

Employer's failure to register the teleworkers in the specified portal.

Supervisor



Supervisor's duties include: Verify actual teleworkers and validate that they are registered on the job in the establishment, and that they are registered in the specified e-portal.

Fine

Class A 51 Workers or More	Class B 11 to 50 Workers	Class C 10 Workers or Less
SAR 1,000	SAR 1,000	SAR 1,000
Multiplies by number of workers	Multiplies by number of workers	Multiplies by number of workers

Eighth: Participatory E-Platforms Obligations

Employer



The participatory e-platform should:

- Deal with non-Saudi only through the operating establishment.
- Ensure that the non-Saudi worker is added in the operating file created upon formation of a participatory relationship between the participatory e-platform and operating establishment on Qiwa platform through (Share) service.
- The service can be accessed through the below link:

<https://www.qiwa.sa/ar/node/46>

For more information, you can review the guidelines:

<https://hrsd.gov.sa/sites/default/files/15092021.pdf>

Violation Text:

The participatory e-platforms enable non-Saudi worker to work directly via the participatory e-platform.

Supervisor



Supervisor's duties include validating:

- Platform name.
- Worker's ID.
- Existence of non-Saudi worker among the workers registered in the participatory relationship between operating establishment and participatory e-platform on Share platform.

* The violation can be electronically controlled by checking that the worker is existing in the participatory relationship on Share platform.

Fine

SAR 20,000

Multiplies by number of workers

Violation

55

Employer



The platform should set and apply a mechanism for surveillance over all workers providing services to ensure that the worker, who provides service, is a regular worker registered in the participatory relationship between operating establishment and participatory e-platform on Share platform.

Violation Text:

Failure of the participatory e-platforms to abide by the mechanism approved by HRSD to validate that the worker is not employed by other persons.

Supervisor



Supervisor's duties include:

Existence of a mechanism at the participatory e-platform approved by HRSD to assume surveillance over all workers providing services in order to ensure that the worker, who provides service, is a regular worker registered in the participatory relationship between operating establishment and participatory e-platform on Share platform.

Fine

SAR 10,000

Multiplies by number of workers

Violation

56

Employer



The participatory e-platform and operating establishment should:

- Open a profile for the establishment at HRSD and ensure that the establishment's data is updated according to the procedures approved by HRSD.
- Register in the platform specified for regulation of work through the participatory e-platforms (Share) and ensure that non-Saudi workers are registered in the participatory relationship between the operating establishment and participatory e-platform on Share platform.
- Share information and data according to the mechanism that HRSD determines.

The service can be accessed through the below link:

<https://www.qjwa.sa/ar/node/46>

For more information, you can review the guidelines:

<https://hrsd.gov.sa/sites/default/files/15092021.pdf>

Violation Text:

Failure of participatory e-platform and operating establishments to share the required data with HRSD according to the mechanism that HRSD determines or share uncomplete data with HRSD.

Supervisor



Supervisor's duties include:

- Name of participatory e-platform or operating establishment.
- Validate that the platform or establishment is registered in the system, check that it is registered on Share platform and such platform or establishment fully shares the required information and data.

* The violation can be electronically controlled by checking that the platform or operating establishment is registered on Share platform and fully shares the required information and data.

Fine

SAR 50,000

Multiplies by number
of workers

Violation

57

Employer



The participatory e-platform and operating establishment should enter and register correct data for all workers on the specified platform according to the mechanism that HRSD determines through (Share) services.

The service can be accessed through the below link:

<https://www.qjwa.sa/ar/node/46>

For more information, you can review the guidelines:

<https://hrsd.gov.sa/sites/default/files/15092021.pdf>

Violation Text:

The participatory e-platforms and operating establishments share incorrect data regarding the workers in violation to the mechanism that HRSD determines.

Supervisor



Supervisor's duties include:

- Platform name.
- Worker's ID.
- Ensure that there is a participatory relationship with the operating establishment.
- Ensure that the worker is among the workers registered in the share relationship between the operating establishment and participatory e-platform on Share platform.
- Ensure that the worker is among the operating establishment's regular workers.
- The violation can be electronically controlled by checking genuineness and completion of data that the participatory e-platform and operating establishments share.

Fine

SAR 5,000

Multiplies by number of workers

Ninth: Recruitment Activity Obligations

Violation

58

Employer



The person authorized to practise recruitment activities shall comply with terms stated in his/her authorization regarding activities for which he/she is permitted to practice as per the classification stated in [Article Three of the Regulations of Recruitment and Provision of Labor Services Activity Practicing Rules](#).

Violation Text:

Practicing an activity or service that he is not authorized to provide.

Supervisor



Supervisor's duties include:

- Reviewing category of authorized person's authorization and comparing it to actual practices.
- Verifying contracts and comparing them with Electronic Authorizations Lists as well as Musaned Lists.

Fine

Offices	Companies
SAR 10,000	SAR 10,000
Multipled by multiple cases	Multipled by multiple cases

Violation

59

Employer



The person authorized to practise recruitment activities shall comply with implementation of any decision issued against the establishment in all cases, even if it stated any of the following penalties (closure, suspension or cancellation of authorization), and compliance with the penalty decision as well as not practicing recruitment activity or any other activities stated in the decision. Obligations with which the authorized person shall comply can be reviewed through the regulating [Ministrial Decision](#) in this regard.

Violation Text:

Continue practicing any of his/her authorized activities after issuance of the penalty of closure, suspension or cancellation of authorization.

Supervisor



Supervisor's duties include:

- Reviewing Electronic Authorizations Lists of the office at Engaz Records.
- Verifying issued contracts and their dates.
- Reviewing any records, supporting authorized person's practicing of activity, that might be suspected by supervisor.

Fine

Offices	companies
SAR 10.000	SAR 10.000
Multplied by multiple cases	Multplied by multiple cases

Violation

60

Employer



The person authorized to practise recruitment activities shall be obliged to register labor of provided services at the system of the Ministry of Human Resources and Social Development dedicated for this regard (Ajer Recruitment Companies).

Violation Text:

Providing labor services without labor registration in Ministry's systems.

Supervisor



Supervisor's duties include:

- Verifying the list of labor registered in Ajer Recruitment program and comparing numbers stated in Ajer reports with the numbers in authorized person's housing.

Fine

Offices	Companies
N/A	SAR 10.000

Multipled by multiple cases

Violation

61

Employer



The person authorized to practise recruitment activities shall comply with using consolidated contracts approved by the Ministry during transactions with his/her customers (Consolidated Mediation Contract).

Violation Text:

Authorized person's non-compliance with contract forms approved by the Ministry.

Supervisor



Supervisor's duties include:

- Reviewing authorized person's applicable contracts, and verifying its conformity with approved mediation contracts.

Fine

Offices	Companies
SAR 10,000	SAR 10,000
Multipled by multiple cases	Multipled by multiple cases

Violation

62

Employer



Violation Text:

Transferring or switching the labor dedicated to provide one service to provide another service without obtaining Ministry's approval.

Supervisor



The person authorized to practise activities of recruitment shall comply with non-transferring or switching the labor dedicated to provide one service to provide another service without obtaining Ministry's approval.

For example (Employment of labor dedicated for personnel sector in the business sector or vice versa).

Supervisor's duties include:

- Reviewing labor's jobs in accordance with jobs stated in their residencies.
- Reviewing contracts issued for hiring labor.

Fine

Offices	Companies
N/A	SAR 5.000

Multiplied with multiple cases.

Violation

63

Employer



The person authorized to practise recruitment activities shall comply with submitting a request of authorization renewal in at least (180) days before expiration of authorization for companies in accordance with Paragraph One of Article 13, and (120) days for offices in accordance with Paragraph One of Article 30 of [Recruitment and Provision of Labor Services Activity Practicing Rules](#).

Violation Text:

Non-renewal of authorization before expiration of the period specified by the Ministry.

Supervisor



Supervisor's duties include:

- Reviewing request, submitted by the authorized person, that proves his/her application for renewal, and verifying the date of submission within the specified period.

Fine

Offices	Companies
SAR 5.000	SAR 5.000

Violation

64

Employer



The person authorized to practise recruitment activities shall comply with the Ministry's notification in case he/she changes the headquarter where activity is practiced within (30) days in accordance with Paragraph (8) of Article 46 of Recruitment and Provision of Labor Services Activity Practicing Rules stated in the regulating [Ministerial Decision](#) in this regard.

Violation Text:

Changing headquarter where activity is practiced without updating location in the Ministry's systems.

Supervisor



Supervisor's duties include:

- Matching location stated in the Ministry's records with the current location of the office.
- Supervisor shall request the data of locations stated in the Ministry's records from the authorized person.

Fine

Offices	Companies
SAR 10.000	SAR 10.000

Violation

65

Employer



The person authorized to practise recruitment activities shall comply with costs announced at the official site approved by the Ministry ([Musaned](#)).

Violation Text:

Non-compliance with prices set out by the Ministry or prices announced at the official site approved by the Ministry.

Supervisor



Supervisor's duties include:

- Reviewing a sample of issued contracts and comparing them with prices approved in Musaned.
- Verifying payment receipts of establishment.
- Confronting the establishment with complaints submitted by customers and requesting official justifications thereto.

Fine

Offices

SAR 10,000

Multiplied with multiple cases

Companies

SAR 10,000

Multiplied with multiple cases

Violation

66

Employer



The authorized person shall take over office management by himself or appoint a Saudi employee registered in Insurance in accordance with [Recruitment and Provision of Labor Services Activity Practicing Rules](#).

Violation Text:

The recruitment office owner did not take over office's management by himself, or manages the office by employees unregistered in Insurance.

Supervisor



Supervisor's duties include:

- Reviewing office authorization.
- Reviewing ID of the employer or its representative.
- Verifying office manager's registration in Social Insurance.

Fine

Offices	Companies
SAR 10.000	N/A

Violation

67

Employer



The person authorized to practise recruitment activities shall allocate or establish a communication center and channels to receive complaints of labor, employers or customers in accordance with relevant articles of [Recruitment and Provision of Labor Services Activity Practicing Rules](#).

Violation Text:

Non-allocation of a channel for receiving customer's complaints.

Supervisor



Supervisor's duties include:

- Reviewing various communication channels of the office and verifying whether they are activated or not.
- Verification by reviewing various samples of received reports/inquiries and the results of handling them.

Fine

Offices	Companies
SAR 10.000	SAR 20.000

Violation

68

Employer



The person authorized to practise recruitment activities shall comply with responding to inquiries received from the Ministry and reply to all requests directed to him.

Violation Text:

Not responding to Ministry's requests and inquiries.

Supervisor



Supervisor's duties include:

- Reviewing the official mail and checking notifications from the Ministry and authorized person's response to them.
- Asking the authorized person about correspondences sent to him by the competent department and requesting his responses thereto.

Fine

Offices

SAR 5.000

Multipled with multiple cases

Companies

SAR 10.000

Multipled with multiple cases

Violation

69

Employer



The person authorized to practise recruitment activities shall fulfill what is withdrawn from bank guarantee with amount equivalent to what is taken within 30 days after the date of being notified of withdrawal in accordance with the relevant articles of [Recruitment and Provision of Labor Services Activity Practicing Rules](#).

Violation Text:

Non-compliance with fulfilling what is withdrawn from bank guarantee within the specified period after the date of being notified.

Supervisor



Supervisor's duties include:

- Reviewing original copies of the official documents issued by the bank supporting fulfillment of amounts withdrawn from the bank guarantee.

Fine

Offices	Companies
SAR 10.000	SAR 20.000

Violation

70

Employer



The person authorized to practise recruitment activity shall comply with submitting a report clarifying establishment performance in accordance with standards specified by the Ministry as per Recruitment and Provision of Labor Services Activity Practicing Rules.

Violation Text:

Non-submission of performance reports in accordance with standards specified by the Ministry.

Supervisor



Supervisor's duties include:

- Checking existence of the latest copy of the annual report of establishment performance.
- Ensuring report fulfillment of all standards specified by the Ministry.

Fine

Offices	Companies
SAR 10.000	SAR 10.000

Violation

71

Employer



The person authorized to practise recruitment activity shall comply with submitting an annual report clarifying establishment performance in accordance with standards specified by the Ministry as per Recruitment and Provision of Labor Services Activity Practicing Rules.

Violation Text:

Non-submission of annual reports of operational, technical and financial performance.

Supervisor



Supervisor's duties include:

- Checking existence of the latest copy of the annual report of establishment performance.
- Ensuring report fulfillment of all standards specified by the Ministry.

Fine

Offices	Companies
N/A	SAR 10.000

Violation

72

Employer



The person authorized to practise recruitment activity shall comply with informing the worker that to be recruited by mediation of all terms required by employer for whom the worker is to work, and also informing him of the contract to be concluded between him and the second party (Employment Contract).

Violation Text:

Failure to inform or sensitize the worker, recruited by mediation, with his rights and duties included in the contract.

Supervisor



Supervisor's duties include:

- Reviewing contracts concluded with workers and ensuring its documentation.
- Asking employer about complaints received from his workers that have not signed contracts yet, and requesting his official response thereto.

Fine

Offices	Companies
SAR 5.000	SAR 5.000
Multipled with multiple cases	Multipled with multiple cases

Violation

73

Employer



The person authorized to practise recruitment activity shall comply with worker accommodation or deportation and bearing costs of recruited worker's return back to his country in cases specified in the mediation contract concluded between him and his employer.

Violation Text:

Non-accommodation or deportation of labor recruited or mediated for recruitment in cases specified in the law.

Supervisor



Supervisor's duties include:

- Reviewing files of workers who have not completed probation period and checking labor's deportation procedures as well as documents supporting their deportation procedures.
- Reviewing invoices of travel tickets and costs and ensuring that they have been paid by the authorized person.
- Asking the authorized person about complaints received and requesting him to state official justifications to such complaints.

Fine

Offices

Companies

SAR 5.000

SAR 5.000

Multipled with multiple cases

Multipled with multiple cases

Violation

74

Employer



The person authorized to practise recruitment activity shall comply with providing houses for his labor subject to the proportionality of housing capacity with the number of employees of each gender in accordance with the terms prescribed by the Ministry in accordance with the relevant articles of Recruitment and Provision of Labor Services Activity Practicing Rules.

Violation Text:

Failure of securing houses for labor as per the specified terms.

Supervisor



Supervisor's duties include:

- Checking category of authorized person's granted authorization.
- Inspecting residence houses allocated to labor.
- Checking all housing locations of authorized persons' returning labor.
- Ensuring that all terms of labor's housing are fulfilled.

Fine

Offices	Companies
SAR 25,000	SAR 25.000

Violation

75

Employer



The person authorized to practise recruitment activities shall comply with obtaining written consent of the worker whose services are to be transferred before the transfer process is completed.

Violation Text:

Failure to obtain written consent of the worker before transferring his services.

Supervisor



Supervisor's duties include:

- Reviewing authorized person's Register of Labor Services Movement.
- Ensuring that all written consents of labor with transferred services are obtained provided that it shall be written in worker's native language.
- Communicating with the worker to ensure his consent and obtain his statement.

Fine

Offices

SAR 5.000

Multiplied with multiple cases in each visit

Companies

SAR 5.000

Multiplied with multiple cases in each visit

Violation

76

Employer



The person authorized to practise recruitment activities shall comply with practicing his activity in a separate location without practicing any other activity at the same place through the whole authorization period in accordance with relevant articles of Recruitment and Provision of Labor Services Activity Practicing Rules.

Violation Text:

Non-compliance of activity practicing in a separate location.

Supervisor



Supervisor's duties include:

- Ensuring that the activity is authorized by the Ministry of Human Resources and Social Development and whether there are other activities practiced by the establishment at the recruitment-allocated place.
- Checking location and labor's residences as well as their jobs stated in the residences and what they actually work in.

Fine

Offices	Companies
SAR 25.000	SAR 25.000

Violation

77

Employer



The person authorized to practise recruitment activities shall comply with receiving the (female) worker at the airport, housing and delivering her to the second party within 24 hours of her arrival.

Violation Text:

Non-compliance with receiving and housing of recruited labor upon their arrival.

Supervisor



Supervisor's duties include:

- Reviewing list of female workers arriving through the arrival port and the date of their receipt.
- Reviewing the date and time of female workers' housing in comparison with their arrival date and time.
- Reviewing the delivery receipts of employer within the specified period.
- Lease contract of the residence house of female maids and personally reviewing the housing location.

Fine

Offices	Companies
SAR 1,000	SAR 1,000
Multiplied with multiple cases and contracts	Multiplied with multiple cases and contracts

Violation

78

Employer



The licensee practicing recruitment activities shall abide by HRSD standards regarding the advertisements provided for in the relevant articles of the Rules for Practicing Recruitment Activity and Providing Labor Services in the Ministry in accordance with the Rules for Practicing Recruitment Activity and Providing Labor Services.

Violation Text:

Advertise services in violation of HRSD laws.

Supervisor



Supervisor's duties include:

- Access to recent advertisements issued by the licensee and means of publication.
- Verify that advertisements do not violate the Ministry's standards.
- Counteract the Licensee with any advertisements violating laws.
- Verify any violations committed by the licensee and request formal justifications for such violations.

Fine

Offices	Companies
SAR 10.000	SAR 10.000
Depends on Multiple cases	Depends on Multiple cases

Violation

79

Employer



The licensee of recruitment activities shall commit to allocating or establishing a call center and channels for receiving complaints from labors, employers or customers as stipulated in the relevant articles of the Rules for Practicing Recruitment Activity and Providing Labor Services.

Violation Text:

Failure to establish an interactive website within six months from the date the company obtains a license from the Ministry in accordance with the requirements set by the Ministry, and that the electronic records shall include: - a record of the contracts signed with the employers, especially including the beginning date of the contract with the employer. - A record of applications submitted by job seekers, names of establishments to which they have been assigned, their activities and any other necessary data.

Supervisor



Supervisor's duties include:

- Access the company's various communication channels and make sure they are active or not.

Fine

Offices	Companies
N/A	SAR 20.000

Violation

80

Employer



Those licensees of mediation activity in the employment of Saudis shall not mediate in the employment of non-Saudis.

Violation Text:

The licensed establishment practicing mediation activity in the employment of Saudis mediated in the employment of non-Saudis.

Supervisor



Supervisor's duties include:

- Verify by accessing employment records, data and contracts executed through the establishment.

Fine

Offices	Companies
SAR 20.000	SAR 20.000
Depends on Multiple cases	Depends on Multiple cases

Violation

81

Employer



The licensee practicing recruitment activities shall obtain HRSD approval when opening a branch of the office or company in the same city or another city.

Violation Text:

Opening a branch of the office or company in the same city or another city without HRSD approval.

Supervisor



Supervisor's duties include:

- Ensure that the Ministry approves the opening of another branch of the office or company with the same activity.

Fine

Offices	Companies
SAR 10.000	SAR 10.000

Violation

82

Employer



The licensee of mediation activity in the employment of Saudis shall not mediate the employment of children or minors in violation of the Labor Law.

Violation Text:

Mediating the employment of children or minors in violation of the Labor Law.

Supervisor



Supervisor's duties include:

- Verify by accessing sample contracts of workers whose employment has been mediated and verify the age of the worker based on the date of birth.

Fine

Offices	Companies
SAR 10.000	SAR 10.000
Depends on Multiple cases	Depends on Multiple cases

Violation

83

Employer



The licensee engaging in recruitment activities shall refrain from renting or granting the license granted thereto by the Ministry to others, whether directly or indirectly, or for free, in accordance with the relevant articles of the Rules for Practicing Recruitment Activity and Providing Labor Services.

Violation Text:

The licensee, directly or indirectly, leases the license or grant others the right to utilize the same by any means whatsoever, even without material compensation.

Supervisor



Supervisor's duties include:

- Verify the establishment location.
- Examine licenses and make sure they belong to the licensee
- Access to the residences and IDs of the employees within the headquarters of the licensed establishment's activity.
- Access customer contracts and compare them to the electronic authorizations issued by the Ministry of Foreign Affairs system.
- Examine payment receipts for those electronic visas/authorizations.
- Ask the licensee and claim him for documented contracts of electronic authorizations.
- Contact a sample of beneficiaries and signatories of contracts and verify their recruitment data.

Fine

Offices	Companies
SAR 30.000	SAR 30.000

Violation

84

Employer



The licensee of recruitment activities shall use license data on the establishment's publications and stamps.

Violation Text:

Failure to use license data on the establishment's publications and stamps.

Supervisor



Supervisor's duties include:

- Verify the existence of license data on the establishment's publications and stamps.

Fine

Offices

Companies

SAR 10.000

SAR 10.000

Violation

85

Employer



The licensee of mediation activity in the employment of Saudis shall use the Saudi Classification and Employment Guide in recruitment activity.

Violation Text:

Failure to use the Saudi Classification and Employment Guide in recruitment activity.

Supervisor



Supervisor's duties include:

- Verify that the establishment uses the Saudi Classification and Employment Guide in the Saudi recruitment process.

Fine

Offices	Companies
SAR 25.000	SAR 25.000

Violation

86

Employer



The licensee of recruitment activity shall commit to practicing the licensed activity within the specified period from the date of obtaining the license as stipulated in the relevant articles of the Rules for Practicing Recruitment Activity and Providing Labor Services.

Violation Text:

Failure to practice the activity after obtaining the license within the specified period.

Supervisor



Supervisor's duties include:

- Validate license issuance date.
- Verify the existence of actual recruitment practices.
- Examine any justification for not practicing the activity.

Fine

Offices	Companies
SAR 10.000	SAR 10.000

Violation

87

Employer



The licensee practicing recruitment activities shall be obliged to refrain from dealing with unofficial entities that are not approved by the Ministry inside and outside the Kingdom, as stipulated in the relevant articles of the Rules for Practicing Recruitment Activity and Providing Labor Services.

Violation Text:

Proof of dealing with brokers inside or outside.

Supervisor



Supervisor's duties include:

- Access contracts concluded with customers.
- Validate associated recruitment agencies in each country.
- Match contracts and their data to third-party data.
- Access all suspicious and supporting documentation regarding dealing with brokers.
- Verify employment and way of access to the Kingdom.
- Ask the licensee on complaints against him and request for official justification.

Fine

Offices	Companies
SAR 10.000	SAR 10.000
Depends on Multiple cases and contracts	Depends on Multiple cases and contracts

Violation

88

Employer



The licensee of recruitment activities shall document contractual relationship between him and the customers to whom the services of recruitment of domestic workers are provided electronically, in accordance with HRSD Laws, and as stipulated in the relevant articles in the Rules for Practicing Recruitment Activity and Providing Labor Services.

Violation Text:

Failure to document the contract (for the labor it mediated to recruit) with its customers in the approved electronic system.

Supervisor



Supervisor's duties include:

- Access Ajeer data and compare it with data on the ground.
- Ask workers and customers and take their statement.

Fine

Offices	Companies
SAR 10.000	SAR 10.000
Depends on multiple cases and contracts	Depends on multiple cases and contracts

Violation

89

Employer



The licensee of recruitment activities must have a contract of association with foreign companies or offices sending labor.

Violation Text:

Carrying out the process of recruitment without a contract of association with foreign companies or offices sending labor.

Supervisor



Supervisor's duties include:

- Verify the existence of contracts concluded with the recruitment office or company and the foreign offices or companies sending labor.

Fine

Offices	Companies
SAR 10.000	SAR 10.000
Depends on multiple cases and contracts	Depends on multiple cases and contracts

Violation

90

Employer



The licensee practicing recruitment activities shall not engage in Saudis recruitment activity without obtaining a license from HRSD.

Violation Text:

Practicing Saudis recruitment activity without obtaining a license from HRSD.

Supervisor



Supervisor's duties include:

- Verify the location of the establishment and the establishment's recruitment data and records.
- Review recent advertisements issued by the establishment and ask it about them.
- Verify the mediation of Saudis establishment on paper or electronically.

Fine

Offices	Companies
SAR 50.000	SAR 50.000

Violation

91

Employer



The licensee of recruitment activities shall not recruit labors or provide labor services without obtaining a license from the Ministry.

Violation Text:

Practicing mediation activity in the employment of Saudis without a license from the Ministry.

Supervisor



Supervisor's duties include:

- Verify the existence of a license for establishment.
- See all establishment's documents and receipts.
- Access recruitment mediation contract.

Fine

Offices

SAR 25.000

It varies depends on the number of people dealt with at the time of the violation

Companies

SAR 25.000

It varies depends on the number of people dealt with at the time of the violation

FAQ

Does the supervisor have the right to access the security control rooms?	Does the supervisor have the right to verify that surveillance cameras are working?	Does the supervisor have the right to request that the surveillance tape be turned on for a specific day?	Is it enough for the interior seats at the resting place?
Yeah, he has the right to access	Yeah, he has the right to make sure the cameras are working	Yes, he has the right to ensure the effectiveness and functioning of cameras at different periods.	No. Rest seats are to be provided while working in the workplace and not just rest seats.
Should the non-Saudi worker's contract be written in Arabic?	Are emergency exits necessary at the establishment?	Where does the establishment place the aid boxes?	Where are the box ads placed?
Yes, it should be written in Arabic and it is allowed to add English to the contract.	Yes, it must be ensured that nothing prevents workers from leaving the establishment.	Aid boxes must be placed in a known place and within the work environment.	Box places should be placed in visible locations and should be known to the employees, especially the first aid person.
Should an approved regulation be available and employees be informed thereof?			
Yes, the employer can benefit from the Labour Regulations Approval Service on Qiwa platform at the following link: https://policies.qiwa.sa . The employer shall inform the employees about the regulations, whether through placing the same in a visible place or sending to their email or via the company's website.			

- Can the supervisor access employee' IDs or passports and take copies therefrom?
- Can the supervisor access the email?
- Is the supervisor entitled to obtain copies for access, such as employee IDs or employment contracts?
- Is the supervisor entitled to interview and inquire employees individually?

Yes, the supervisor can access all the relevant files to verify the compliance, take a copy thereof and interview the employees separately, based on the provisions of article 198 of the Labour Law, which states:

Work inspectors shall have the right to:

<p>Access any firm that is subject to the provisions of the Labor Law at any time, day or night, without prior notice.</p>	<p>Conduct any inspection or investigation necessary to verify the proper implementation of Law:</p>		
	<p>Question the employer, his representative or the workers in private or in the presence of witnesses about any matter relating to the implementation of the provisions of the Law.</p>	<p>Review all books, records and other documents required to be kept pursuant to the provisions of this Law and related decisions, and obtain any copies or extracts therefrom.</p>	<p>Take sample(s) of the materials used or handled in the industrial and other operations subject to inspection and believed to have a harmful effect on the health or safety of workers, for the purpose of analysing such samples in government laboratories to determine the extent of such effect, and duly notify the employer or his representative of the same.</p>

Are there any exempted occupations where working women are allowed to work at night?	Is the supervisor's question to women employees regarding the number and age of their children a private question?	With regard to uniforms, is it necessary to have regulations in the workplace explaining the requirements for uniforms?
Yes, and they are detailed in Ministerial Decision No. 18632	No, it is one of the answers that is necessary to make sure that there is a nursery for children.	The instructions for uniforms must be made public and written, whether in an informative board, in employment contracts, or in instructions signed by employees, or stipulated in Ministerial Decision No. 18632
Is the supervisor obligated to maintain the confidentiality of the information he has accessed?		Should each employee have a file at each branch where he moves like a large establishment with more than one branch and moves its employees from one branch to another?
Yes, the supervisor is obliged to keep the confidentiality of the information he has accessed, as stated in Article 197, which states: Before assuming their official duties, work inspectors shall take an oath before the Minister to discharge their duties honestly and sincerely, and not disclose the secrets of any industrial invention or any other secrets that may come to their knowledge by reason of their offices, even after leaving such offices. A work inspector shall carry an identification card issued by the Ministry.		It is sufficient to be available at establishment headquarters.

Thank You...

For more information, please contact:

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