



**LEGAL & OTHER
REQUIREMENTS
PROCEDURE**

Pro. No.	JAS-OHS-05
DOI	08/01/2017
REV.	00

LEGAL & OTHER REQUIREMENTS PROCEDURE

JAS-OHS-05

PREPARED BY	APPROVED BY
Management Representative Ali Mumtaz	Operations Manager Rashid Iqbal Khan
Date: <i>Ali Mumtaz</i> <i>09/01/17</i>	Date: <i>Rashid Iqbal Khan</i>

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AMENDMENT RECORD

Revision #	Date	Pages affected	Details of Amendment
00	08-01-2017	NIL	NA

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1.0 PURPOSE:

The purpose of this procedure is to ensure that JASCON ENGINEERING WLL identifies, has access to and evaluates laws, regulations, and internal organizational requirements that are applicable to the HEALTH AND SAFETY Aspects of its Activities.

2.0 SCOPE:

This procedure applies to all services, activities and processes carried out at JASCON ENGINEERING WLL, since compliance of Legal & Regulatory compliance is compulsory in all respects.

3.0 TERMS & DEFINITIONS

MR	Management Representative
PD	Project Director
OHSMS	Occupational Health and Safety Management System, based on OHSAS 18001:2007
Procedure	A documented process with established inputs and outputs, as required by International Standards or required specifically by FUJITA CORPORATION due to its operations,
Documents	OHSMS Manual, procedures and related forms are considered as Documents
Records	All order documents containing information related to OHSMS are considered as Records.
OH&S	Occupational Health & Safety
HAZARD	Anything (e.g. condition, situation, practice, behaviour) that has the potential to cause harm, including injury, disease, death or property and equipment damage.
LOR	Legal and Other Requirements
PPE	Personal Protective Equipment
JSA	Job Specific Assessment
MEEP	Material, Equipment, Environment, People, Place of work
MOC	Management of Change
ALARP	Impacts As Low As Reasonably Practicable to the accepted level.
ERICPD	Eliminate, Reduce/Substitute, Isolate, Control, PPE and Discipline

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4.0 REFERENCES

OHSAS 18001:2007 *Cluses 4.3.2*

5.0 RESPONSIBILITIES

5.1 Project Director

- 6.2.1 Responsible for reviewing the applicable legal and other requirements.

5.2 MR

- 6.2.1 Maintains the LOR register.
- 6.2.2 Updates the LOR register
- 6.2.3 Liaise with local authorities for any updates in requirements.
- 6.2.4 Reviews the compliance on periodic basis as per the requirements of standard and procedure.
- 6.2.5 Communicates the requirements to all staff.
- 6.2.6 Ensures compliance through audits.

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6.0 PROCEDURE

6.1 IDENTIFICATION OF LEGAL & OTHER REQUIREMENTS

- a) JASCON ENGINEERING WLL accesses, identifies and keeps track of relevant legal and other requirements. In addition, JASCON ENGINEERING WLL keeps track of any changes to these requirements, and then communicate this information to its staff in a timely manner.
- b) Regulations can exist in several forms including those specific to the activity (e.g. operating permits), those specific to FUJITA JASCON ENGINEERING WLL activities or services, and general HEALTH AND SAFETY laws, authorizations, licenses and permits. Information that can be used to identify health and safety regulations and changes may include all levels of government, industry associations or groups, commercial databases, journals or newsletters, and professional services.
- c) Management Representative is responsible for tracking applicable laws and regulations, and identifying those related to JASCON ENGINEERING WLL activities, processes and services. Generally all staff and specially Quality and HEALTH AND SAFETY Engineers are also responsible for evaluating the potential impacts of these laws and regulations on the JASCON ENGINEERING WLL 's activities, processes or services.
- d) MR employs a variety of techniques and information sources to track, identify and evaluate applicable laws and regulations. These include, but are not limited to:
 - i) Commercial services/databases, information provided by trade associations, communications with federal and state regulatory agencies, HEALTH AND SAFETY meetings, and periodic OHSAS refresher training.
 - ii) HEALTH AND SAFETY Manager monitors these information sources on a regular basis to ensure that new issues are identified on a timely basis. However, the frequency of review of Legal & Other Requirements is scheduled through the LOR Matrix **Form #JAS-FM-OHS-05-01**

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- e) Public Relations Officer as per the directions of MR determines as necessary, "off-site" resources (such as consultants and attorneys) may be called upon to assist the MR in evaluating applicable laws and regulations or in developing programs in response to those laws and regulations.
- f) The MR disseminates information on applicable laws and regulations by establishing Legal & Other Requirements Matrix (and their potential impacts on JASCON ENGINEERING WLL's activities, processes or services) to appropriate personnel. The determination of which personnel must be informed and the method for providing this information is at the discretion of the MR, based on the circumstances of the case.
- g) A breakdown of the regulatory requirements that apply to specific Activities and Sites are found in the "Legal and Other Requirements Matrix.
- h) This matrix is to be reviewed and updated by the MR and/or the Quality & HEALTH AND SAFETY Engineers at least once a year.
- i) The MR compiles and maintains copies of significant applicable laws and regulations. When copies of such laws and regulations are not maintained at FUJITA CORPORATION, the MR ensures that ready access is available from other sources, such as those listed above.
- j) If an Activity or audit indicates that additional laws and regulations must be tracked and evaluated, the MR ensures tracking of the same.

7.0 APPENDICES

CODE	DESCRIPTION	RETENTION	HOLDER
JAS-FM-OHS-05-01	LOR MATRIX	As per updates	MR

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Clause / Labour Law 14 Article / Reference	Requirement / Obligation	Applicable to		Area of Applicability	License / Compliance Records Required	Remarks
		Company	Contractor / Supplier			
Labour Law 14 Article 1	The Provisions of the Labour Law accompanied with this Law shall be applied	Top Management PRO Admin/HR Dept H.S.E. Dept	Authorized Training Institutes	All areas	Total OH & S documentation	J.E. follows the requirements of the labour law
Labour Law 14 Article	The entitlements prescribed by this law represent the minimum entitlements of the workers and any stipulation contradicting the provisions of this law shall be void even if it was made prior to the date of application of this law unless the said stipulation is more advantageous to the workers and any release, compromise or waiver of the entitlements prescribed for the worker by this law shall be deemed void	Admin/HR Dept		All areas	Total OH & S documentation	J.E. policies and procedures either meet or exceed the requirements of this law in favour of the workers
	If the employer entrusts any natural or juristic person with the carrying out of the employer's original work or any part thereof such any natural or juristic person shall equally treat his workers and the workers of the original employer whom he employs for the carrying out of that work in regard to entitlements and privileges. The employer and any such natural or juristic person shall be jointly liable for the payment of those entitlements and privileges to the extent of the sums for which the employer is liable	H.S.E. Dept		Psi	Sub-Contractor Control Procedure	J.E. insures its sub-contractors comply with OH & S requirements

<p>to person entrusted with the work.</p>	<p>All contracts and other documents and written instruments provided for in this law shall be made in Arabic. The employer may accompany such contracts, documents or written instruments with translations into other languages and in case of any difference the Arabic text shall prevail.</p>		
<p>The vocational training shall be carried out inside the establishments or in the institutes and centers which are to be designated for this purpose. The Minister shall by a decision, specify the theoretical and practical programs for the training, its maximum duration, the rules and conditions to be followed in respect thereof the method of examination and the certificates to be granted to the trainees upon completion of the training.</p>			
<p>The worker shall undertake the following:- To carry out the safety and professional health instructions prescribed in the establishment. To cooperate in the prevention of the occurrence of accidents in the place of work or in the alleviation of the results thereof.</p>			

Labour Law 14 Article 47	<p>The employer shall keep a special file, for each worker where he shall deposit all papers and certificates concerning the worker and the decisions and instructions related thereto.</p> <p>The employer shall keep the said file for a period of at least one year after the expiry date of the service of the worker with him.</p>	Admin & HR Dept.	Human Resources	Employee Files	In compliance (contact HR or Admin)
Labour Law 14 Article 8	<p>The employer shall maintain the following registers:-</p> <ol style="list-style-type: none"> 1. The workers' register which shall in particular contain the names, nationalities, jobs, amounts of wage, date of commencement of work, marital status, academic and professional qualifications, leaves of the workers and the penalties inflicted upon him. 2. The wages' register, where the names of the workers in the order of their engagement in the work, the amounts of daily, weekly or monthly wages, or piece or production wages and their additions in respect of every worker, the additional wages paid to them, the amounts of deductions and the net wages received by every worker. 3. The register of total penalties where the monetary penalties are inflicted upon the workers and the total amount thereof shall be entered. 4. The register of work injuries where the work injuries sustained by 	Admin & HR Dept.	Human Resources	Employment Contract	In compliance (contact HR or Admin)

Labour Law 14 Article 55	<p>every worker shall be entered.</p> <p>5. The end of service register where the names of the workers whose services have been terminated, the dates and causes of the termination and the entitlements paid to them or to their heirs shall be entered.</p>	HSE Admin & HR Accounts PRO	All areas	Medical Certificate	No such case happened yet
Labour Law 14 Article 58	<p>If the worker dies during the employment for whatsoever Causes, the employer shall within a period not exceeding fifteen days from the date of death deposit with the court any wages or entitlements due to the worker in addition to the gratuity. The depositing record shall contain a detailed report indicating the method of calculating the sums referred to and a copy of the record shall be delivered to the Department.</p> <p>The court shall distribute the deposited sums amongst the heirs of the deceased worker in accordance with the provisions of the Islamic Shari'a or the personal law applicable in the country of the deceased and if three years lapse from the date of depositing without the person entitled to the deposited sums being known the court shall transfer the said sums to the public fund of the State.</p> <p>An employer employing ten workers or more shall make penalties regulations specifying the violations and the penalties to be inflicted on the workers who commit these violations and the conditions and</p>	HSE Officer	All labour employees		Advanced Vision employs more than 10 workers and has penalties in place for H.S.F.

<p>Labour Law 14 Article 59</p>	<p>procedures for the infliction thereof. The Minister may, by a Decision, issue models for such disciplinary regulations in accordance with the nature of the work for the guidance of the employers in the preparation of their own regulations. The coming into force of the disciplinary regulations and the amendments thereto shall be subject to the approval of the Department within a month from the date of its submission thereto and if this period expires without objection to the regulations the regulations shall be deemed to have been approved. The employer shall post these regulations at the place of work for the perusal thereof by the workers. The regulations shall only come into force upon the lapse of fifteen days from the date of their being posted up.</p>	<p>HSE Officer</p>	<p>All labour employees</p>	<p>violations</p>	<p>Regular monitoring of protective equipments is carried out by the Safety Team</p>
	<p>The disciplinary penalties which may be inflicted on the workers are: 1. Notification, which shall be deemed to have been achieved by a written letter to the worker containing a notification of the violation he has committed and requesting him not to repeat the commission thereof and warning him of the infliction of a severer penalty in case of repetition. 2. Deduction from the wage of the worker for a period not exceeding five days in respect of one violation.</p>				

<p>Labour Law 14 Article 60</p>	<p>3. Suspension from work together with non-payment of the wage for a period not exceeding five days in respect of one violation.</p> <p>4. Suspension from work without payment or with reduced payment pending the adjudication upon the criminal charge attributed to the worker and if the worker is acquitted or if the charge against him has been dropped the suspension shall be deemed to have never taken place and the worker shall be paid his entitlements during the suspension period.</p> <p>5. Postponement of the grant of annual increment for a period not exceeding six months or the non-payment therefrom in the establishments which maintain increments systems</p> <p>6. Postponement of promotion for a period not exceeding one year in the establishments which maintain promotion systems.</p> <p>7. Dismissal from work with payment of the end of service gratuity.</p> <p>8. Dismissal from work and non-payment of the end of service gratuity</p>	<p>HSE Officer</p>	<p>All labour employees</p>		<p>Regular monitoring of protective equipments is carried out by the Safety Team</p>
<p>The sums which may be deducted from the wage of the worker in execution of penalties inflicted on him and the other deductions therefrom shall not exceed his wage for five days per month.</p> <p>The employer shall record the total</p>					

<p>Labour: Law 14 Article 61</p>	<p>penalties inflicted on the worker in the register of the total penalties. The said register shall contain the name of the worker and the amount of deductions and the reason for the infliction and date of the penalty. The said register shall be subject to the inspection of the Work Inspection Organ.</p> <p>The outcome of the deductions to be inflicted on the workers shall vest in the body which shall be specified by a Decision of the Minister. The Decision shall specify the manner of disposal of the deductions.</p>				
	<p>The employer may dismiss the worker without notice and without payment of the end of service gratuity in the following instances</p> <ol style="list-style-type: none"> 1. If the worker assumes a false identity or nationality or submits false certificates or documents. 2. If the worker commits an act which causes gross financial loss to the employer provided that the employer shall notify the Department of the incident within twenty four hours from the time of his being aware thereof. 3. If the worker violates more than once the written instructions of the employer concerning the safety of the workers and the establishment despite his being notified in writing of the violation provided that these instructions shall be written and posted up in a conspicuous place. 	<p>Top Management Admin & HR Dept PRD</p>	<p>Labour Dispute</p>	<p>Letter</p>	<p>No such case happened yet in J E</p>

<p>Labour Law 14 Article 62</p>	<p>In inflicting the penalties on the violating workers the following shall be observed:</p> <ol style="list-style-type: none"> 1. The worker shall not be accused of a violation after fifteen days of the employer being aware of the violation with the exception of the violations constituting criminal offences. 2. The worker shall not be penalized otherwise than for a violation 	<p>Top Management Admin & HR Dept. PRO</p>		<p>Labour Dispute</p>	<p>Letter</p>	<p>No such case happened yet in J.E.</p>
<p>4. If the worker fails more than once to carry out his essential duties under the service contract or this law despite his having been notified in writing thereof.</p> <p>5. If the worker discloses the secrets of the establishment where he is employed.</p> <p>6. If the worker is found during the working hours in a state of drunkenness or under the influence of a drug.</p> <p>7. If the worker commits an assault on the person of the employer, the manager or one of his supervisors in the work during the work or by reason thereof.</p> <p>8. If the worker repeats his assault on his colleagues in work despite his being warned in writing thereof.</p> <p>9. If the worker absents himself from work without legitimate cause for more than seven consecutive days or fifteen days in one year.</p> <p>10. If the worker has been finally sentenced for a crime involving immorality or dishonesty.</p>						

<p>labour law 14 Article 63</p>	<p>The worker shall be notified of the penalty inflicted on him and if he declines to receive the notification, such notification shall be published in a conspicuous place in the place of work.</p>	<p>Admin & HR Dept PRO</p>	<p>Labour Dispute</p>	<p>Letter</p>	<p>No such case happened yet in J.E.</p>
<p>directly related to the work whether committed during the work and in its place or outside.</p> <p>3. The worker shall not be penalized before his being informed of the accusation against him and being inquired into in writing. The inquiry may be oral in the case of minor violations provided that the report of inquiry shall be filed in the record of the particular register of the worker. The minor violations referred to in this paragraph are violations the penalties whereof prescribed in the penalties regulations do not exceed the notice or deduction not exceeding the wage for one day.</p> <p>4. There shall not be inflicted on the worker for the single violation not more than one penalty.</p> <p>5. The disciplinary penalties that the employer may inflict on the workers shall not be inflicted except by the employer, his authorized representative or the manager of the establishment.</p> <p>6. A penalty may not be inflicted for an act which has not been provided for in the penalties regulations.</p>					

<p>If the worker is absent from work he shall be notified of the penalty by a registered letter to his permanent address in the special file.</p>				
<p>Labour Law 14 Article 64</p>	<p>A worker shall, before his recourse to the competent tribunal, appeal to his employer against the penalty inflicted on him within seven days of being aware of such penalty. The appeal shall be decided upon within seven days of its submission. The appeal is considered rejected if this period lapses.</p> <p>In the event of rejection of an appeal or if it is not decided upon within the above period, the worker may appeal to the Department against the penalty inflicted on him with seven days of the date of rejection.</p> <p>The Department shall decide on the worker's appeal within seven days of the date of the registration of the appeal. The Department's decision shall be final.</p> <p>As an exception the worker may appeal against the penalty of dismissal from work to the competent court.</p> <p>If the court decides that the dismissal is arbitrary or in violation of the provisions of this law, it shall either annul the dismissal, orders the return the worker to his work and payment of his wages for the period he was not allowed to work in implementation of such penalty or payment of a suitable compensation. Such compensation shall include the</p>	<p>Labour Dispute</p>	<p>Admin & HR Dept. PRO</p>	<p>No such case happened yet in J.E.</p>

<p>Labour Law 14 Article 73</p>	<p>wages and other benefits denied to him as a result of such dismissal.</p>	<p>Top Management Admin & HR Dept.</p>	<p>All areas</p>	<p>J.E. follow the laws and the working hours are 44 hours a week</p>
<p>The maximum ordinary working hours shall be forty four hours per week at the rate of eight hours per day with the exception of the month of Ramadan when the maximum working hours shall be thirty six hours per month at the rate of six hours per day. The time spent by the worker in transportation to and from the place of work and residence of the worker shall not form part of the working hours. The working hours shall include an interval or more for prayer, rest and taking of meals which interval or intervals shall not be less than one hour and shall not be more than three hours. The said intervals shall not be taken into consideration in calculating the working hours in fixing the rest interval but the worker shall not work for more than five consecutive hours. The Minister shall by a decision specify the types of work in respect of which the work may continue without stoppage for the purpose of rest</p>	<p>The workers may be required to work additional hours to the working hours specified in the preceding Article provided that the actual working hours per day shall not exceed ten hours unless the work is necessary for the prevention of gross loss or dangerous accident or for the repair or alleviation of the consequences of</p>	<p>Top Management Admin & HR Dept.</p>	<p>All areas</p>	<p>J.E. follow the laws and the working hours are less than 10 hours a day and if the number of working hours exceed over time is provided</p>
<p>Labour Law 14 Article 74</p>	<p>The prevention of gross loss or dangerous accident or for the repair or alleviation of the consequences of</p>	<p>Top Management Admin & HR Dept.</p>	<p>All areas</p>	<p>J.E. follow the laws and the working hours are less than 10 hours a day and if the number of working hours exceed over time is provided</p>

<p>the said loss or accident. The employer shall pay to the worker for the additional working hours the rate of not less than the basic wage plus not less than 25% thereof. The workers who work between 9pm and 6am shall be paid the basic wage plus not less than 50% thereof with the exception of the shift workers.</p>					
<p>Labour Law 14 Article 75</p> <p>The worker shall be allowed of a weekly paid rest which shall not be less than twenty-four consecutive hours and Friday shall be the weekly rest day for all workers with the exception of the shift workers. If the circumstances of the work necessitate the employment of the worker during the rest day the worker shall be compensated for the rest day by another day, and shall be paid for working that day the wage payable to him for the ordinary weekly rest day or his basic wage plus an increase of not less than 150%. With the exception of shift workers a worker shall not be required to work more than two consecutive Fridays.</p>	<p>Top Management Admin & HR Dept.</p>		<p>All areas</p>		<p>J.E. follow the laws and the Friday is a weekly rest day and worker are compensated for rest day by another if the circumstances of the work necessitate</p>
<p>Labour Law 14 Article 76</p> <p>The provisions of Labour Law 14 Articles 73, 74 & 75 of this law shall not apply to the persons occupying responsible positions if these positions confer upon the occupiers thereof powers exercisable by the employer over the workers. The provisions of Labour Law 14 Article (73) shall not apply to the following categories:-</p>	<p>Top Management Admin & HR Dept.</p>		<p>All areas</p>		<p>J.E. follow the laws</p>

Labour Law 14 Article 77	<p>1. The workers carrying out preparatory and complementary works that shall be performed before or after the working time.</p> <p>2. Guarding and cleaning workers.</p> <p>3. The other categories of workers to be specified by a Decision of the Minister. The maximum working hours for these works shall be specified by a Decision of the Minister.</p>				
Labour Law 14 Article 77	<p>The employer shall post up on the main gates used by the workers in entering and in a conspicuous position of the working place a table of the closing or weekly rest day, the working hours and rest intervals for all categories of workers and shall notify the Department with a copy of such table.</p>	Admin & HR Dept.	All areas		Table is posted
Labour Law 14 Article 82	<p>The worker shall be entitled to a sick leave with pay for every year of the years of his service. This sick leave shall not be granted unless after three months from the commencement of his engagement for the first time provided that the worker proves his sickness by a certificate from a physician approved by the employer. The worker shall be paid his full wage if the sick leave does not exceed two weeks. If the sick leave extends thereafter the worker shall be paid half of his wage for other four weeks. The extension of the sick leave thereafter shall be without pay until the worker resumes his work or</p>	Admin & HR Dept.	All areas	Medical certificate	The laws are followed

<p>Labour Law Article 84</p>	<p>resigns or his service is terminated for health reasons. The service of the worker may be terminated at the end of the twelfth week of the sick leave if it has been proved by a report issued by the competent physician that the worker is unable to resume his work at that time.</p> <p>If the worker resigns from work because of the sickness and with the approval of the competent physician before the end of the six months to which the worker is entitled as a sick leave with pay the employer shall pay to the worker the balance of his entitlement. This provision shall also apply in case of death because of sickness before the end of the said six weeks.</p> <p>The preceding provisions shall not prejudice the right of the worker to the remuneration to which he may be entitled for the period of his service and taking by the worker of the sick leave for the period of twelve weeks shall not be deemed to constitute an interruption of his continuous service.</p>					<p>Workers have been informed of the following</p>
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Labour Law 14 Article 86	A child who has not attained the age of sixteen may not be employed in a work of whatsoever nature and shall not be permitted to enter into any of the place of work.	Admin & HR Dept.		All areas	Advanced Vision does not employ juveniles
Labour Law 14 Article 87	A juvenile may not be employed without the consent of his father or guardian and the issuance of a special permission from the Department. If the juvenile is a Qatari pupil an approval from the Minister of Education shall be obtained. The Juveniles shall not be employed in the works, where its nature and circumstance of the performance of which may cause damage to the health, safety or morals thereof. These works shall be determined by a decision of the Minister.	Admin & HR Dept.		All areas	Advanced Vision does not employ juveniles
Labour Law 14 Article 88	A Juvenile may not be employed before he has been medically examined by the competent medical authority and his fitness for the work he is required to perform has been proved. The employer shall repeat the medical examination of the Juvenile at least once a year.	Admin & HR Dept.		All areas	Advanced Vision does not employ juveniles
Labour Law 14 Article 89	A Juvenile may not be employed between sunset and sunrise or on the days of rest or during the official holidays or for more than the normal working hours and may not be retained in the place of work for more than seven continuous hours.	Admin & HR Dept.		All areas	Advanced Vision does not employ juveniles

Labour Law 14 Article 90	<p>The normal working hours for the Juvenile may not exceed thirty six hours per week at the rate of six hours per day with the exception of the month of Ramadan when the working hours shall not exceed twenty four hours per week at the rate of four hours per day.</p> <p>The time which the Juvenile spends in transporting between his residence and place of work shall not be calculated in the working hours.</p> <p>The working hours shall include one or more intervals for rest or taking meals so that the Juvenile may not work continuously for more than three consecutive hours. Such interval or intervals shall not be calculated as part of the working hours.</p>	Admin & HR Dept.	All areas	Advanced Vision does not employ juveniles
Labour Law 14 Article 91	<p>The employer shall keep in the file concerning the Juvenile his birth certificate, his medical fitness certificate and the certificate of the periodical medical examination conducted on him.</p>	Admin & HR Dept.	All areas	Advanced Vision does not employ juveniles
Labour Law 14 Article 92	<p>Every employer employing a Juvenile or more shall perform the following:-</p> <ol style="list-style-type: none"> 1. Submit to the Department a statement showing the name and work of the Juvenile and date of his engagement. 2. Post up in a conspicuous place a clear statement of the working hours, the Juveniles employed by him and their intervals of rest. 	Admin & HR Dept.	All areas	Advanced Vision does not employ juveniles

Labour Law 14 Article 94	Women shall not be employed in dangerous arduous works, works detrimental to their health, morals or other works to be specified by a Decision of the Minister.	Project Manager All Functions		Human Resources	Employee Job Description	No such practices in MASRI All women working in the company are employed as staff only
Labour Law 14 Article 95	Women shall not be employed otherwise than in the times to be specified by a Decision of the Minister.	Project Manager All Functions		Human Resources	Payroll System Time Sheets	No employed women are working at night shift
Labour Law 14 Article 96	A female worker who has been employed by an employer for a complete year shall be entitled to maternity leave with full pay for a period of fifty days. Such maternity leave shall include the period before and after the delivery provided that the period following the delivery shall not be less than thirty five days. This leave shall be granted subject to a medical certificate issued by a licensed physician stating the probable date of delivery. If the remaining period of the leave after delivery is less than thirty days the female worker may be granted a complementary leave from her annual leave. Otherwise the complementary period shall be deemed to be a leave without pay. If the medical condition of the female worker prevents her from resuming her work after expiry of her leave referred to in the preceding paragraphs the female worker shall be deemed to be on leave without pay provided that the period of her	Admin & HR Dept. Accounts Functions		Human Resources	Employment Contract	In compliance (contact HR or Accounts for further information)

Labour Law 14 Article 97	<p>absence from works shall not exceed sixty consecutive or interrupted days and provided that a medical certificate of her medical condition shall be produced from a licensed physician. The obtaining by the female worker of the delivery leave shall not prejudice her entitlement to her other leave.</p>			
Labour Law 14 Article 98	<p>The nursing female worker shall be entitled in addition to her entitlement to the rest interval provided for in Labour Law 14 Article (73) of this law during the year following the year of delivery to a nursing interval which shall not be less than one hour per day. The fixing of the nursing times shall be made by the female worker. The nursing interval shall be calculated as part of the working hours and shall not result in a deduction of wage.</p>	All Functions	<p>Human Resource All married women employees</p> <p>Payroll System Time Sheets</p>	No such incident yet
Labour Law 14 Article 99	<p>The employer may not terminate the service contract of a female worker due to her marriage or obtaining the leave provided for in Labour Law 14 Article (96) of this Law. The employer may not notify of the termination of her service contract during this leave and may not send her a notification which expires during the said leave.</p> <p>The employer or his representative shall on the commencement of every worker's engagement inform him of the hazards of the work and the hazards which may occur thereafter</p>	All Functions	<p>Human Resources</p> <p>Employment Contract</p>	<p>In compliance (contact HR or Accounts for further information)</p>
Labour Law 14 Article 99	<p>The employer or his representative shall on the commencement of every worker's engagement inform him of the hazards of the work and the hazards which may occur thereafter</p>	All Functions	<p>HSE Dept. All areas</p> <p>PPE issuance and monitoring</p>	<p>All safety paraphernalia's are issued to all workers depending on</p>

<p>Labour Law 14 Article 100</p>	<p>and shall inform him of the safety measures to be taken for the protection therefrom and shall post up in a conspicuous place his detailed instructions concerning the means of observing vocational health and safety for protecting the workers from the hazards to which they are exposed during performance of their work.</p>		<p>Environmental Provider</p>	<p>HSE Dept. All areas</p>	<p>PPE issuance and monitoring</p>	<p>their scope of work. PPE Check is carried out regularly by the Health & Safety Team</p>
	<p>The employer shall take all precautionary measures for protecting the workers during the work from any injury or disease that may result from the work performed in his establishment or from any accident, defect or breakdown in the machinery and equipment therein or from fire. The employer may not burden the worker with or deduct from his wage any sum in return for his providing these precautionary means. The Department shall in case of the employer omitting to take the precautionary measures referred to or in case of imminent dangers threatening the health or safety of the workers report the matter to the Minister for issuing a decision for the partial or total closure of the place of work or stoppage of one or more machines from work pending the elimination of the causes of the danger. In such case the employer shall undertake to pay the wages of the workers in full during the period of closure or suspension.</p>	<p>All Functions</p>				<p>All safety paraphernalia's are issued to all workers depending on their scope of work. PPE Check is carried out regularly by the Health & Safety Team</p>

Labour Law 14 Article 101	<p>The worker shall not commit any action or omission with the intention of hampering the execution of the instructions of the employer concerning the conservation of the health of the workers or securing their safety or with the intention of damaging or breaking down of any appliances or equipment prepared for this purpose.</p> <p>The worker shall use the protection devices and the uniform prepared as provided to him by the employer and shall obey all instructions of the employer aiming at protecting the worker from injuries and diseases.</p>	Project Manager HSE Function	Environmental Service Provider	HSE Projects All areas		
Labour Law 14 Article 102	<p>The Minister shall after coordination with the competent authority issue the necessary decisions for regulating the appliances concerning the vocational health and safety in the establishments and specifying and regulating the services and precautionary measures that are necessary for protecting the workers during the work from the dangers of the work and equipment and means and levels thereof and for the regulation of the means of protection from the vocational disease.</p>	Project Manager HSE Function	Environmental Service Provider	HSE Projects All areas		
Labour Law 14 Article 103	<p>The employer shall take the measures capable of securing the hygiene and good ventilation in the places of work and shall provide it with the suitable lighting and potable water, hygiene and drainage, in accordance with the regulations and decisions to be issued</p>	HSE Dept. All Depts.		All areas	Emergency Response Procedures	Emergency Situation Plans are in placed and all safety paraphernalia are issued to workers

<p>by the competent authorities in this respect.</p>				<p>depending on the nature of their work.</p> <p>Emergency situations are identified in the Aspect-Impact Register and Hazard and Risk Register.</p> <p>Mock-drills are implemented and records are maintained</p>
<p>Labour Law 14 Article 101</p> <p>The employer employing a number of workers ranging from five to twenty-five shall prepare for them a first aid box furnished with the medicines tools and equipment to be specified by the competent medical authority. The box shall be kept in a conspicuous place in the establishment and shall be available to the workers. The use of the box shall be entrusted to a worker trained in providing first-aid medical services. If the number of the workers exceeds twenty-five workers a box shall be specified for every group of workers ranging from five to twenty-five workers.</p> <p>If the number of the workers in the establishment exceeds hundred workers the employer shall appoint a full-time medical nurse in the establishment in addition to the first-aid box.</p> <p>If the number of the workers exceeds</p>	<p>All areas</p>			<p>First aid kits are provided in each section & monthly monitoring of such is carried out. Company nurse was employed to administer first-aid in any case of emergency</p>

<p>five hundred workers the employer shall designate to them a clinic employing at least a physician and a nurse.</p>	<p>Top Management</p>	<p>All employees</p>	<p>INSURANCE</p>	<p>Insurance benefits are covered</p>
<p>The periodical medical check-ups shall be carried out on the workers exposed to the dangers of infection with the vocational diseases in all activities of the work at intervals appropriate to the hazards involved in the work in accordance with the measures to be specified by the competent authorities specifying the types of such check-ups and the intervals in which they shall be carried out.</p> <p>The employer shall keep the results of these check-ups in the files concerning the workers</p> <p>If the result of the check-up shows the infliction of the worker with one of the occupational diseases the employer shall notify the Department thereof within three days from the date of his knowing the result of the check-up.</p>				
<p>The employers employing workers in locations distant from the cities and to which the usual means of transportation are not available shall provide them with the following services:-</p> <ol style="list-style-type: none"> 1. Suitable means of transportation or suitable accommodation or both. 2. Potable water 3. Suitable foodstuff or the means of obtaining thereof. 	<p>Top Management</p>	<p>Workers on Site</p>		<p>Transportation is provided to and from the workplace to the accommodation ; food allowances is given and all other facilities are provided for</p>

Labour Law 14 Article 107	<p>The said locations shall be specified by a Decision of the Minister.</p> <p>The employer employing fifty workers or more shall provide them with the social services to be specified by a Decision of the Minister taking into consideration the location of the work, the circumstances thereof and the number of the workers in the establishment.</p>	Admin/HR Dept	All areas				the convenience of the workers
Labour Law 14 Article 108	<p>If the worker dies while on duty or because of the work or sustains a work injury the employer or his representative shall immediately notify the police and the Department of the Incident.</p> <p>The notification shall include the name, age, profession, address and nationality of the worker and a brief description of the incident, the circumstances where it took place and the actions taken for aiding or curing the worker.</p> <p>The police shall upon receipt of the information undertake the necessary enquiries and the record shall contain the statements of the witnesses and the employer or his representative and the statements of the injured if his condition so permits and the record shall explain the relationship of the incident to the work.</p> <p>The police shall upon completion of the inquiry send a copy of the record to the Department and a copy to the employer. The Department may</p>	Top Management PRO Admin/HR Dept	All areas				No such incident yet

Labour Law 14 Article 109	require completion of the enquiry if it deems necessary. The worker who sustains a work injury shall be entitled to receive medical treatment appropriate to his condition at the cost of the employer in accordance with the decision of the competent medical authority. The worker shall receive his full wage during the treatment period or the period of six months whichever is nearer. If the treatment continues for a period exceeding six months the worker shall be paid half of his wage until his recovery or proof of his permanent disability or death whichever is nearer.	Top Management PRO Admin/HR Dept		All areas		No such incident yet
Labour: Law 14 Article 110	The heirs of the worker who dies because of the work and the worker who sustains a work injury resulting in a partial or total permanent disability shall be entitled to receive compensation. The amount of compensation in case of death of the worker because of the work shall be calculated in accordance with the provisions of Islamic Sharia. The work injury resulting in a total permanent disability shall be considered as a death of the worker. The proportion of the partial permanent disability to the permanent total disability shall be fixed in accordance with the schedule (2) of this Law and the amount of compensation in this case shall be calculated on the basis	Top Management PRO Admin/HR Dept		All areas		No such incident yet

Labour Law 14 Article 111	<p>of this proportion from the amount of compensation provided for in the preceding paragraph.</p> <p>The provisions of the preceding two Labour Law 14 Articles shall not apply if any of the following has been proved:-</p> <ol style="list-style-type: none"> 1. The worker had intended to injure himself. 2. The worker was at the time of occurrence of the injury or death under the influence of a drug or liquor and that the said influence was the cause of the injury or death. 3. The worker violated the instructions of the employer concerning the preservation of vocational health or safety or committed a gross negligence in the carrying out of these instructions. 4. If the worker without a genuine cause refuses to subject himself to the check-up or adopt the treatment prescribed to him by the competent authority. 	Top Management PRO Admin/HR Dept	All areas		No such incident yet
Labour Law 14 Article 112	<p>If a dispute arises between the worker and the employer as to the ability of the worker to resume his work or as to any other medical matter related to the injury or disease or the treatment prescribed thereof or the applied treatment the Department shall refer the dispute to the competent medical authority. The decision of the said authority on the</p>	Top Management Admin/HR Dept.	All areas		No such incident yet

Labour Law 14 Article 113	<p>matters falling within its competence shall be final.</p> <p>The right of the worker to claim compensation for the disability or death shall extinguish by the lapse of one year from the date of the medical report containing the occurrence of the disability resulting from the injury or the confirmation of the occurrence of the disability because of any of the occupational diseases contained in schedule No. (1) Attached to this Law or from the date of the death of the worker.</p>	Top Management Admin/HR Dept.	All areas	No such incident yet
Labour Law 14 Article 114	<p>The employer shall pay the compensation for the disability within a period not exceeding fifteen days from the date of proof of the disability of the worker or from the date of announcement of the result of the inquiries supporting the occurrence of the disability because of the work. The employer shall deposit the compensation for the death in the court within a period not exceeding fifteen days from the date of death or from the date of announcement of the result of the injuries supporting the occurrence of the death because of the work. The court shall distribute the compensation for death amongst the heirs of the deceased in accordance with the provisions of the Islamic Sharia or the personal law applied in the country of the deceased. The compensation shall be vested in the public treasury of the</p>	Top Management Admin/HR Dept.	All areas	No such incident yet

Labour Law 14 Article 115	<p>State if three years lapse without specifying persons entitled thereto.</p> <p>The employer shall every six months provide the Department with a statistics of the work injuries and occupational diseases in accordance with the forms prepared for this purpose and the procedures to be prescribed by a Decision of the Minister.</p>	HSE Admin/HR Dept.	All areas		Records are maintained
Labour Law 14 Article 116	<p>The workers working in an establishment where the number of Qatan workers is not less than hundred workers may form a committee from amongst themselves to be named "the Workers Committee" and more than one committee in the establishment may not be formed.</p> <p>The workers committees in the establishments engaged in one trade or industry or similar or interrelated trades or industries are entitled to form a general committee from amongst themselves to be named the General Committee for the Workers of Trade or Industry.</p> <p>The general committees of the workers of the various trades and industries may form amongst themselves a general union to be named the "General Union of the Workers of Qatar".</p> <p>The membership in the two committees referred to and in the General Union of the Workers of Qatar shall be confined to the Qatari</p>	Admin/HR Dept.	All areas		

	workers. The Minister shall specify the conditions and procedures for the formation of the workers organizations referred to and the membership therein and the way of carrying out their business and the interrelated and similar trades and industries.					
Labour Law 14 Article 117	The Workers Organizations shall have juristic personality upon their formation in accordance with the provisions of this law.	Admin/HR Dept.		All areas		
Labour Law 14 Article 118	The Workers Organizations shall assume the taking care of the interests of their members and protection of their rights and their representation in all matters related to the affairs of the work.	Admin/HR Dept.		All areas		
Labour Law 14 Article 119	The Workers Organizations are prohibited from the following:- 1. The exercise of any political or religious activities. 2. Preparation, printing or distributing any materials insulting to the State or the government or the status quo thereof. 3. Entering into any financial speculations of whatsoever nature. 4. Accepting of gifts or encowments except with the approval of the Ministry. The Minister may dissolve any Organization if it commits any of the foregoing prohibited matters or works outside the purpose.					

Labour Law 14 Article 120	<p>The workers may go on strike if amicable settlement of the dispute between them and the employer becomes impossible in accordance with the following measures:-</p> <ol style="list-style-type: none"> 1. Approval of three fourths of the General Committee of the workers of the trade or industry. 2. Giving to the employer a period of not less than two weeks before commencing the strike and securing approval of the Ministry after coordination with the Minister of Interior Affairs in respect of the time and place of the strike. 3. Provided that there is no detriment to the property of the State and of the individual and their security and safety. 4. Prohibition of the strike in vital public utilities such as petroleum, and gas related industries, electricity, water, seaports, airports, hospitals and transportation. 5. Non-recort to strike before the amicable settlement between the workers and employer by conciliation or arbitration in accordance with the provisions of this law becomes impossible. 	Top Management Admin/HR Dept.	All areas	No such case happened yet in J.E.
Labour Law 14 Article 121	The workers organizations shall lay down their statutes in accordance with the models to be determined by	Top Management Admin/HR Dept.	All areas	No such case happened yet in J.E.

	<p>a Decision of the Minister shall contain in particular the following:-</p> <ol style="list-style-type: none"> 1. The conditions of the membership and the instances of its termination. 2. The rules and procedures of nomination and election. 3. The sources of financing the organization and the amount of subscriptions by the members. 4. The expenditure of the funds of the organizations, the control over their financial transactions and the registers that shall be kept for this purpose. 5. The rules and procedures for dissolving the organization and disposal of their properties. 			
Labour Law 14 Article 122	The employer shall not compel the worker to join or not to join any of the workers organizations or to refrain from implementing their decisions.	Admin/HR Dept.	All areas	
Labour Law 14 Article 123	The General Union of the workers of Qatar may, after approval of the Ministry, join any Arab or International Organizations working in the field of the Workers Organizations.	Admin/HR Dept.	All areas	
Labour Law 14 Article 137	The work inspectors deputized by a decision of the Attorney General in agreement with the Minister, shall have the power of law enforcement officers as regards the implementation of the provisions of this law and decisions made thereto. They shall bear identity cards proving	Top Management Admin/HR Dept.	All areas	

Labour Law 14 Article: 138	<p>their competence and shall produce such cards to the employers when they perform the inspection.</p> <p>The Work Inspectors shall have the following authority:-</p> <ol style="list-style-type: none"> 1. To enter the places of work during the working hours during the day or at night without prior notification for inspecting the registers, books, files or any other documents related to the workers, for ensuring their compliance with the applicable legislations and detecting proofing actions violating such legislation. 2. To obtain samples of the materials used and dealt with in the establishment and to inspect the machinery and various fittings for assuring the availability of sufficient and effective means for protecting the workers from health hazards and work dangers and notify the employer or his representative of any samples or materials taken or used for this purpose. 3. To inspect the residence of the workers for assuring their compliance with the required health conditions. 4. To inquire from the employer or his representative or any of the workers individually or in the presence of witnesses on any of the matters related to the implementation of this law. 	Top Management Admin/HR Dept.		All areas		
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<p>Labour Law 14 Article 139</p>	<p>The employer or his representative shall facilitate the performance by the Work Inspectors of their duties and shall provide them with the correct information on any matter related to the performance of their duties and shall obey their request to him to attend whenever he is requested to do so.</p>	<p>Top Management Admin/HR Dept.</p>	<p>All areas</p>	
<p>Labour Law 14 Article 140</p>	<p>The Work Inspectors may take the following actions:</p> <ol style="list-style-type: none"> 1. Providing consultation and guidance to the employer or his representative as to the manner of alleviation of the contravention. 2. To give notification to the employer to alleviate the contravention specifying the type of contravention and the period needed for its alleviation. 3. To prepare a record of the contravention and submit the same to the Department for taking the necessary action in respect thereof. 	<p>Top Management Admin/HR Dept.</p>	<p>All areas</p>	