



Human Resources and
Social Development



Regulations for Diplomatic Jobs

Table of Content

Chapter 1: Definitions-----	3
Chapter 2: Scope of validity-----	5
Chapter 3: Council of the Diplomatic Corps -----	5
Chapter 4: Appointment and transfer-----	6
Chapter 5: Duties and Obligations-----	8
Chapter 6: Performance Management and Promotion-----	9
Chapter 7: Salaries, Allowances, and Benefits-----	12
Chapter 8: Termination of Service-----	16
Chapter 8: General Provisions-----	17

Chapter 1: Definitions

Article (1):

The following terms and phrases, whenever used herein, shall have the meanings assigned thereto:

Regulations: Regulations of Diplomatic Jobs

Minister: Minister of Foreign Affairs

Ministry: Ministry of Foreign Affairs

General Court: The ministry's offices, branches, and offices in the kingdom.

Functions of the Corps:

Functions of the Diplomatic Corps (Attaché-Third Secretary-second secretary-First Secretary-adviser-Minister Plenipotentiary-Ambassador).

Host Nation:

The country where the headquarters of the mission is located.

Mission:

The embassy, or the permanent mission to international or regional organizations inside and outside the country, or the consulate, or the offices affiliated with the ministry abroad.

Head of Mission:

A person who is selected to work in this capacity

Deputy Head of Mission:

A person who is selected to work in this capacity

Member of the mission:

Anyone who works within the mission, including the head of the mission and their deputy.

Technical Attaché Office:

The technical office is affiliated with a government agency within the mission.

Attaché:

An employee of the government agency was selected to oversee the technical attaché office.

Council of the Corps:

Council of the Diplomatic Corps

Member of the Corps:

An employee of the ministry who holds one of the jobs of the Corps.

Difficult cities to live:

Cities with a lower quality of life compared to Riyadh, measured based on political and economic conditions, health infrastructure, and entertainment, availability of consumer goods, housing and education services, climate conditions, and social environment.

High-living cities:

Cities with high living costs. The index of high living costs is measured based on the difference in lost purchasing power from living in those cities compared to living in Riyadh.

Family of a Diplomatic Staff Member:

Husband, wife, male children under the age of eighteen, and unmarried females.

Diplomatic Representation:

Sending a member of the Corps to work within the mission.

Basic Salary:

The monthly amount received by a diplomatic staff member according to the salary scale outlined in the salary, allowances, and benefits tables.

Housing Allowance:

The monthly amount that a member of the Corps receives to secure suitable housing for him inside the kingdom.

Transposition Allowance:

The monthly amount received by a member of the Corps for the purpose of moving to and from the place of work within the kingdom.

Transportation Allowance:

The monthly amount received by a member of the Corps for the purpose of moving to and from the place of work within the Host Nation.

Advantages of moving:

Benefits that are granted to a member of the Corps when moving to another state.

Diplomatic Representation Allowance:

The fixed monthly amount received by the member of the Corps assigned to represent the kingdom in the mission.

Additional Representation Allowance:

The monthly amount received by the head of the mission for representing the kingdom in another country in addition to the receiving state.

Living Difficulty Allowance:

The monthly amount that a member of the Corps receives is based on the index of the difficulty of living in the receiving city.

Accommodation Allowance:

The monthly amount received by a member of the Corps in order to secure housing within the city where the headquarters of the mission is located outside the kingdom.

Chapter 2: Scope of Validity:

Article (2):

The provisions of the regulations apply to those holding positions within the diplomatic corps and do not apply to others except to the extent specified. In matters not specifically addressed in the regulations, the Civil Service System and its executive regulations, along with relevant laws, decisions, and orders, shall apply to those holding diplomatic jobs.

Article (3):

The disciplinary rules and sanctions contained in the job discipline regulations and its executive regulations shall apply to the corps member.

Article (4):

The relevant regulations of the host nation apply to the contractor at the mission who is not a Saudi citizen.

Chapter 3: Council of the Diplomatic Corps

Article (5):

The Council of the Diplomatic Corps shall be formed in the Cabinet of the ministry, by a resolution of the minister, and it shall be chaired by him, and the resolution shall determine the Council of the Diplomatic Corps members. The minister may reconstitute the council whenever necessary.

Article (6):

In addition to the terms of reference contained in the regulations, the Council of the Diplomatic Corps shall do the following:

- a. Nominate heads of missions after coordination with human resources in the ministry.
- b. Form committees that help him to perform his duties.
- c. Coordinate meetings with heads of missions.
- d. Propose and review the rules governing its work, and propose what is necessary to develop them in accordance with the relevant orders, laws, regulations, and resolutions. It shall be approved by the minister.
- e. Any other task within his competence is assigned to him by the minister.

Article (7):

The Council of the Diplomatic Corps shall have a secretary from the corps members whose job is not less than (adviser), and he is assigned for a period of (three years maximum, and may be extended for a similar period. His assignment and termination of his assignment shall be by a decision of the minister.

Article (8):

The secretary of the Council of the Diplomatic Corps shall prepare its agenda follow up the implementation of its decisions and recommendations, and carry out any other task in his field of competence assigned by the chairman of the Council of the Diplomatic Corps.

Chapter 4: Appointment and Transfer

Article (9):

- a. Whoever is chosen by royal order as an ambassador from non-holders of corps jobs is appointed to the job of (Ambassador).
- b. Whoever is selected by a royal order to work in one of the missions from non-holders of corps jobs is appointed in accordance with the manual of scientific and practical qualifications, which is approved by agreement between the Ministry and the Ministry of Human Resources and Social Development.

Article (10):

Subject to the requirements of other regulations, the appointment of a candidate to the jobs of the Corps is subject to the following conditions:

- a. Candidate shall be of Saudi origin.
- b. Candidate shall have a good biography and ethics.
- c. His health fitness shall be proved by a report issued by the competent medical committee.
- d. Candidate shall have a bachelor's degree or equivalent, equivalent to a certificate from the competent authority if it is from a university outside the Kingdom, and possess the required qualifications for the job.
- e. Candidate shall not have been convicted of a Shariah-prescribed punishment, Qisas (Retribution), a prison sentence exceeding one year, or any of the following crimes: bribery, forgery, embezzlement, drug or alcohol trafficking, promotion, or trade. If previously convicted, at least one year shall have passed since the completion of the sentence or exemption from it.
- f. Candidate shall not be dismissed from the state service for disciplinary reasons, or he was dismissed and at least one year has passed since the date of dismissal.
- g. Candidate shall not be married to a non-Saudi national.
- h. Candidate shall have proficiency in Arabic and English. The minister may make an exception to the English language proficiency requirement if the candidate is fluent in at least one other living language in addition to Arabic.
- i. Candidate shall undertake in writing to work at the general court or any mission to which a decision is issued to transfer him.

Article (11):

- a. Subject to the provisions of Article (9), the appointment shall be based on a job (Attach ), and no consideration shall be given to the candidate's scientific qualifications, practical experience, training, or preparatory programs that exceed the conditions of appointment set out in the regulations.
- b. The appointment to the job of (Adviser) or below shall be by a decision of the minister, and the appointment to the job of (Ambassador) or (Minister Delegate) shall be by a decision of the Council of Ministers based on the nomination of the minister.

Article (12):

- a. The member of the Corps shall take the following oath before the minister after the issuance of the decision to appoint him: (I swear by Almighty God to be faithful to my religion and then my king and my homeland, not to divulge a secret of the state, to preserve its interests and regulations at home and abroad, and to perform my work with honesty, faithfulness, and sincerity).
- b. The person appointed as an ambassador to a country or permanent delegate to regional or international organizations for the first time before the king or his deputy, takes the following oath: (I swear by Almighty God to be faithful to my religion and then my king and my homeland, not to divulge a secret of the state, to preserve its interests and regulations at home and abroad, and to perform my work with honesty, faithfulness, and sincerity).
- c. The appointed consul general upon his first appointment shall take the following oath before the minister: (I swear by Almighty God to be faithful to my religion and then my king and my homeland, not to divulge a secret of the state, to preserve its interests and regulations at home and abroad, and to perform my work with honesty, faithfulness, and sincerity).

Article (13):

An appointed to the position of (Attach ) shall be considered to be on probation for one year from the date of joining the job. This period shall be extended for an additional year if they do not achieve the required performance level during the first year of the probation period. If the appointee is absent from work for any lawful or other reason without resulting in the termination of his service, the probation period will be extended by the duration of the absence. If the appointee is found unsuitable during the probation period, the Minister shall issue a decision to terminate his employment.

Article (14):

- a. The appointee to the position of (Attach ) shall undergo a basic training program determined by the ministry. They may also be seconded during the probation period to work in regional or international organizations in accordance with the regulatory procedures followed in this regard.
- b. It is not allowed during the entire probation period to transfer or assign the appointee to a job (Attach ) to work a job from a category other than the job to which he was appointed.

Article (15):

An employee who occupies a position not covered by the provisions of the regulations may be transferred to one of the Corps' jobs after the approval of the minister, provided that the conditions for filling the Corps' jobs are met. This transfer shall be after reclassifying the employee and determining the appropriate job for him according to the scientific and practical qualifications manual, which is approved by agreement between the Ministry and the Ministry of Human Resources and Social Development.

Article (16):

By a decision of the minister, the Recruitment and Transfer Committee for the jobs of the Corps shall be formed of five members, including the first official of human resources in the ministry, it shall be as follows:

- a. Determine the requirements for the appointment.
- b. Identify sources of attracting competencies.
- c. Interview procedures and supervision of tests required for recruitment or transfer.
- d. Determine the basic salary of the appointee ranging from the minimum to the average of the basic salary range for the position to which he was appointed, in accordance with controls established by the Committee.

Article (17):

Selection of the head of mission in embassies or regional or international organizations shall be from those holding the position of (Advisor) or higher, in accordance with relevant regulations and based on the minister's recommendation. The selection of other heads of missions shall be by decision of the minister, provided that the position of the selected person is not lower than (Advisor).

Chapter 5: Duties and Obligations

Article (18):

The member of the mission shall:

- a. Appear in an appropriate manner, adhere to the general and personal conduct befitting Saudi society's values and ethics, as well as the provisions of Islamic Sharia, and perform the duties imposed by their position and representative capacity with utmost honesty and dedication.
- b. Perform the tasks and duties assigned to him at his workplace to serve the interests of the kingdom.

- c. Comply with the provisions of the Code of Professional Conduct and ethics of the public office, the system of awarding decorations and gifts and the issued regulations and rules related to that.
- d. Take care of the affairs of Saudi citizens, provide assistance to them, and defend them within the competence of the mission, whether they are natural or legal persons.
- e. Not engage in any professional or commercial activity in the receiving state for the purpose of achieving any personal gain.
- f. Not marry non-holders of Saudi citizenship.
- g. Not make any statements and not express political opinions to the local or foreign media or within social media except with the approval of the ministry or with the authorization of the head of the mission and within the limits of the tasks assigned to him, and in accordance with the general policy of the state.
- h. Not issue newspapers, magazines, or bulletins or participate in them except with the approval of the ministry or with the authorization of the head of the mission and within the limits of the tasks assigned to him, and in accordance with the general policy of the state.
- i. Compliant with the rules and regulations issued regarding the use of social media.
- j. Not belong to organizations, bodies, or political parties, and not work for them and participate in propaganda and promotion in any way.
- k. Not benefit from diplomatic or Consular Privileges except for the purposes granted for them.
- l. Not interfere in the internal affairs of the receiving state, respect for its regulations, laws, prevailing customs, and traditions.
- m. Oblige all members of his family and accompanying employment to the rules of conduct contained in the regulations.
- n. Stay in the city where the headquarters of the mission is located and in accordance with the requirements of the host nation.
- o. Compliant with the relevant provisions and obligations contained in the Vienna Convention on Diplomatic Relations of 1961 G and the Vienna Convention on Consular Relations of 1963 G.
- p. Complete the delivery and receipt procedures when transferring him in accordance with the instructions for this and the Disclaimer Form, and settle all financial and other obligations before departure.

Chapter 6: Performance Management and Promotion

Article (19):

The evaluation of the performance of the corps member shall be annually according to the performance indicators, merits, and models adopted by the ministry in coordination with the Ministry of Human Resources and Social Development.

Article (20):

Promotion shall be a means of advancement and career development for a corps member and shall be associated with performance evaluation. It is not, under any circumstances, considered a right for the diplomatic corps member.

Article (21):

A member of the Corps may be promoted under the following conditions:

- a. Vacancy of the position to be promoted to.
- b. The promotion shall be to the position that directly follows his current position.
- c. Completion of training hours for special training programs specified by the ministry for the positions of (Attaché - Third Secretary - Second Secretary - First Secretary).
- d. Passing the assessment of (behavioral or technical) diplomatic merits, as approved by the ministry for promotion to positions (Adviser - Minister Plenipotentiary - Ambassador).

- e. Proficiency in at least one living language, other than Arabic, for promotion to the positions of (Adviser - Minister Plenipotentiary-Ambassador).

Article (22):

The regular periods required for promotion shall be as follows:

- a. At least three years for promotion from a position (Attach ) to a position (Third Secretary).
- b. At least two years for promotion from a position (Attach ) to a position of (Third Secretary) in the event that the member of the Corps holds a master's degree, doctorate, or equivalent before being appointed to a position (Attach ), taking into account that this qualification shall be obtained from abroad equivalent from the competent authority in the kingdom.
- c. At least three years for promotion from the position of (Third Secretary) to (Second Secretary).
- d. At least three years for promotion from the position of (Second Secretary) to (First Secretary), provided that he has worked for at least three years in one of the missions abroad.
- e. At least five years for promotion from a position (First Secretary) to a position (Adviser), and it may be reduced to four years in case of obtaining (four) minimum performance evaluations (Exceeding Expectations) or equivalent.
- f. At least four years for promotion from a position (Adviser) to the position of (Minister Plenipotentiary), and it may be reduced to three years in case of obtaining (three) performance evaluations with a minimum (Exceeding Expectations) or equivalent.
- g. Six years for promotion from the position of (Minister Plenipotentiary) to the position of (Ambassador), and it may be reduced to five years in case of obtaining (five) minimum performance evaluations (Exceeding Expectations) or equivalent.

Article (23):

Subject to the provisions of articles (31) and (22) of the regulation, the minister may nominate whoever he deems appropriate for promotion to the job of (Minister Plenipotentiary - Ambassador). He may, in the cases he deems appropriate, exclude the corps member from achieving the specified level required in the performance evaluation.

Article (24):

The following periods are not counted for promotion purposes:

- a. The duration of the extraordinary leave.
- b. The loan period is for non-regional or international organizations or offices affiliated with the ministry.
- c. The duration of the scholarship, sending for study or study leave if the purpose of any of them has not been achieved.
- d. The duration of the absence of official Leave is not counted.
- e. The duration of the suspension from work duties if a member of the Corps has been sentenced to a penalty.

Article (25):

A member of the Corps may not be considered for promotion in the following cases:

- a. If he is on a scholarship, sent to study, or attached to a training course for more than (six) months at home or abroad.
- b. If he is on study or exceptional leave.
- c. If he is suspended from work duties or referred to trial in matters related to public office or matters prejudicial to honor, honesty, or good conduct and morals.
- d. If he receives a performance evaluation below the required level, according to the following:
 1. A performance evaluation that is less than (Meets Expectations) or its equivalent in the last (three) years is considered during promotions to the positions of (Third Secretary - Second Secretary - First Secretary).

2. A performance evaluation that is less than (Meets Expectations) or equivalent in the last (two years), upon promotion to the position of (Third Secretary) in accordance with Paragraph (B) of Article (22) of the regulations.
3. A performance evaluation that is less than (Meets Expectations) or equivalent in the last four years, when I was promoted to the two positions (Adviser - Minister Plenipotentiary).
4. A performance evaluation that is less than (Meets Expectations) or equivalent in the last (six) years, when promoted to the position of (Ambassador).

Article (26):

- a. The criteria for promotion to the positions of (Third Secretary - Second Secretary - First Secretary) are as follows:
 1. The level of performance evaluation.
 2. Training and Development hours.
 3. Any additional item determined by the promotions committee of the ministry.
- b. The elements of trade-off for promotion to the positions of (Adviser - Minister Plenipotentiary - Ambassador), according to the following:
 1. The level of performance evaluation.
 2. Evaluate diplomatic skills (behavioral or technical).

Article (27):

A member of the Corps holding the position of (First Secretary) or (Advisor) may be promoted exceptionally to the position that directly follows his current position, with the following conditions:

- a. Candidate shall have obtained a job performance evaluation result in the last year that is not less than (Ideal) or equivalent.
- b. The age of the candidate shall not exceed (fifty-five) years.
- c. Candidate shall have spent a minimum of five years in the Corps jobs.
- d. Candidate shall have held the position he holds for at least a year.
- e. The exceptional promotion of a member of the Corps shall be only once and for only one job during his career in the Corps jobs.
- f. The number of people promoted in the fiscal year shall not exceed a percentage (1%) of the number of corps positions.
- g. Do not combine more than one promotion during one year.

Article (28):

The promotions committee shall be formed by a resolution of the minister from five members, including the chief human resources officer at the ministry, and the committee shall consider the promotions of the corps members and supervise the promotions procedures, in particular as follows:

- a. Ensure the availability of general conditions for promotions.
- b. Apply the criteria and elements of trade-off and their weights approved by the minister.
- c. Determine when to make a trade-off for promotion.
- d. Prepare minutes for the promotion of corps members nominated for promotion.
- e. Submit the minutes of promotions to the minister, including the nomination for promotion in preparation for approval.
- f. Propose and review the criteria and elements of the trade-off and their weights, and determine the weighted element in case of equality, and approved by a resolution of the minister.

Article (29):

The ministry's human resources shall prepare lists of corps members who meet the conditions for promotion to vacant positions, the choice of which is by promotion.

Article (30):

The promotion resolution shall be issued by the entity that has the authority to appoint and the promotion shall be effective from the date of issuance of the resolution, and shall not be retroactive.

Article (31):

After promotion, a member of the Corps shall be granted a minimum salary of the promoted position, or an increase of (10) percent of the basic salary of the position before promotion, whichever is higher, and not exceeding the upper limit of the promoted position.

Chapter 7: Salaries, Allowances, and Benefits

Article (32):

A member of the Corps shall be paid a basic salary according to the values indicated by the salary scale contained in the salaries, allowances, and benefits scales.

Article (33):

A corps member shall be paid a housing allowance of (25%) of the basic salary up to a maximum (120.000) SAR per year, and it is not permissible to combine the provision of housing in-kind inside the kingdom with the disbursement of housing allowance.

Article (34):

Health care shall be provided to a member of the Corps, his spouse, parents, unmarried daughters, and sons up to the age of 25 years, provided that they are not covered by other health care.

Article (35):

A member of the Corps assigned outside the kingdom shall be paid a secondment allowance according to the values indicated in the salary, allowances, and benefits scales for corps members.

Article (36):

A member of the Corps transferred to one of the missions or to the General Staff shall be paid a secondment allowance for travel days in accordance with the numbers indicated in the salary, allowances, and benefits scales for corps members.

Article (37):

- a. Both the head of the mission and his deputy abroad are provided with permanent housing, and the Council of the Corps determines its standards and controls.
- b. In the event that there is no permanent accommodation for the head of the mission upon arrival at the mission headquarters or he is not ready, he shall be provided with temporary accommodation in a hotel for a period not exceeding (90) a day.
- c. In the event that the deputy head of the mission does not have permanent housing or is not ready, he shall be paid a residence allowance until permanent housing is secured for him, provided that this is within a period not exceeding (180) a day.

Article (38):

Upon arrival at the headquarters of the receiving mission, the corps member shall be provided with accommodation in a residence for (twenty-one) days.

Article (39):

A delegating member of the Corps shall be paid a residence allowance in accordance with the figures indicated in the salary, allowances, and benefits scales for corps members, and in cases determined by the Council of the Corps, the housing may be provided in kind under the regulations governing that.

Article (40):

A member of the Corps in the host nation may not combine housing in kind with a residence allowance.

Article (41):

The housing allowance shall continue to be paid to the corps member when he is sent to work at the mission.

Article (42):

A member of the Corps shall be paid a transportation allowance when he is sent to work at the mission in accordance with the values indicated in the salary, allowances, and benefits scales for Corps members, and it may not be combined with the transportation allowance.

Article (43):

A delegating member of the Corps shall be paid a representation allowance, including the costs incurred when purchasing appropriate clothing for the requirements of the diplomatic job, according to the values indicated in the salary, allowances, and benefits scales for members of the Corps.

Article (44):

The head of mission accredited to an additional country or countries shall be paid an additional representation allowance in the proportion of (25) of the representation allowance in the country in which he is mainly accredited.

Article (45):

A delegating member of the Corps to one of the high-living cities shall be paid a high-living allowance according to the values indicated in the salary, allowances, and benefits scales for Corps members, and the calculation of the allowance is based on the following elements and calculation equation:

- a. Delegating City.
- b. Annual Basic Salary.
- c. The number of his family members.
- d. The value of the spendable income in the country as a percentage of the annual basic salary (65%) for married, and (60%) for single.
- e. The index of high-living cities.

$$\text{Cost of living index} - 100/100 \times \text{Spendable income} = \text{Living height allowance}$$

Article (46):

A delegating member of the Corps to a difficult-to-live City is paid a high-living allowance in accordance with the values, standards and weights indicated in the salary, allowances, and benefits scales for corps members.

Article (47):

The value of the high-living allowance is calculated as a percentage of the basic salary, not exceeding (40) depending on the indicator of the difficulty of living in the receiving city to which the corps member is sent, and according to the values indicated in the salary, allowances, and benefits scales for corps members.

Article (48):

The Ministry shall take care of the education fees of the corps member's children abroad according to the values of the tuition fees indicated in the salary, allowances, and benefits scales for corps members, and shall disburse them to schools immediately after verifying their enrollment.

Article (49):

The Ministry shall bear the tuition fees for the children of a member of the Corps from the age of six to the age of eighteen in the Kingdom and a maximum of (20.000) Saudi riyals per year for each son and no more than three sons.

Article (50):

The children of diplomatic corps members, who have been ordered to return to the Kingdom due to political, security, natural, or health-related disasters in the countries where they reside, are included. Given their circumstances and educational paths, they are enrolled in foreign or private schools within the Kingdom, with their education fees covered. Payment of these fees shall be stopped as soon as directives are issued to allow diplomats and foreign workers to bring their children back abroad, without affecting their educational paths. The Ministry of Education shall facilitate the enrollment of those who wish to continue their studies in government schools.

Article (51):

The annual allowance shall be paid to the corps member in accordance with the value indicated in the salary, allowances, and benefits scales for corps members.

Article (52):

- a. A Standing Committee shall be formed under the chairmanship of the Ministry and the membership of the Ministries of Finance, Human Resources, and Social Development. It shall make unanimous decisions and be responsible for updating and approving the allowances and benefits scales for members of the diplomatic corps. The Committee shall hold its meetings during the last quarter of each fiscal year, and its decisions shall come into effect from the first month of the following fiscal year.
- b. Except for what is mentioned in paragraph (a), the committee may convene before the last quarter of the fiscal year in cases of wars or conflicts in cities where missions are located or upon the opening of diplomatic missions in new cities. This is for the purpose of reviewing and determining allowances and benefits and their amounts. In this case, its decisions shall come into effect from the date specified in the decision.

Article (53):

The secretariat of the committee shall be at the Ministry and shall be responsible for providing data on allowances and benefits and their amount from one of the International Houses of Expertise.

Article (54):

A member of the diplomatic corps shall be entitled to transfer benefits upon being delegated to work in the mission or upon the end of their delegation, in accordance with what was stated in the salary, allowances, and benefits scales for members of the diplomatic corps.

Article (55):

In cases where a member of the Corps is called up or withdrawn for a temporary period based on the requirements of public interest and exceptional emergencies witnessed by the host nation from security or political unrest, infectious epidemics, natural disasters, or in the event of the closure of the mission, the member of the Corps shall be treated in terms of financial benefits as follows:

- a. Taking into account the provisions of Article (50), the payment of all allowances related to the delegation shall be suspended from the date of departure from the host nation until the member's return to their workplace, except for the accommodation allowance. In this case, the continued payment of the accommodation allowance is conditional upon providing evidence of their housing commitments in the host nation.
- b. The transportation allowance shall be paid until his return and commencement at the mission headquarters.

A Committee shall be formed in the Ministry to consider assessing the value of the damages resulting from this recall, and its recommendations in this regard shall be submitted to the Minister.

Article (56):

Flight tickets for the member of the diplomatic corps, his family, and those dependents who are legally residing with him are provided one way when the member of the diplomatic corps is delegated to one of the missions or transferred to the General Court.

Article (57):

Flight tickets for the member of the diplomatic corps, his family, and those dependents who are legally residing with him are provided round trip in the following cases:

- a. If the member of the diplomatic corps has spent a minimum of eleven months at his place of work.
- b. In the event of the death of his wife, spouse, one of his parents, children, brothers, or sisters.

Article (58):

Flight ticket for the member of the diplomatic corps shall be provided round trip in the following cases:

- a. If the member of the diplomatic corps is seconded at home or abroad for a period not exceeding (90) a day.
- b. If the member of the diplomatic corps is called to testify before one of the courts or bodies located outside his place of work.
- c. If the member of the diplomatic corps is summoned to appear before a medical commission, an investigative body or a court for work-related matters.

Article (59):

It is permissible to compensate in cash for the value of the plane ticket, according to the regulations agreed between the Ministry and the Ministry of Finance.

Article (60):

Flight tickets for the member of the diplomatic corps, his family, and those dependents who are legally residing with him in the following cases:

- a. Incumbent (Head of Mission) or (Ambassador): First Class (or Business Class if First Class is unavailable).
- b. Incumbent (Minister) or (Advisor): Business Class.
- c. Incumbent (First Secretary), (Second Secretary), (Third Secretary) or (Attach ): Hospitality Class.

Article (61):

The flight class may be upgraded to business class for holders of positions (Attach ) to (First Secretary) in any of the following cases:

- a. If the duration of delegating is not less than (twelve) months.
- b. If he is part of an official delegation.
- c. If he is accompanying the Minister.
- d. If the duration of the trip is more than six hours with stops, if any.

Article (62):

In the event that a member of the Corps is prevented from accompanying his family, or a decision has been issued to return it to the kingdom for any circumstance, the member of the corps shall be provided with a boarding ticket to the kingdom by plane twice a year, provided that the period of these circumstances is not less than (six months) and the work is related to the extent of the continuation of those circumstances.

Article (63):

Round-trip airline tickets shall be provided for the family of the diplomatic corps member and those legally dependent on him when the duration of the secondment or recall exceeds ninety days.

Article (64):

Round-trip airline tickets shall be provided for the children of the member of the mission (with one accompany) to the Kingdom or to the nearest city with a Saudi school for the purpose of taking final exams.

Article (65):

Round-trip airline tickets shall be provided for the wife of the head of mission when accompanying him on his official duties in the receiving country.

Article (66):

In the event of the death of a member of the Corps or one of his family members or his legal dependents accompanying him, the Ministry shall bear the costs of processing the body and burial in the country accredited to the mission, according to the desire of his relatives, or transfer the body to the kingdom.

Chapter 8: Termination of Service

Article (67):

Taking into account the reasons for termination of service provided by the regulations, the service of a member of the Corps shall be terminated for one of the following reasons:

- a. Resignation.
- b. Approval of the request for referral to retirement before completing the statutory retirement age.
- c. Dismissal for disciplinary reasons.
- d. Dismissal by order of the Prime Minister or by a decision of the Council of Ministers, if the public interest so requires.
- e. Death.

Article (68):

The Ministry may terminate the service of a member of the Corps for one of the following reasons:

- a. If the member of the Corps has been absent from work without valid justification for a total of fifteen consecutive days or thirty scattered days during the previous year the decision is issued.
- b. If the member of the Corps did not implement the transfer decision without valid justification within 30 days from the specified for commencing the transferred work.

Article (69):

The Minister may extend the service of a member of the Corps who holds a position (Ambassador or Minister Plenipotentiary) once or more until his completion at the age of sixty-five. The Minister may extend the service of a person holding the position of Ambassador after reaching the age of sixty-five to not exceed the age of seventy, in accordance with the following conditions:

- a. An order has been issued to be accredited as an Ambassador of the Custodian of the Two Holy Mosques or the Kingdom in any of the international organizations.
- b. That his services are needed for his practical adequacy, and there is no alternative to him.
- c. Be medically fit.

- d. The extension of his service shall be annually.

Article (70):

If a member of the Corps dies, is injured, goes missing or is captured, due to terrorist acts, war or targeting with the intention of offending the kingdom, as well as any member of his family if he is accompanied by him while working abroad, he shall be treated in accordance with the relevant regulations and decisions issued by the competent authority.

Child: Every person who has not exceeded eighteen years of age.¹

Juvenile: a person who has turned fifteen years old and has not turned eighteen.²

Work: the effort exerted in all human activities, in the implementation of a (written or unwritten) employment contract, regardless of its nature or type, whether industrial, commercial, agricultural, technical, or other, muscular or mental.³

Light work and occupations: each occupation contributes positively to add value to a juvenile in his faith, morality, physical and psychological health and academic achievement. There is no negative impact on these aspects, whether doing the work himself or being at the workplace.

Hazardous occupations and work: are occupations that can cause physical or psychological harm to juveniles through injuries and occupational diseases resulting from accidents or exposure to health hazards, whether by performing the work itself or by being present at the workplace, despite the application of occupational health and safety conditions and standards.

Prohibited work: refers to any occupation where the exposure of the child to harm in their beliefs, ethics, physical and mental health, or educational formation is high.

Definition of Harm: It is any form of exploitation or physical, psychological, or sexual abuse, or threat thereof, committed by one person against another, exceeding the boundaries of their authority, power, responsibility, or due to their familial relationship, guardianship, sponsorship, guardianship, or dependency.

Determinants: are the factors that indicate the level of negative impact on one of the fundamental aspects of the children's juvenile.

Short-term: from 1 to 3 months.

Medium-term: from 3 to 6 months.

Long-term: more than 6 months.

National Child Labor policy

Despite the limited cases of child labor in the Kingdom of Saudi Arabia, the Kingdom recognizes the need for a proactive (preventive) approach to prevent child labor that violates the regulations and laws governing child labor, and that harms their development, well-being, and deprives them

¹ (Article 1) of the child protection system.

² (Article 2) of the labor law.

³ (Article 2) of the labor law.

of their fundamental rights. In the country to ensure monitoring and avoidance of any potential form of child labor violation in the Kingdom. To achieve this goal, the National Policy for the Prevention of Child Labor was developed to regulate the labor market concerning child labor on one hand, and on the other hand, to enable the society through -a package of interventions at various levels in the sectors of the state- to combat child labor if it exists today, or to confront it in the future.

Thus, the National Policy for Child Labor establishes a national framework that regulates the labor market concerning child labor, in a manner consistent with the child rights system in the Kingdom of Saudi Arabia.

Dangerous and prohibited works for children under the age of (18) years:

Legislative framework

Clarify the labor law and its executive regulations, as well as the relevant international agreements ratified by the Kingdom of Saudi Arabia, regarding the cases and types of work in which child labor is prohibited, as outlined in the following articles:

- ❖ According to Article No. 161 of the Labor Law and Article No. 32 in the implementation of the provisions of Article No. 161 of the law:
- ❖ Similarly, Article No. (163) of the Labor Law and Article No. 34 of the executive regulations of the Labor Law.
- ❖ Article No. 8 of the Child protection law.
- ❖ The International Labour Organization (ILO) Convention No. 138 concerning the Minimum Age, 1973.
- ❖ The International Labour Organization (ILO) Convention No. 182 concerning the Prohibition and Immediate Action for the Worst Forms of Child Labour, which complements Convention No. 138.
- ❖ The Convention on the Rights of the Child, adopted and opened for signature, ratification, and accession by the United Nations General Assembly resolution no. 44/25 on 20 November 1989, and entered into force on 2 September 1990. The Kingdom of Saudi Arabia acceded to it by Royal Decree No. (M/7) dated 16/04/1416 AH corresponding to 12/09/1995 AD.
- ❖ The Optional Protocol to the Convention on the Rights of the Child on the Involvement of Children in Armed Conflict, to which the Kingdom of Saudi Arabia acceded by Royal Decree No. (M/39) dated 18/07/1431 AH (30/06/2010 AD), approved by United Nations General Assembly resolution (54/263) on 25/05/2000 AD.
- ❖ The National Policy for the Prevention of Child Labor in the Kingdom of Saudi Arabia, Cabinet Resolution No. (493) dated 24/8/1442 AH (06/04/2021 AD).

Based on the foregoing, (child/ juvenile) labor in any of the activities covered by the above provisions is considered a legal violation that requires regulatory and supervisory authorities to address it in accordance with the regulations and laws in force in the Kingdom, with a paramount importance to ensure adherence to the principle of the child's best interest.

Light Works:

Light work refers to any occupation that provides a positive additional value to (children/ juveniles) in their beliefs, ethics, physical and mental health, and educational attainment. It does not have a negative impact on these aspects, whether by performing the work itself or by being present at the workplace.

Legislative framework:

The Child Labor Policy referred to the definition of light work as stipulated in Article No. 7 of the International Labour Organization (ILO) Convention No. 138. It includes works where individuals aged between 13 and 15 are allowed to work under specific conditions outlined in regulations and agreements. It's important to note that children should not be employed in works classified as hazardous work mentioned in the preceding paragraph. The provisions from regulations, laws, and agreements that govern child labor in light work include the following:

- ❖ According to Article No. 162 of the Labor Law and Article No. 33 of the executive regulations of the Labor Law.
- ❖ According to Article No. 164 of the Labor Law.

The methodology for classifying the risk level of light work is based on the risk assessment matrix below. The aspects refer to the fundamental elements that constitute the personality of (children/ juveniles) during this stage of their lives, and subsequently determine the level of impact of the work assigned to the (child/ juvenile) on these aspects, ranked from low to medium to high.

Risk Assessment Matrix:

Aspects	Impact level		
	Low	Medium	High
Moral Values	Safe	Acceptable	Unacceptable
Physical Health	Safe	Acceptable	Unacceptable
Psychological Health	Safe	Acceptable	Unacceptable
Academic Achievement	Safe	Acceptable	Unacceptable

Level of impact and its qualitative determinants:

To determine and measure the level of impact, determinants have been developed that measure the level of impact as shown in the table below:

Levels of impact	Determinants of impact on the ethical and psychological aspect	Determinants of the impact on the aspect of Physical Health	Determinants of the impact on the aspect of Academic Achievement
Low	<p>The impact is easily and early detectable.</p> <p>A correctable impact in a short time and easily.</p> <p>An impact that can be corrected without outside intervention.</p>	<ul style="list-style-type: none"> ● Injuries that require first aid. ● Minor wounds. 	<ul style="list-style-type: none"> ● Slight change in the juvenile's practical level is amenable to correction.
Medium	<p>An impact that is not detectable early.</p> <p>A correctable impact, requiring a significant period of time.</p> <p>An impact that requires specialized external intervention</p>	<ul style="list-style-type: none"> ● Injuries that require medical intervention. ● Injuries that entailed hospitalization. ● Injuries that result from absence from work. 	<ul style="list-style-type: none"> ● An observed impact on the juvenile's academic achievement with frequent truancy.

High	<p>An impact that is not detectable early.</p> <p>An impact that is not amenable to long-term correction.</p> <p>An impact that requires specialized external intervention</p>	<ul style="list-style-type: none"> ● Death. ● Dangerous injuries at the level of vital organs that often cause death. ● Occupational diseases. ● Sustainable disability. 	<ul style="list-style-type: none"> ● Failure of the juvenile and his interruption from school, prolonged absenteeism or dismissal from school.
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Note: It is noticeable in this table that the impact on the belief system, ethical aspect, and psychological aspect requires greater effort in categorizing them compared to the impacts on physical health and academic achievement.

Level of risk and associated control procedures:

This manual aims to develop a safer working environment for (child/ juvenile) labor. According to the risk classification in the previous section, it is incumbent upon the establishment to take certain measures to control these risks, as outlined in the table below:

Risk	Prevention procedures	Protection procedures
Safe	There are no specific procedures, but the facility has to maintain the level and work on its development on an ongoing basis.	
Acceptable	<p>Establish the necessary prevention controls to secure the occupation such as:</p> <ol style="list-style-type: none"> 1. Reduce time / work under supervision. 2. Continuous training and awareness of children on the importance of following safety guidelines. 3. Constant inspection of the workplace and the involvement of juveniles in the process. 4. Training and continuous awareness-raising of juveniles on the importance of immediate reporting of what is contrary to what they have been trained for. 5. Continuous follow-up of juvenile behaviors within the workplace. 6. Keep the circumstances surrounding the job under constant study in terms of the work team, working time and duration, roles and tasks. 7. Provide the appropriate equipment to carry out the work taking into account the appropriate weights and sizes of the child. 8. Ensure remote work opportunities for children aged 13-15 years old. 	<p>Establish the necessary protection controls to secure the occupation such as:</p> <ol style="list-style-type: none"> 1. Intervene immediately to correct any wrong behavior. 2. Provide the necessary personal protective equipment, taking into account the requirements of sizes and sizes (in the absence of the wrong size, the profession is classified in the unacceptable range). 3. Provide a first aid box at the workplace. 4. Ensure remote work opportunities for children aged 13-15 years old.
Unacceptable	The occupation is unsuitable for (children/ juveniles): it is prohibited from being practiced, and the job causing harm must be removed from the job description in accordance with risk control guidelines, such as eliminating the harmful job from the job description and holding those responsible for its continuation and practice accountable.	

Notes:

The control procedures are not limited to what is mentioned in the table. Facilities must work on adding what achieves the purpose of risk control to the minimum extent possible and achievable.

Once the level of 'unacceptable' impact on any aspect is determined, the occupation is classified as unsuitable for (child/juvenile) and its practice is prohibited, except in cases where the removal procedure can be applied in accordance with risk control guidelines as the minimum threshold of risk control, such as removing the job causing harm from the job description.

The removal and replacement stages themselves pose a risk, but the remaining stages work to reduce the risk, as the danger remains unchanged, and also they work to reduce the probabilities and outcomes associated with work accidents.

Control regulations for risks

The Control regulations for risks consist of five stages arranged from highest to lowest, as these controls provide an easy methodology to follow:

1. Removal: intervention to completely remove the source of danger from the facility.

2. Replacement: intervention to replace the source of danger within the facility and remove it from the child/ juvenile.

3. Engineering Controls: intervention to modify the engineering controls of the facility in order to ensure raising the level of prevention of danger to children/juvenile.

4. Administrative Controls: intervention to amend the administrative controls within the facility to enact regulations, mechanisms and measures that make them suitable for the children's/juvenile's work

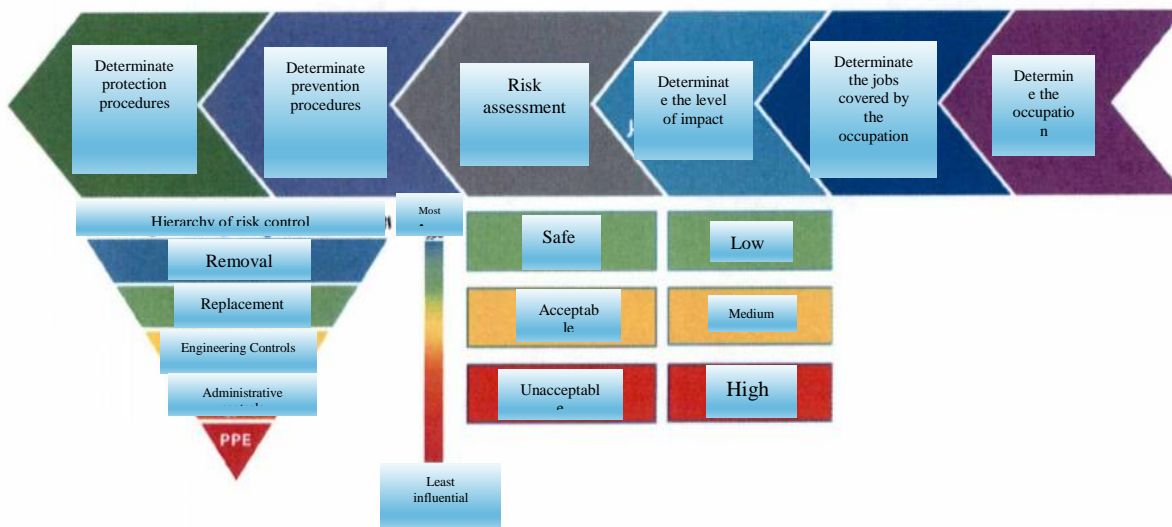
5. Personal Protective Equipment: ensure the safety of safety equipment and its availability inside the facility.

Matrix of assessment of occupations hazardous to juveniles:

Based on the above, the facility intending to host children's/juvenile's within its workforce must first ensure that the occupations assigned to children do not fall within hazardous occupations or occupations exempted from the light occupations methodology. After that, children's working hours are determined, and then potential risks are divided according to the following matrix:

Occupation	Aspects	Level of Impact	Risk Assessment	Procedures
	Moral Values			
	Physical Health			
	Psychological Health			
	Academic Achievement			

Illustrative diagram of the stages of the functional risk assessment process:



Risk Assessment Models:

1. Matrix model of risk assessment of child labor.



2. A form documenting the procedures for measuring the suitability of an occupation or practical activity for children (click here).

Mechanism for reporting violations of child labor:

Cases of violations of child labor are reported through the following:

3. Application of the Ministry of human resources and social development (HRSD).
4. Ma'an application for monitoring.
5. Call the unified number: 19911.

Conclusion:

This manual has been prepared to assist employers in understanding the child labor policy in the Kingdom of Saudi Arabia and taking the necessary actions and procedures to provide opportunities and remove risks that contribute to enabling child's/ juvenile's workspaces without negatively impacting their growth, physical and mental health, academic achievement, or other aspects of their lives. Complementing this

manual are the tools to enforce the law, implement the system and follow up on the commitment to child protection in the work environment, which comes within the outputs of the national policy to prevent child labor.

If there are any suggestions or visuals that would improve the quality of the manual, please contact us on E-mail (info@fac.gov.sa).

Illustrative example of the form after filling:

Matrix of assessment of hazardous occupations for children:

Occupation	Aspects	Level of Impact	Risk Assessment	Prevention Procedures	Protection Procedures
Packing Carton Boxes Operator	Belief	Low	Safe	There are no specific procedures, but the facility must maintain this level and work on continuously developing it.	There are no specific procedures, but the facility must maintain this level and work on continuously developing it.
	Ethics	Medium	Acceptable	Establishing necessary preventive and protective measures to secure the occupation, such as reducing time/ work under supervision / monitoring and rehabilitation / training / removing the job causing harm from the job description.	Establishing necessary preventive and protective measures to secure the occupation, such as: 1. Intervene immediately after correcting any wrong behavior. 2. Provide the necessary individual protective equipment taking into account the requirements of sizes and measurements. 3. Provide a first aid box at the workplace.
	Physical Health	Medium	Acceptable	Establishing necessary preventive and protective measures to secure the occupation, such as reducing time/ work under supervision / monitoring and rehabilitation / training / removing the job causing harm from the job description.	Establishing necessary preventive and protective measures to secure the occupation, such as: 4. Intervene immediately after correcting any wrong behavior. 5. Provide the necessary individual protective equipment taking into account the requirements of sizes and measurements. Provide a first aid box at the workplace.
	Psychological Health	Low	Safe	There are no specific procedures, but the facility must maintain this level and work on continuously developing it.	There are no specific procedures, but the facility must maintain this level and work on continuously developing it.
	Academic Achievement	High	Unacceptable	The occupation is not suitable for children and it is forbidden to practice it, unless the removal procedure can be applied according to the hierarchy of controls as the minimum limit of	The occupation is not suitable for children and it is forbidden to practice it, unless the removal procedure can be applied according to the hierarchy of controls as the minimum limit of risk

				risk control. Such as removing the job causing harm from the job description.	control. Such as removing the job causing harm from the job description.
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Illustrative examples of determining the level of impact:

- Belief Aspect:

Impact level (low):

- **Wrong doctrinal conceptions:** can be influenced by events in the workplace through the mixing of different concepts.
- **Its chances are low:** due to the educational programs that the children of the Kingdom have undergone at the school stages and the urges of the family and community environment.
- **It can be easily discovered:** through a question or an assessment in case of proven contact or the questions posed by the events.
- It can be addressed through intensive education and counseling.

- Ethics Aspect:

Impact level (medium):

- Unethical actions and dealings can be influenced by events in the workplace through contact with adults who have offended them.

A medium impact on Ethics

- It cannot be discovered ahead of time: by observing a person's actions and reactions to certain situations and circumstances since a person often hides this aspect.
- It can be addressed: through intensive education, counseling and guidance.

- Academic Achievement Aspect:

Impact level (medium):

- Low academic level: events in this aspect can be influenced by the imbalance of priorities between work and study.
- Its possibilities are quite presentable: due to the attractiveness of the work and the material benefit a person receives from it.
- It cannot be discovered ahead of time: since there is no link between the educational body and the working one.
- It can be addressed: through intensive education, counseling and guidance.

Additional Examples:

Low:

A fifteen-year-old works at a vegetable store from 4 p.m. to 8 p.m., performing tasks such as arranging and sorting vegetables and checking their quality. In this case, the child's work, even for a short time, is considered low-risk and safe.

Medium:

A sixteen-year-old works in a warehouse for furniture and antiques storage from 4 p.m. until 9 p.m. His tasks include wrapping and arranging antiques. Due to the weight of some antiques, the employer must ensure that the juvenile does not engage in lifting and wrapping heavy antiques and furniture pieces. They should limit him to lighter items to prevent any harm to his physical ability.

High:

A seventeen-year-old juvenile in the underground coal mine from 2 p.m. to 8 p.m. is considered highly hazardous and in violation of regulations. It is necessary to report this case to the relevant authorities.

Appendices:

Occupational Safety and health hazards that may affect the physical health of juveniles.

Family Code	Danger Family	Family Description	Health Risks	Comments
HI	Dangers related to physical activities for the movement of the human body Ergonomics (workplace design).	All the factors that determine the engineering specifications for a workplace and might lead individuals to adopt incorrect and harmful work attitudes, whether in the short or long term, include: <ul style="list-style-type: none"> • Repetitive movement in difficult or unsafe attitudes. • Fast movement in difficult or unsafe attitudes. • Lifting weights manually. • Continuous movement for a long time. 	<ul style="list-style-type: none"> • Danger of manual handling. • Danger of working in enclosed spaces. • Danger of portable and stationary manual equipment. 	<p><u>Manual handling</u></p> <p>Weights and shapes are taken into account in terms of the availability of handles, as well as in proportion to the characteristics of the events by following the NIOSH lifting eq followed.</p> <p><u>Work in enclosed places</u></p> <p>The internal shape of the venue and its entrance are taken into account in terms of capacity, as well as air quality and the type of task that events are intended to be performed indoors.</p>

Hazardous occupations for juveniles/children

<p>H2</p>	<p>Hazards related to physical phenomena.</p>	<p>Heat/ humidity / noise/ lighting and lack of visibility / all radioactive substances that may cause harm to humans and work in high places and associated gravity.</p>	<ul style="list-style-type: none"> ● Danger of working in high places and at heights. ● Danger of ventilation, heating and cooling. ● Risk of exposure to physical phenomena (noise/ lighting and lack of visibility / vibrations) ● Radiation hazard. ● Danger of working under high temperatures and sunlight. ● Danger of working at too low temperatures. 	<p>Work at a height from ground level using stationary or mobile and removable pallets.</p> <p>Note: stairs are a way to get to the high place, not to do work.</p> <p>Juveniles may be more severely affected from working under high temperatures and very low temperatures than adults in addition to their lack of awareness of the risks and how to deal with them.</p>
<p>H3</p>	<p>Hazards related to fires and explosions.</p>	<p>Everything that may cause a fire or explosion.</p>	<ul style="list-style-type: none"> ● Danger of working in hazardous and explosive atmospheres (Atex). ● Danger of handling chemicals (COSHH). 	<p>As for the fire hazard, juveniles are treated like adults only in terms of responsibility in controlling the fire.</p>
<p>H4</p>	<p>Chemical hazards.</p>	<p>All chemical substances with various properties (toxic, asphyxiating, carcinogenic, explosive, flammable, acidic, allergenic), liquid, gaseous and solid case.</p>	<ul style="list-style-type: none"> ● Danger of working in hazardous and explosive atmospheres (Atex). ● Danger of handling chemicals (COSHH). 	<p>It prevents the handling of juveniles with chemicals that need to be handled with special personal protective equipment or need efficiency for proper use, especially those that affect the respiratory system.</p>

Hazardous occupations for juveniles/children

<p>H5</p>	<p>Electrical hazards</p>	<p>Electrical energy is represented by:</p> <ul style="list-style-type: none"> ● High- current ● Medium- current ● Low- current ● And even static electricity, which can cause the ignition of highly flammable vapors. 	<ul style="list-style-type: none"> ● Danger of electric power and insulation. 	<p>Occupations that may pose a high risk for juveniles in connection with the danger of electricity are the jobs of installing electrical connections, testing electrical equipment and appliances.</p>
<p>H6</p>	<p>Mechanical hazards</p>	<p>All objects that move, regardless of their size, speed of movement, or the pattern of that movement (rotational, translational, or a combination thereof), including driving and road usage.</p>	<ul style="list-style-type: none"> ● Danger of mechanical power and insulation. ● Danger of turning machines and detachments. ● Danger of handling Pistons and hydraulic jacks. ● Danger of rotating equipment, abrasive and sharpening machines. 	<p>Juveniles may be more prone to run-over accidents due to body size versus vehicle size.</p> <p>Juveniles should not deal with industrial machines such as turning machines and detachments due to the concentration they need and the consequent injuries are often a danger, except for machines that are equipped with reliable engineering protection systems.</p>
<p>H7</p>	<p>Biological hazards</p>	<p>All living organisms capable of causing harm to humans, including viruses, microbes, insects, and animals.</p>	<ul style="list-style-type: none"> ● Danger of handling pesticides, cleaning agents and sterilizers. ● Danger of dealing with infectious diseases and using needles. ● Danger of handling medical waste. 	

Hazardous occupations for juveniles/children

<p>H8</p>	<p>Hazards related to the working environment in general</p>	<p>This includes but is not limited to:</p> <ul style="list-style-type: none"> ● Hazards related to working in confined places and related characteristics (atmosphere, shape, internal space, as well as energy sources that may be contained in these places. ● Danger of working in remote areas, isolated from population centers and facilities. 	<ul style="list-style-type: none"> ● Danger of digging operations, handling soil and stones. ● Danger of movement of vehicles and equipment in the workplace. ● Danger of driving. ● Danger of working in remote areas, isolated from clusters and facilities. 	<p>Juveniles may be best suited for some indoor jobs due to their body size.</p>
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List of provisions and laws regulating the work of juveniles:

The Labor law is in the following articles:

Article (161):

Juveniles shall not be permitted to work in hazardous occupations, industries, or occupations that may endanger their health, safety, or morals due to their nature or the conditions under which they are performed. The Minister, by his decision, determines the occupations, industries, and occupations referred to.

Article (162):

1. No one under the age of fifteen shall be employed, and they shall not be allowed to enter workplaces. The Minister shall have the authority to raise this age limit for certain industries, areas, or for certain categories of juveniles by his decision.
2. An exception to paragraph (1) of this article, the minister may allow the employment or work of persons aged between 13-15 years in light work, taking into account the following:
 - 1.2 They are not likely to be harmful to their health or growth.
 - 2.2 Do not disrupt their attendance at school and their participation in vocational guidance or training programs, and do not impair their ability to benefit from the education they receive.

Article (163):

It is prohibited to operate juveniles during a period of night not less than twelve hours in a row, except in cases determined by the minister by his decision.

Article (164):

- Juveniles shall not be operated physically for more than six hours per day for the rest of the year, except for the month of Ramadan, and the actual working hours should not exceed four hours.
- Working hours are regulated so that the juvenile does not work more than four continuous hours without one or more periods of rest, food and prayer, not less than half an hour at a time, and so that he does not stay at the workplace more than seven hours.
- Juveniles shall not be operated on weekly rest days or on holidays, public holidays and annual leave.
- The exceptions provided for in Article (106) of this regulation, shall not apply to them.

Article (165):

The employer shall complete the following documents before operating the juvenile:

1. National identity card or official certificate of his birth.
2. A certificate of Health Fitness for the required work issued by a specialized doctor and certified by a health authority.
3. Consent of the juvenile's Guardian.

These documents shall be saved in the juvenile's file.

Article (166):

The employer shall inform the competent labor office of each juvenile he employs during the first week of its employment. The employer shall also keep a special register for juvenile workers at the workplace, indicating the name of the juvenile, their age, the full name of their guardian, their place of residence, and the date of employment.

Article (167):

The provisions stipulated in this chapter do not apply to work performed by children and juveniles in schools for general, vocational, or technical education purposes, as well as in other training institutions. Nor do they apply to work performed by individuals who have reached the age of at least fourteen years if this work is carried out according to conditions determined by the minister, and if the work constitutes an integral part of the following:

1. An educational or training course whose main responsibility lies with a school or training institution.
2. A training program that is carried out in its bulk or in its entirety in a facility if approved by the competent authority.
3. A mentoring or guidance program aimed at facilitating the choice of profession or type of training.

List of provisions and laws on child protection

Child protection law

Article (2) (Paragraph no.2)

Protect the Child from all forms and manifestations of abuse and negligence that he/she may be exposed to it in the surrounding environment (home, school, neighborhood, public places, care and education institutes, foster family or governmental and private institutions or the equivalent), whether abuse or negligence is committed by the child Guardianship, Authority or Responsibility over the Child of any form, or by any other Person.

Article (8):

Without prejudice to the provisions of the Labor Law, it is prohibited to employ a Child before the age of 15, or to employ the child in any works that may expose his/her safety, physical or psychological health to risk, or engage the child in Military Actions or armed conflicts.

Article (9):

It is prohibited to exploit the Child sexually, expose to any form of Sexual Exploitation, trafficking, or exploit in any criminal actions or in begging.

Article (10):

It is prohibited to use the Child in the manufacture, sale or trafficking of narcotic drugs or psychotropic substances in all ways

Article (17):

The Relevant Authorities shall quickly take appropriate welfare and reform measures if the Child is in an environment that puts his/her mental, psychological, physical, or pedagogical integrity at risk of delinquency.

Article (22): (Paragraph no. 1)

1. Anyone who becomes aware of a case of abuse and negligence shall immediately notify the Competent Authorities.

Executive Regulations of Child Protection Law

Article (4):

- 4.1 It is forbidden for the Child's parents or his caregiver to allow him/her practice begging or exploit the child in begging or in any other illegal act.
- 4.2 In case the Relevant Authorities caught a Child during begging or being exploited by others in an unlawful act, the Relevant Authorities shall take appropriate measures to protect the Child and prevent the repetition of the unlawful act. In cases the child is not a Saudi national and lacks a family or a caregiver, the relevant authorities shall then coordinate with the child's country embassy to arrange for his/her deportation, while continuing providing assistance and support to the child until he/she leaves the Saudi lands.

Article (6):

The Child have the right to be protected from all kinds of abuse or negligence.

- 6.1 The relevant authorities shall ensure guarantee the Child's right to life and strive to protect him from all forms of abuse and negligence, and empower the child exercise his rights legally and systematically.
- 6.2 The Relevant Authorities shall propose appropriate preventive measures to apply the child's right of protection from abuse or negligence and implements what falls within its jurisdiction.

Article (8):

Without prejudice to the provisions of the Labor Law, it is prohibited to employ a Child before the age of 15, or to employ the child in any works that may expose his/her safety, physical or psychological health to risk, or engage the child in Military Actions or armed conflicts.

- 8.1 Every child shall have the right to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in public life.
- 8.2 The Child shall have the right to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education or have to be harmful consequence to the child's health or physical, mental, spiritual, moral or social development.
- 8.3 Considering the provisions of Labor Law, it is prohibited to employ a Child below the age of 15 in a private or public sector job. The training of the Child on some ordinary and non-strenuous work that has no harmful consequence to their health or growth, nor interferes with their school attendance - within the family or the like – shall not be considered as employment.
- 8.4 Taking into account the provisions set forth in Paragraph (8.3), the Minister of Labor may permit the employment or work of children aged 13-15 years in nonstrenuous work, provided that it is has no harmful consequence to their health or growth, nor interferes with their school attendance, or hinder their participation in vocational training or vocational guidance programs, or impair their ability to benefit from their education.

8.5 An appropriate regulation shall be developed to determine the system for the employment of the children over the age of 15, including mandatory requirements for their employment. A child shall not work for more than six (6) hours a day, the working hours shall include one or more period for meals and rest totaling not less than one hour. This/these period/s shall be determined so that the child shall not work for more than four (4) continuous hours.

8.6 A medical examination shall be performed on the child prior to his employment, to ensure that he/she is fit to perform the assigned work. Such examinations shall be conducted periodically, at least once a year. In all cases, the work shall not cause any physical or mental pain or harm to the child or prevent the child's from attending school and enjoy recreational and developmental activities appropriate to his capabilities and talents. The employer shall insure the child and protect him from work hazards while at work.

8.7 Children shall not work overtime or work during the weekends or official holidays. In all cases, children shall not work during night shifts that -not less than twelve consecutive hours -except in cases specified by the Minister of Labor.

8.8 The employment of children in any type of work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety, or morals of children shall be prohibited, in particular regarding the employment of a child in any type of work set forth on the Worst Forms of Child Labor convention or any other relevant international treaties.

8.9 Any employer who employs a child shall issue him/her a work ID card stating that he/she is working for him. The picture of the child shall be affixed on this ID card.

8.10 The employer shall maintain at the headquarters all official documents regarding the age of all working children and their health status, to be presented when requested. The employer is also responsible to ensure to ensure the real age of the children working for him.

8.11 The employer shall provide the workplace with all necessary health and professional safety devices and train the children how to use them.

8.12 The employer shall deposit the Child's wage, bonus, or other compensation in his/her bank account, and in the event of the unavailability of a bank account, the employer shall hand over to the child personally, with the knowledge of one of his parents, his wage or bonus and other dues payable thereto.

8.13 All Relevant Authorities shall ensure the protection of the child's life, safety and security upbringing away from armed conflicts, and shall, in cases of emergency, disasters, wars, and armed conflicts, ensure the respect of all his rights, and shall take all necessary measures to prosecute and penalize any person who commits against the child any acts of war crimes, genocide, or crimes against humanity.

8.14 Relevant Authorities shall take all feasible measures to ensure that any person who have not attained the age of eighteen years do not take a direct part in military activities, and refrain recruiting any person who has not attained the age of eighteen years into armed forces or the like, unless otherwise stipulated in the prevailing regulations.

8.15 It is prohibited to exploit children in gatherings and rallies that violate Regulations and instructions.

List of statutory provisions on harassment and victimization in the work environment

Protection from Abuse law

Article (1): Abuse definition

Any form of exploitation; physical, psychological or sexual, or the threat thereof committed by an individual against another exceeding the limits of powers and responsibilities derived from guardianship, dependency, sponsorship, trusteeship or livelihood relationship. The term "abuse" shall include the omission or negligence of an individual in the performance of his duties or responsibilities in providing basic needs for a family member or an individual for whom he is legally responsible.

Article (3):

1. Anyone who becomes aware of a case of abuse must report it immediately.
2. Without prejudice to procedures set in other relevant laws, any public servant, civilian or military, as well as any employee in the private sector who becomes aware of a case of abuse, by virtue of his work, must report such case immediately to his employer, who in turn must report it immediately to the Ministry or the police. The Regulations shall specify reporting procedures.

What Anti-Harassment Law stipulated in the following articles:

Article (1):

For the application of this Law, the crime of harassment shall mean any utterance, act or gesture of a sexual nature made by a person that impinges on another person's body, honor or modesty by any means, including modern technologies.

Article (6):

1. Subject to paragraph 2 of this Article, and without prejudice to any penalty prescribed by Sharia or any harsher penalty provided for by any other law, any person who commits a crime of harassment shall be subject to imprisonment for a period not exceeding two years and a fine not exceeding 100,000 riyals, or to either penalty;
2. The crime of harassment shall be punishable by imprisonment for a period not exceeding five years and a fine not exceeding 300,000 riyals, or by either penalty, in case the offense is repeated or coupled with any of the following:
 - a. if the victim is a child;
 - b. if the victim is a person with special needs;
 - c. if the perpetrator has direct or indirect authority over the victim;
 - d. if the offence occurs in a workplace, place of study, shelter or care center;
 - e. if the perpetrator and the victim are of the same sex;
 - f. if the victim is asleep, unconscious or in any similar state at the time of the crime; or
 - g. If the crime occurs in times of crisis, disaster or accidents.

Adding a paragraph bearing the number (3) to this article, pursuant to the Royal Decree No. (M/48) and the date of 01/06/1442 H. to read as follows:

3. The judgment specifying the penalties referred to in this article may include a provision for the publication of its summary at the expense of the convicted individual in one or more local newspapers, provided that such publication occurs after the judgment has acquired peremptory capacity.

What Convention on the Rights of the Child stipulated:

Article (32):

1. States Parties recognize the right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.
2. States Parties shall take legislative, administrative, social and educational measures to ensure the implementation of the present article. To this end, and having regard to the relevant provisions of other international instruments, States Parties shall in particular:
 - a. Provide for a minimum age or minimum ages for admission to employment;
 - b. Provide for appropriate regulation of the hours and conditions of employment;
 - c. Provide for appropriate penalties or other sanctions to ensure the effective enforcement of the present article.

Examples of dangerous occupations:

- Lade and unlade goods.
- Push or pull the goods.
- Work at heights.
- Work in mines and places is very low.
- All work entails climbing stairs and so on.
- Work under the sun's Rays.
- Work outside the premises.
- Work in car and engine maintenance centers.
- Work everywhere involves cutting tools.
- Work in a place where his work includes blacksmithing and welding.
- Work in a place where his work includes carpentry.
- Work in bakeries and ovens.
- Work in cold warehouses and very cold factories.
- Work in construction and architecture.
- Work in or near culinary departments.
- Work by fishing or by sea and near beaches.
- Any action that entails contact or approaching living animals.
- Work on farms and fields if they involve the presence of dangerous equipment and cutting machines, or if the work is carried out under sunlight or in extreme cold.
- Work in the works of lightness and dangerous parades.
- Any action involves the use of weapons and sharp tools.
- Work in places involving the presence of vapors and gases.
- Work in warehouses, stores and places far from all workers, unless the child works with his parents, one of them or one of his brothers.
- Street vending (carts).
- Craft and industrial works in general.
- Welding works.
- Construction and building works.
- Work in chemical and plastics factories.
- Hazardous waste disposal works.
- Work at gas stations.

• **Child Labor Occupation Suitability Assessment Form**

This form is considered documentation for conducting an assessment of the suitability of the occupation for the work of juveniles /children and the development of protective and preventive measures necessary to secure the occupation.

First: Explanation of activity or occupation			
Description			
Names of participants in the preparation of the assessment		Date	
Second: Identification of hazards:			
2.1 Moral values			
<input type="checkbox"/> Exposure to verbal/physical insult.	<input type="checkbox"/> Exposure to bullying.	<input type="checkbox"/> Observation of inappropriate behaviors/negative actions.	
<input type="checkbox"/> The risk of values being exposed to some deviations or distortions, such as: faithfulness and honesty ...And others	<input type="checkbox"/> Other/details:		
2.2 Physical Health			
Biological Aspect			
<input type="checkbox"/> Blood/bodily fluids	<input type="checkbox"/> Viruses/bacteria / infection	<input type="checkbox"/> Air quality (breathable/hygroscopic)	<input type="checkbox"/> Other/details...
Chemical Aspect			
<input type="checkbox"/> Safe chemicals		<input type="checkbox"/> Hazardous chemicals	
Details and names of chemicals, if any			
Environmental Aspect			
<input type="checkbox"/> Exposure to the sun.	<input type="checkbox"/> Water	<input type="checkbox"/> Sounds/noises	
<input type="checkbox"/> Temperature (low/high)	<input type="checkbox"/> Weather conditions	<input type="checkbox"/> Animals/insects	
<input type="checkbox"/> Other/details...			
Facilities			
<input type="checkbox"/> Buildings / facilities	<input type="checkbox"/> Roads and corridors	<input type="checkbox"/> Workshops / places of activities	
<input type="checkbox"/> Playground equipment	<input type="checkbox"/> Furniture	<input type="checkbox"/> Swimming pool	
<input type="checkbox"/> Electricity	<input type="checkbox"/> Other/details...		
Devices or equipment			
<input type="checkbox"/> Stationary devices	<input type="checkbox"/> Mobile devices	<input type="checkbox"/> Hand tools	
<input type="checkbox"/> Vehicles	<input type="checkbox"/> Other/details...		
Manual tasks			
<input type="checkbox"/> Manual tasks (difficult, repetitive)	<input type="checkbox"/> Working at a high elevation.	<input type="checkbox"/> Prohibited places	
<input type="checkbox"/> Other/details...			
People:			
<input type="checkbox"/> Students	<input type="checkbox"/> Staff/employees	<input type="checkbox"/> Clients/parents	
<input type="checkbox"/> Health status:	<input type="checkbox"/> Psychological state/stress	<input type="checkbox"/> Other/details...	
2.3 Mental Health			
<input type="checkbox"/> Bullying	<input type="checkbox"/> Harassment	<input type="checkbox"/> Being subjected to psychological and physical humiliation	<input type="checkbox"/> Swearing
<input type="checkbox"/> Anxiety and stress	<input type="checkbox"/> Suffering from psychological pressure.	<input type="checkbox"/> Lack of peer play and social interaction	<input type="checkbox"/> Fear and phobias
<input type="checkbox"/> Sleep disorders	<input type="checkbox"/> Other/details...		
2.4 Academic Achievement			
<input type="checkbox"/> Experiencing psychological stress about combining work and study	<input type="checkbox"/> Prevent children from going to school	<input type="checkbox"/> Absence from tests	

<input type="checkbox"/> Excessive fatigue		<input type="checkbox"/> Other/details...			
Other dangers					
<input type="checkbox"/> Details...					
Third: Measuring the level of risk and the required prevention and protection measures					
Occupation/practical activity	Aspects	Impact level	Risk assessment	Prevention measures	Protection measures
	Moral values				
	Physical health				
	Mental health				
	Academic achievement				
Fourth: Sources of danger, management and control measures					
Sources of danger/hazards		Risk assessment		Control measures taken	
Other details:					
Fifth: Review and audit the management and control measures that have been taken					
Are the established management and control measures effective in reducing the level of risk?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have any amendments been made to the established control procedures?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a need to take more management and control in the future?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details:					
The revise and audit was carried out by:					
Name:		Occupation:			
Signature:		Date:			
Accreditation of the employer or his delegate:					

List of acronyms and translations:

Risk: Risk/Hazard

PPE: Personal Protective Equipment

Atex: Atmosphere Explosive

COSHH: Control of Substances Hazards to Health



To visit the website:
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