



(Logo)
**Ministry of Labor and Social
Development**
Kingdom of Saudi Arabia

Ministry of Labor and Social Development Minister's Office	
I/ Issue No. 20912	
Date: 02/02/1441	(QR Code)
Attachments: 12 Scrolls	
(Barcode: 7048579190152132)	

VISION
2030
**Kingdom of
Saudi Arabia**

Minister's Office **Ministerial Resolution**

Based on the powers duly vested in the Minister of Labor and Social Development;

In a pursuit by the Ministry of Labor and Social Development to promote the creation of a safe work environment within private sector establishments characterized by respect for all, and safeguard the privacy, dignity and personal freedom of the individual guaranteed by the provisions of Islamic Sharia and the Law. Having perused the Labor Law promulgated by Royal Decree No. (M/51) on 23/08/1426 AH, amended by Royal Decree No. (M/24) on 12/05/1434 AH, amended by Royal Decree No. (M/46) on 05/06/1436 AH, amended by Royal Decree No. (M/14) on 22/02/1440 AH, amended by Royal Decree No. (M/134) on 27/11/1440 AH, Article No. II bis, and based on Article No. (5) of the Anti-Harassment Law promulgated by Royal Decree No. (M/96) on 16/09/1439 AH, in order to improve the performance of labor market and as required by the work interest.

IT IS RESOLVED:

First: Approve controls concerning the protection against behavioral aggression in the work environment attached to this resolution, and the attached indicative forms.

Second: The penalties prescribed by the Labor Law and related ministerial resolutions shall be applied to the establishment that violates any of the provisions of this Resolution.

Third: This Resolution shall come into force as of 21/02/1441 H corresponding to 20/10/2019 AD, and shall be published on the Ministry's Website.

Fourth: Deputy Minister of Labor shall take the necessary actions to enforce this Resolution.

Allah is the Arbiter of Success,

Minister of Labor and Social Development

Eng. AHMED BIN SULEIMAN AL RAJHI

(Handwritten Signature)

(Logo)

Ministry of Labor and Social Development
Kingdom of Saudi Arabia

Controls Concerning the Protection Against Behavioral Aggression in the Work Environment

Definitions and Scope

Article (1)

1. Controls concerning the protection against behavioral aggression: A group of procedures and requirements that the establishment must adhere to safeguard the privacy, dignity, and freedom of the individual.
2. Behavioral aggression (or abuse): all practices of abuse by one party against another, including all forms of exploitation, threat, harassment, extortion, temptation, quarrels, insults, disrespect or insinuation that may offend modesty or intent to be alone with the opposite gender or any other type of discrimination types, physically, verbally, or otherwise, whether gender, gender type, or otherwise, and aim, lead, or are likely to lead to physical, psychological, sexual, or economic harm to the other party.
3. The following definitions are used to explain the vocabulary of this Resolution:
 - a. Threat: Any act or using language made by a person against another that spreads fear in the soul of the other person about a danger that he/she wants to inflict on his/her person or what he/she possesses or what is related thereto. The source of the threat is likely capable of inflicting him/her, intending to achieve specific purposes.
 - b. Harassment: Any using language, act, or gesture of sexual significance that are made by a person against any other person, which violates his/her body or honor or offends his/her modesty.
 - c. Physical abuse: Any intentional act by a person against another that leads to physical contact for causing any kind of physical harm, for example: hitting, pushing, kicking, spitting, or using sharp objects or the like.
 - d. Verbal abuse: Every negative language made by a person against another, for example, jokes, obscene or offensive comments, disregard for appearance, skill job, level of intelligence, frustration, loudness by shouting, cursing, insulting or invoking, sexual verbally, threatening to kill or strike or sabotaging property, making inappropriate comments about gender, color, or the like that.
 - e. Exploitation: Every act or using language made by a person against another to exploit hem/her in an unfair manner, where this person using his/her authority, responsibility or certain relationship to achieve a certain personal or business benefit or a purpose related to the work.
 - f. The complainant: the person who submits a complaint (or report) about any behavioral aggression in the work environment, and he/she may be the victim, or who witnessed or viewed the incident.



4. It is considered as a behavioral aggression above, what takes place using any means of communication, whether by action, using language, writing, gesture, implication, drawing, or using the phone, or other electronic means, or any other means of communication, or any type of behavior that indicates to behavioral aggression.
5. Helping or covering up abuse is considered as behavioral aggression.
6. Establishments have the option to use the indicative forms attached to the controls, or to prepare specific forms for the establishment in line with the most prominent elements contained in the indicative forms attached to the controls.

Article (2)

1. These controls apply to establishments subject to the labor law and in the case of behavioral aggressions made by the worker against the employer, or by a worker against another, or by the worker against any other person present in the workplace, during or due to work, whether it is during or outside the official working hours, and this includes:
 - a. The workplace, including public and private places where it forms a workplace.
 - b. In places where the worker is paid, takes a break, has a meal, or uses sanitary facilities, washing and dressing facilities related to the work.
 - c. While heading to and returning from work.
 - d. During trips, travel, training, events or social activities related to work.
 - e. Through work-related communications provided by information and communications technology.
2. If the aggressor is the employer, then the complaint shall be submitted to the relevant government authorities to perform the necessary legal procedures.

General Prevention and Protection that should be taken by the Establishment

Article (3)

1. Take all preventive measures that prevent two genders from being alone during work, including setting up signboards, setting procedures for holding meetings, designing the distribution of offices and halls of the work environment, and publishing designs among workers, etc.
2. Providing the means for submitting a complaint, through the establishment's website or via e-mail, through registered calls, or through any other appropriate means, to ensure that the complaint reaches promptly to the concerned establishment (whether the concerned department or persons) in managing these controls and any other related legal controls compatible with local laws.
3. Allow submitting the complaint by the victim or, who witnessed or viewed the incident of abuse for a period not exceeding five working days from the date of the behavioral aggression, (Form "A").
4. Set appropriate measures aimed at preserving the right of workers to leave the workplace for a reasonable reason believed to pose an imminent and serious threat to their bodies, health or life due to behavioral aggression, without incurring undue consequences.
5. Preserving the right of the victim worker, especially after the behavioral aggression has been proven, from any harm that leads or has resulted in depriving him/her of any of the applicable work features such as promotions,



- bonuses, training courses, etc., as well as ensuring that appropriate means are available to the worker for claiming his/ her legal rights in this regard.
6. Preserving the right of the victim who is not a worker, especially after the behavioral aggression has been proven against him/her, from any harm that leads or has resulted in depriving him/her of any advantage or service related to his/her communication with the workplace.
 7. Preserving the right of the defendant worker against any harm that resulted in depriving him/her of any of the applicable work features such as promotions, bonuses, training courses, etc., as well as ensuring that appropriate means are available to the worker for claiming his/ her legal rights in this regard, if the complaint is found to be false.
 8. Protecting the complainant, witnesses, and persons dealing with any of the operations of these controls and any other legal controls compatible with local laws, against any harm they might be exposed to as a result of carrying out any of the duties of these followed controls.
 9. Protecting the confidentiality of any party involved in any of the operations of these controls and other legal controls compatible with local laws, and taking the necessary procedures to achieve this purpose, in a manner that does not prejudice the conduct of investigations and penalties in any incidents of behavioral aggression, and maintaining the confidentiality of the complaint submission process and related procedures.
 10. Raising workers' awareness about the importance of facing behavioral aggressions and reporting them, by following the work procedures necessary for these controls and any other regulatory controls compatible with local laws.
 11. Informing and constantly raise workers' awareness of all procedures, rights, and duties related to these controls and any other legal controls compatible with local laws through courses and workshops, manual guides, posters, brochures, awareness messages, etc., through any means of communication such as e-mail, and so on.
 12. Inclusion of workers as much as possible in the development and implementation of policy and procedures for protection against behavioral aggression in the work environment, including the identification of risks and assessment of risks related to behavioral aggressions, research of protection and prevention means, how to eliminate behavioral aggressions and how to spread awareness among workers.
 13. Consider the issue of behavioral aggression and the accompanying psychological and social risks when developing occupational safety and health regulations and procedures.
 14. Appoint a concerned authority with the establishment to manage controls concerning the protection against behavioral aggression in the work environment, whether a concerned department or persons, and include the roles and responsibilities of these controls and any other legal controls compatible with local laws within their duties, give them the necessary powers, and issue an announcement of such concerned authority among the main departments or divisions of the establishment's structure.
 15. Rehabilitation and training of the concerned authority on the requirements, mechanisms, and means to enhance employee protection.

Enabling the Committee to investigate behavioral aggressions that the establishment must take

Article (4)



1. Establish a committee by resolution of the employer (or whoever is authorized) when submitting the complaint to the concerned authority (permanent or according to the occurrence of the accident), whose task is to investigate cases of behavioral aggression in the work environment, peruse the evidence, and recommend the imposition of the appropriate disciplinary penalty on those found guilty. The secretariat of this committee shall be with the authority concerned with managing controls concerning the protection against behavioral aggression in the work environment.
2. Providing a confidential and private file for cases of investigation of behavioral aggression in the work environment, the measures taken, the results of investigations and recommendations for no less than three years, which shall be documented and kept confidentially with the authority concerned with managing controls concerning the protection against behavioral aggression in the work environment. The Ministry of Labor and Social Development and the competent authorities are entitled to review such files as needed and as required by the public interest.
3. Appoint four members to the investigation committee of behavioral aggression in the work environment, including at least one woman – If this is available – If the number of employees in the establishment is ten or more. If the number of employees in the establishment is less than ten, the committee must be composed of at least the employer (or whoever is authorized) and, if possible, another person.
4. If the aggressor is a member of the committee or works at the management of one of the parties to the complaint, or has a relationship with one of the parties to the complaint that affects the course of the complaint, it must be immediately excluded from the committee. Three members are sufficient for the committee if the number of employees in the establishment is ten or more, or one member of the committee is satisfied if the number of employees in the establishment is less than ten.
5. The investigation committee' members must be fair and impartial and know the labor law, and none of them previously convicted of any crime – during the last five years – or under investigation with a moral case.
6. Obliging the members of the committee to observe the principle of confidentiality and avoid publishing any information related to the behavioral aggression incident in the work environment, unless it is within the legal procedures that are compatible with the local laws and procedures regarding publishing and confidentiality of information.
7. If the aggressor fails to attend the investigation for the period set by the committee – provided that the period shall not exceed a maximum of five working days – the committee has the right to impose the penalties stipulated in the table of violations and penalties approved in the establishment's work regulation, unless a justified excuse is accepted by the committee in the event of failure to attend the investigation within a maximum period of five working days from the aggressor being notified with the presence of the investigation. This does not prevent the completion of the necessary investigations and deciding on the incident by submitting the recommendation according to the controls in this Resolution in a manner that protects the victim's rights and dignity.
8. The committee shall investigate and decide on the complaint submitted about behavioral aggression in the work environment and submit the recommendation to the employer (or whoever is authorized) within five working days of receiving the complaint. If the votes are equal in the recommendation, the employer (or whoever is authorized) will take the appropriate resolution on recommendation (Form "B").



9. The employer (or whoever is authorized) after deciding on the recommendation submitted by the committee shall inform the victim and the aggressor of the investigation outcome and the penalty, if any, formally and clearly within a maximum period of five working days (Form "C"). It is not permissible to impose a disciplinary punishment after the expiry date of the investigation in the violation and prove it against the worker for more than thirty days.
10. If it is proven to the formed committee that the aggression constitutes a criminal offense (such as assault with bodily harm, harassment, extortion, temptation, threat, assistance in covering up or abuse), the committee must file such complaint to the employer (or whoever is authorized) to inform the relevant government authorities.

Guiding Forms

Form (A) – Submit a Complaint of a Behavioral Aggression Incident (the Complainant)

This form shall be used to submit a Complaint of Behavioral Aggression in the work environment (by the Victim or the Complainant)

Victim information		Other information	
<input type="checkbox"/> Victim Name		<input type="checkbox"/> Aggressor Name	
<input type="checkbox"/> Capacity (Worker/Client)		<input type="checkbox"/> Capacity (Worker)	
<input type="checkbox"/> ID/Residence No.		<input type="checkbox"/> Aggressor Mobile No.	
<input type="checkbox"/> Nationality		<input type="checkbox"/> Incident Place	
<input type="checkbox"/> Mobile No.		<input type="checkbox"/> Behavioral Aggression Date	
<input type="checkbox"/> Establishment Name		<input type="checkbox"/> Has a complaint been submitted to the establishment?	YES/NO
Establishment Main Office		<input type="checkbox"/> Filing Date of Complaint to the Establishment	

- **Mandatory**

1. Behavioral Aggression Type

Violations
<input type="checkbox"/> Fighting with co-workers, or with others.
<input type="checkbox"/> Aggression on co-workers by using language, or gesture, or using electronic means for insulting, or disrespecting.
<input type="checkbox"/> Aggression physically on co-workers, or others in a pornographic manner.



<input type="radio"/> Physical or verbal aggression, by any electronic means of communication, against the employer, the responsible manager, or one of the bosses during or due to work.
<input type="radio"/> Harassment (every sexual language, act or gesture that is made by a person against any other person)
<input type="radio"/> All types of exploitation, extortion, seduction or threat.
<input type="radio"/> Inspiring others to offend modesty by using language or action.
<input type="radio"/> Being alone with the opposite gender in the workplace, intentionally.
<input type="radio"/> Forcing anyone into an unlawful relationship even if it is a joke.
<input type="radio"/> Help or covering up the aggression.
Other Violations related to Behavioral Aggression in the Work Environment
----- ----- ----- -----
2. Statement of the Victim
----- ----- ----- -----
3. Evidences of the Victim's Statement, if any, to be Attached.
----- ----- ----- -----

I acknowledge that:

1. The complaint is not false.
2. All data and information are correct and I bear full legal responsibility, if it is proven otherwise.

Signature of the Victim or Complainant: ----- .



Form (B) – Statement and Investigation of a Behavioral Aggression Incident (Aggression)
This form shall be used to investigate the Behavioral Aggression Incident in the work environment (for the Investigation Committee)

● **After reviewing the victim's complaint:**

● Victim Name		● Title /Other	
● Aggressor Name		● Title	
● Responsible in the Establishment		● Title	
● Incident Place		● Establishment headquarter	
● Behavioral Aggression Date		● Has a complaint been submitted to the establishment?	Yes/No
● Behavioral Aggression Time		● Filing Date of Complaint to the Establishment	
● Investigation Date		● Others	

● **Mandatory**

1. Behavioral Aggression Type

Violations



<input type="radio"/> Fighting with co-workers, or with others.
<input type="radio"/> Aggression on co-workers by using language, or gesture, or using electronic means for insulting, or disrespecting.
<input type="radio"/> Aggression physically on co-workers, or others in a pornographic manner.
<input type="radio"/> Physical or verbal aggression, by any electronic means of communication, against the employer, the responsible manager, or one of the bosses during or due to work.
<input type="radio"/> Harassment (every sexual language, act or gesture that is made by a person against any other person)
<input type="radio"/> All types of exploitation, extortion, seduction or threat.
<input type="radio"/> Inspiring others to offend modesty by using language or action.
<input type="radio"/> Being alone with the opposite gender in the workplace, intentionally.
<input type="radio"/> Forcing anyone into an unlawful relationship even if it is a joke.
<input type="radio"/> Help or covering up the aggression.
Other Violations related to Behavioral Aggression in the Work Environment

Names of
Committee's -----

Members: -----

Signature of
Committee's -----

Members -----

2. Statement of the Aggressor

Signature of Aggressor: -----

3. Statements of Witnesses (If any)

Name of witness	Signature
-----	-----
-----	-----
-----	-----



Names of

Committee's

Members:

Signature of

Committee's

Members

4. After the statement and investigation procedures, it became clear that the type of complaint:

- Aggression in the workplace or due to it
- Aggression not related to or due to the workplace
- False
- Not behavioral aggression

5. The committee recommends by majority and their number ----- the following:

- Written Notice
- Deduction from the daily wage at the rate of ()
- Dismissal with the bonus
- Dismissal without bonus
- Informing the relevant government agencies
- Others

6. Names of

Committee

investigation

members:

Signature

Recommendation

-----	-----	<input type="radio"/> Agree	<input type="radio"/> Disagree
-----	-----	<input type="radio"/> Agree	<input type="radio"/> Disagree
-----	-----	<input type="radio"/> Agree	<input type="radio"/> Disagree
-----	-----	<input type="radio"/> Agree	<input type="radio"/> Disagree

7. Competent person resolution (Employer or whoever is authorized)



Competent person's name: -----

Title: -----

Signature: -----

Form (C) – Reporting Minutes of the Investigation Result and Penalty

This form shall be used to report the Investigation Result and the Penalty of a Behavioral Aggression Incident in the Work Environment

- After the investigation procedures with whose data mentioned below:

• Victim Name		• Title/Other	
• Aggressor Name		• Title	
• Responsible in the Establishment		• Title	
• Incident Place (Behavioral Aggression)		• Behavioral Aggression Time	
• Behavioral Aggression Date		• Date of Reporting	

- **Mandatory**

1. Type of Violation



- Aggression in the workplace or due to it
- Aggression not related to or due to the workplace
- False
- Not behavioral aggression

2. The disciplinary penalty has taken:

- Written Notice
- Deduction from the daily wage at the rate of ()
- Dismissal with the bonus
- Dismissal without bonus
- Others

3. If you repeat the violation, you will be exposed to:

Name of worker: -----

Signature:-----

Date:-----