

#### ARTICLE (22)

The employer shall keep at the place of work a special register for juveniles labourers in which he shall indicate the name of the juveniles, his age, the full name of his guardian, place of residence the date of his employment, and his job.

#### ARTICLE (23)

Juveniles may not be employed during the night time in industrial projects. Night time here means a period not less than 12 continuous hours including the period from 8 p.m. to 6 a.m. in the morning.

#### ARTICLE (24)

Juveniles shall not be employed in hazardous operations or employment harmful to their health for which a decision by the Minister of Labour shall be designated after consulting the competent authorities.

#### ARTICLE (25)

The minimum period of working hours shall be, regarding the juveniles, six hours daily. During the working hours, there shall be one break or more for eating or for praying which shall not be less than one hour. The interval or intervals shall be determined in a way that a juvenile shall not work more than 4 hours continuously. The juvenile may not stay at the place of work more than 7 hours.

#### ARTICLE (26)

Juveniles may not be asked to work overtime hours whatever the situation is, or leave them at the place of work after their determined hours. Juveniles shall not be employed during holidays.

#### CHAPTER FOUR

##### - Employment of Women -

#### ARTICLE (27)

Women may not be employed during night time. Night here means a period not less than 11 continuous hours including the period from 10 p.m. at night and 7 a.m. in the morning.

#### ARTICLE (28)

Women can work at night in the following cases :

- 1) The cases in which the work in the establishment shall be stopped for force majeure.
- 2) Working in technical and administrative centers which have responsibility.
- 3) Working in health services, the like of which shall be decided by the Minister if the working woman does not practice usually a manual job.

#### ARTICLE (29)

Women shall be prevented from being employed in hazardous operations, difficult, or harmful to health and morality and in other jobs which shall be determined by the Minister of Labour by a decision after consulting the competent authority.

#### ARTICLE (30)

The working woman shall be entitled to take a maternity leave with full pay for a period of 45 days including the interval preceding the delivery and the period after. On condition that her continuous services shall not be less than one year. The maternity leave shall be with half pay if the work woman has not completed the above mentioned period.

After the end of her maternity leave, the working woman may cease from coming to her job without a wage for a period of maximum 100 continuous days or interrupted if this interruption caused by illness by which she couldn't come back to her job provided that such illness shall be confirmed by a medical certificate issued by the medical authority and approved by the competent health authority or approved by this authority that it is because of pregnancy or delivery.

The above mentioned leave, shall not be deducted from the other holiday or leaves.

#### ARTICLE (31)

During the 18 months following the date of delivery the working woman who feeds her child shall have, in addition to the determined rest intervals, the right for two more intervals daily for the same purpose, every one of which shall not be more than half an hour.

These two additional intervals shall be counted as working hours and no decrease in wage shall be made.

#### ARTICLE (32)

A woman shall be given the same wage as a man if she is practising the same job.

#### CHAPTER FIVE

- Joint rules for the employment of juveniles and women -

#### ARTICLE (33)

The Social Affairs and Labour Minister may exempt by a decision, charitable and educational institutions from all or some of the rules stipulated in the previous two chapters if these institutions are aiming at qualifying or vocational training for juveniles and women; on condition that the by-laws of such institution shall specify the nature of work performed by the juveniles and women the working hours, term of employment and in a way that it does not harm physical capabilities of juveniles and women.

#### ARTICLE (34)

He or she as given below shall be responsible punitively carrying out the rules of section 2 and 3 of this chapter.

- 1) Employer or their representatives.
- 2) Guardians of the juveniles or husbands of women or their guardians if they are young and if they are accepted to employ juveniles and women contrary to the rules of this act.

#### SECTION THREE

- Labour contracts, registers and wages -

#### CHAPTER ONE

- Labour Contract -

#### ARTICLE (35)

With regards to the provision of Article 2, labour contracts shall be in two copies, one to the labourer and the other to the employer. If there is no written contract, all its provisions shall be proved in all legal ways.

#### ARTICLE (36)

There shall be specified in the labour contract especially the date of contract, date of the beginning of work, its kind, place and period if it is specified and the amount of wage.

#### ARTICLE (37)

The labourer may be approved under probation for a period no more than 3 months. The employer may discharge the labourer within this period without any notice and without gratuity. A labourer may not be placed under probation for more than once for one employer. Once the labourer completes his probationary period successfully and carries on working, then this period shall be counted in the period of his services.

The stipulation of probation or its period may not be applied unless it is written down in the labour contract or by an oral or written declaration by the employer.

#### ARTICLE (38)

A labour contract shall be for a specified or unspecified period. If the period is specified, it shall not exceed 4 years. If the two parties agreed, the contract may be renewed for another equal period or less for one or more times.

In case of renewing the contract, the period or new periods shall be considered a prolongation to the original period and the total of service shall be added to it.

#### ARTICLE (39)

A labour contract shall be considered unspecified from the date of putting into effect the following cases :

- 1) If it is unwritten.
- 2) If it is done for an unspecified period.
- 3) If it is written and confirmed for a specified period and the two parties continued to carry it out after the expiry date without a fresh written agreement between them.
- 4) If it is done to perform an unspecified period of work or if it is renewable and the contract has been carried on after the end of the work agreed upon.

#### ARTICLE (40)

If the two parties remained carrying out the contract after the end of its original period or the end of the work agreed upon without an explicit agreement, in this case the original contract shall be considered extended with the same provisions in it except the period provision.

If the employer entrusts another person to do one of his principal operation or any part thereof the latter shall be responsible and shall give his labourers all the rights and privileges granted by the employer to his own labourers with that subsidiary work and according to the rules of this Act.

## CHAPTER TWO

### - Vocational training contract -

#### ARTICLE (42)

A contract of apprenticeship is a contract whereby an employer undertakes to prepare a complete vocational training which shall satisfy the technical requirement of the profession to another person who has completed twelve years age at least, and who in turn shall undertake to work during the period of apprenticeship to the account of the employer according to the provisions and time agreed upon. The apprenticeship contract shall be written, otherwise it shall be considered null. The employer or the person in charge of training shall possess adequate qualifications and experience in the subject trade or craft. The establishment itself shall satisfy the technical requirements for the mastering of craft or appropriate trade.

#### ARTICLE (43)

The apprentice who has reached the legal age shall contract himself with the employer. But those who have not completed 18 years age may not contract directly with the employer. They shall be represented by their legal guardian or the person taking care of him.

#### ARTICLE (44)

- 1) The apprenticeship contract shall be drawn up in at least three copies, one copy of which shall be deposited with the competent labour department to be registered and approved, and one copy shall be retained by each party.

- 2) If the apprenticeship contract required to be registered contained a clause which violates the law or regulations or the executive decisions issued in application of its rules, then the competent labour department may ask the contractors to remove this violating clause.
- 3) If the competent labour department, within one month after depositing the apprenticeship contract, did not show any remarks or objections, then the contract shall be considered approved from the date of its depositing.

#### ARTICLE (45)

The apprenticeship contract shall contain statements about the identity of the contractors, or those who represent them, and shall indicate the way of training, its period, stages and the craft subject of training.

#### ARTICLE (46)

The employer shall give the apprentice enough time to get the theoretical learning, he shall train the labourer to master the rules of the craft and art during the specified period in the contract. He shall give him a certificate at the end of every stage of apprenticeship according to the rules stipulated in this chapter and a final certificate at the end of the apprenticeship period. This certificate shall be approved by the competent labour department according to the rules and procedures which shall be determined by a decision by the minister of Labour and Social Affairs.

#### ARTICLE (47)

The labourer may undertake, in the apprenticeship contract, to work after completion of his apprenticeship period for the employer or in the establishment in which he was trained in for a period of no more than twice the period of training.

The employer also may undertake, in the apprenticeship contract, to employ the labourer after the completion of his apprenticeship period.

#### ARTICLE (48)

Wages shall be specified in every stage of the apprenticeship contract. Wages at the last stages shall be less than the minimum wages paid for a similar job and shall not, under any circumstances determined on a work piece or production basis.

#### ARTICLE (49)

The apprentice, who is less than 18 years old before commencing his apprenticeship training shall be subject to a medical examination for the purpose of determining his state of health and his ability perform the work or the trade where in he wishes to be apprenticed. Where the trade requires a special physical and health conditions, the medical report shall indicate that the candidate fulfills such special conditions whether they be physical or psychological.

#### ARTICLE (50)

The minister of Labour and Social Affairs shall regulate by a decision, training in trades and crafts which require apprentices to be trained. He shall specify the period of apprenticeship in each trade or craft and the theoretical and practical programmes, the conditions governing examinations, and the certificate to be given at the end of the apprenticeship period.

The decision of the minister concerning this shall be issued after discussing them with the concerned general institutions. In all cases the minister may designate an expert or more in the trade or craft in apprenticeship required to be organized in order to avail himself of the expert's report on such organization.

#### ARTICLE (51)

The minister of Labour shall decide to establish an independent center for vocational training or in co-operation with vocational organization, national, charitable, foreign or international organizations.



#### ARTICLE (51)

The decision issued shall determine the craft which shall be taught and the acceptance provisions in the center, the programmes of theoretical and practical studies, the system of examination the vocational certificate and the required rules to control the center.

#### ARTICLE (52)

The minister of Labour and Social Affairs shall order the establishments, companies, industrialists, trades and crafts to accept a specified number of local apprentices according to the conditions and stipulations and periods determined by him. Also the minister has the right to force, establishments, companies, industrialists, trades and crafts determined by him to accept for the purpose of training and completion of practical experience a specified number or rate of institute students and industrial vocational centers according to the conditions, situations and periods which shall be agreed upon with the concerned administration of the establishment.

### CHAPTER THREE

#### - Registers and Files -

#### ARTICLE (53)

The employer who is employing more than 15 labourers shall do the following :

- 1) Keep a special file for every labourer mentioning in it, the name, trade or crafts, age, nationality, place of residence, social condition, the date of service commencement, wage and its changes and penalties and injuries, vocational illness, and the date of the end of his service stating the reason for this.
- 2) Prepare for every labourer a "Leave Card" which shall be put in his file and it shall be divided into 4 divisions :

The first part for emergency leaves, the second for annual leaves the third for illnesses leaves, the fourth for other leaves the employer or his representative shall write down in this card the leaves taken by the labourer in order to refer when the labourer requests any new leave.

#### ARTICLE (54)

The employer, who employs more than 15 labourers, shall prepare in every shop, branch or place of work the following registers and documents :

- 1) Wages register, in which the name of the labourers shall be written down according to the dates of their service, commencement, ensuring the daily, weekly, or monthly wage and its annexure, or the wage of piece work, or commission for each of them and the days of work and the date of leaving his job.
- 2) A register for work injuries in which he shall write down what happens to the labourers if occupational diseases or work injuries occur and the time when he knows about these.
- 3) The employer shall maintain a display board where it shall be written down the times of daily work, weekly vacations, official holidays and the necessary precautions to avoid work injuries and fire dangers. The regulation shall be put in a conspicuous place in the place of work.
- 4) Penalty regulation shall also be put in a conspicuous place in the place of work in which shall be written down penalties which may be applied to the violator and the provisions and conditions of its application.

For the enforcement of this regulation and the amendment thereof, it shall be approved by the labour Department within 30 days from the date of its submission.

#### CHAPTER FOUR

##### ARTICLE (55)

Wages shall be paid on a working day and at the place of work in the national currency of the country.

##### ARTICLE (56)

Labourers appointed with a yearly or monthly wages shall be paid at least once a month and all other labourers shall be paid their wages once every two weeks at least.

##### ARTICLE (57)

The daily wage regarding the labourers who perform their work by piece work shall be calculated on the basis of the average of what the labourer has been doing in the real working day during the previous 6 months from the beginning of service.

##### ARTICLE (58)

Labourers may not be given their wages whatever their value or nature, unless by a written or confirmation or swearing record. Every agreement against this shall be null and void even if it was before putting this act in force.

##### ARTICLE (59)

A labourer may not be compelled to buy foodstuffs, and commodities from a particular shop or products of the employer.

##### ARTICLE (60)

No amount may be deducted from the labourer's wages in satisfaction of private rights except in respect of the following :

- 1) To recover the advances or any amounts paid to him in excess of his rights, provided that no deduction shall, in any case, be made from the labourer's wages in excess of 10% of such wages.
- 2) Installments which shall be paid from the labourers wages for social insurances.

- 3) Subscriptions to the provident fund or advances due to be paid to the fund.
- 4) Installments of any social project or any benefits or services presented by the employer and accepted by the labour Department.
- 5) Fines that are imposed on the labourer for offences committed by him
- 6) Any debt to be recovered for the execution of a judiciary judgment provided that the amount deducted in this respect shall not exceed one fourth of the wages due to the labourer. If the debt and debtors are so many, then the maximum wage deduction shall be half the wages and the amounts required to be confiscated shall be divided among the debtors as a "fine division" after paying the debt of legal alimony with the rate of one fourth of the wage.

#### ARTICLE (61)

If a labourer causes loss, damage or destruction of materials, machinery or products which belong to or are in the custody of the employer where such a loss, damage or destruction was the result of the labourer's fault or contravention of the employer's instructions then the employer may withhold from the labourer's wages the amount required for repairs or for restoring things to their original conditions, provided that the amounts withheld shall not exceed 5 days' wages in each month. However, the employer may if necessary, lodge a complaint to claim higher amount if the labourer has other property from which recovery can be made.

#### ARTICLE (62)

The employer may not transfer a monthly rated labourer into a daily rated or weekly or hourly or a piece work rated labourer without a written consent from the labourer.

#### ARTICLE (63)

A federal act shall determine, according to the proposal of social affairs and labour Minister and the approval of the council of Ministers, the minimum wages and the percentage ~~the~~ <sup>of</sup> the high cost of living allowance. This shall be general or regarding a particular area or a particular profession.

The Minister shall propose to determine or reconsider the minimum wages after consulting the competent authorities of vocational organizations of labourers and employer if there is such. According to these studies and the schedules of the costs of living Re: prices fluctuations which shall be put by the competent authorities in the state in a way that these minimum wages shall be sufficient to satisfy the fundamental needs of labourers and guarantee a good way of living.

#### ARTICLE (66)

The minimum wages or its amendments shall be put in force from the date of publishing the determined decree regarding them in the official gazette.

#### SECTION FOUR

- Working hours & Vacations -

#### CHAPTER ONE

Working hours -

#### ARTICLE (65)

The maximum working hours for legally aged labourers shall be 8 hours daily or 48 hours weekly. The number of working hours may be increased to 9 hours daily in business shops, hotels, guarding, restaurants and other similar works that may be increased by a decision from the labour minister. The number of daily working hours may be reduced for certain categories of labourers or in certain industries or operations of a hazardous or harmful nature and this also by a decision from the Labour Minister.

The ordinary working hours in the month of Ramadan shall be reduced by 2 hours.

The time which the labourer spends in transportation between his house and the place of work shall not be considered as working hours.

#### ARTICLE (66)

Working hours shall be so scheduled that no labourer shall work more than 5 consecutive hours without an interval for, rest, prayer, and meals, which shall not be less than one hour during the total working hours. Those intervals shall be counted from the working hours. In the case of factories where the work is performed in successive shifts day and night or in works which for technical and economical reasons require non-stop working, the minister shall by a decision regulate the manner for granting labourers intervals for rest, prayers and meals.

#### ARTICLE (67)

If the nature of work required employing the labourer more than the normal working hours, in this case this increase shall be considered as overtime for which the labourer shall take an equivalent wage of the ordinary working hours plus the increase which shall not be less than 25% of that wages.

#### ARTICLE (68)

If the nature of work required employing the labourers an additional time between night and 4 in the morning, then the labourer shall be entitled for this additional time, the decided wage for normal working hours added to it an increase which shall not be less than 50% of that wage.

ART. 69 (69)

Additional actual working hours may not be more than 2 hours in one day except where the work is intended to prevent a great loss or a dangerous accident to abate or reduce its effects.

ARTICLE (70)

Friday shall be a day of weekly rest for all labourers except daily labourers. If the nature of work required employing a labourer on this day, he shall be given another rest day during the week or he shall be paid the basic wage for the working hours plus an increase of 50% at least of that wage.

ARTICLE (71)

A labourer may not be employed in two successive Fridays except daily labourers.

ARTICLE (72)

The rules of this chapter shall not apply on the following :

- 1) Persons who occupy high ranks with responsibility in administration and direction if such persons satisfy the authorities like those satisfied by the employers or labourers. A decision by the Minister of Labour and Social Affairs shall be issued to determine those persons.
- 2) Labourers who form the crew of Marine Ships and Labourers who work in the sea and satisfy a special service provision because of the nature of their work except port labourers working in loading and unloading and the likes.

ARTICLE (73)

The employer shall put in the main door used by the labourers in entering in a conspicuous place in the establishment a schedule stating the weekly holidays and working hours, and rest intervals regarding all categories of labourers notifying the labour Department with a copy of that schedule.

If the establishment does not follow the weekly holiday rule then, the employer shall put in the above mentioned place, of the previous paragraph a schedule stating the weekly rest day to every category of labourers.

## CHAPTER TWO

### - Leaves -

#### ARTICLE (77)

The labourer shall be entitled to an official holiday with full wage for the following :

1)	HIDJRA NEW YEAR'S DAY	ONE DAY	8
2)	GREGORIAN NEW YEAR'S DAY	ONE DAY	8
3)	EID AL-FITR (LESSER BAIRAM)	TWO DAYS	8
4)	EID AL-ADHA AND WAQFA (GENERAL BAIRAM)	THREE DAYS	8
5)	PROPHET MOHAMAD'S BIRTHDAY	ONE DAY	8
6)	ISRA'IA AND MIHRAAJ	ONE DAY	8
7)	NATIONAL DAY	ONE DAY	8

#### ARTICLE (75)

The labourer shall be granted for every year of his service an annual leave which shall not be less than the following :

- 1) 2 days for every month if his service period is more than 6 months and less than one year.
  - 2) 30 days annually if his service period is more than one year.
- In case the service of the labourer ends, then he shall be entitled to an annual leave for the fractions of the last year.

#### ARTICLE (76)

The employer shall have the right to determine the beginning of the annual leave, and when necessary he has the right to divide it into two divisions at most.



The rule of division shall not apply on the determined leave regarding juveniles.

ARTICLE (77)

The official holidays and weekly vacations shall not constitute part of the annual paid leave. Also, the days in the interruption because of illness or delivery.

ARTICLE (78)

The labourer shall be given full wages during the annual leave. If the nature of work required employing the labourer during his annual leave - all or part of it - and the period of leave has not been postponed to the following year, in this case, the employer shall give him his wages in addition to a leave allowance "for the days he worked which shall be equal to his due wages.

In all cases, the labourer may not be employed during his annual leave more than once during two successive years.

ARTICLE (79)

If the labourer was terminated or left his work after the period of notice determined legally, he shall be entitled to receive a wage for the annual leave he did not take. The allowance shall be counted on the basis of the wage he has been taking at the time he deserved this leave.

ARTICLE (80)

The employer shall give the labourer before taking his annual leave, his full wages, in addition to the wage of the determined leave according to the rules of this act.

ARTICLE (81)

If the nature of work required employing the labourer during the official holidays or vacation, for which all or some he takes full wages, he shall be compensated by taking other vacations in addition

to an increase to his wage which shall be 50% of his wage. If he is not compensated with a vacation, the employer shall pay an increase to his basic wage of 50% for the working days.

#### ARTICLE (82)

If the labourer was afflicted with an illness, which was not caused during work, he shall inform about his illness within two days at most. The employer shall take the necessary procedures by making the medical examination immediately to confirm his illness.

#### ARTICLE (83)

If the labourer spent in the service of the employer 3 months in a continuous service, and he is confirmed sick, he shall be entitled to a sick leave no more than 6 months continuous or interrupted for each year of his service period. This vacation shall be counted as follows :

- 1) The first 15 days - Full wages
- 2) The next 30 days - half wages
- 3) Following periods -- without wages.

#### ARTICLE (84)

The labourer shall not be entitled to any wages during the sick leave in case the sickness is directly caused by the mis-conduct of the labourer such as using drinks and narcotics..

#### ARTICLE (85)

The employer has the right to terminate the service of the labourer after the elapse of the sick leave stipulated in Article 82,83, 84 from this act, if he could not come back to his work, and in this case, the labourer shall take his gratuity according to the rules of the Act.

#### ARTICLE (86)

If the labourer resigned from the service because of illness before the end of the first 45 days of the sick leave the government physician or a physician appointed by the employer approved the reasons of resignation, in this case, the employer shall pay the resigned labourer the wage that may be due to him for the remaining period of the first indicated 45 days.

#### ARTICLE (87)

The labourer shall be granted during his service for once, one unpaid leave to go to pilgrimage, which shall not be counted from his other leaves and it shall not exceed 30 days.

#### ARTICLE (88)

The labourer shall not, while enjoying his annual or sick leave, provided for in this, work for another employer. Where the employer proves that, he may deprive him of his wage for the leave period and recover any leave pay he may have paid to him.

#### ARTICLE (89)

With regards to the provisions in this act, every labourer, who does not join his work directly after the end of his leave shall be deprived of his wage of that period he was absent beginning from the next day of the end of his leave.

#### ARTICLE (90)

Without prejudice to the cases in which the employer has the right to terminate the labourer without notice or gratuity provided for in this act the employer may not terminate the labourer or give him a notice of termination while enjoying his leave provided for in this chapter.

## CHAPTER FIVE

### Safety of labourers, protection, medical and social care

#### ARTICLE (91)

Every employer shall take the necessary precautions for the protection of labourers from hazards and occupational diseases resulting from the work, and also precautions against fire machinery and other tools used at the place of work. The employer shall follow all other precautionary means determined by the labour and social ministry. The labourer has to use the protection sets and clothes provided for, the same object. He shall also carry out all the employers' instructions which aim at protecting him from danger and he shall stop doing anything which may obstruct the execution of these instructions.

#### ARTICLE (92)

Every employer shall put in a conspicuous place at the place of work detailed instruction regarding the means of preventing fire, and protection of labourers from dangers they may be exposed to during their work. This shall be written in Arabic or in another language understood by labourers when needed.

#### ARTICLE (93)

The employer shall prepare a box or boxes for first aid medical services which shall be supplied with medicines and bandages and antiseptics and other things of medical services which shall be determined by Social Affairs and Labour Ministry.

One first aid medical box shall be specified for every 100 labourers. It shall be put in a conspicuous place and it shall be used by a specialist to introduce medical first aid services.

#### ARTICLE (94)

Without prejudice to the rules and decisions issued by the competent governmental authorities, the employer shall keep the establishment clean, provide the means of ventilation to every area. He shall also furnish these places with suitable light and provide water and bathrooms.

#### ARTICLE (95)

The employer shall assign a physician or more to examine his labourers exposed to the danger of being diseased in one of the occupational diseases fixed in the annexed schedule with this act, once every 6 months maximum. He shall confirm the results of examination in his records and the labourer's files,

Physician shall immediately inform the employer and labour Department of the cases of occupational diseases which appears among labourers, and death cases resulting from them after confirmation by making the necessary medical and laboratory researches.

The employer shall inform, in turn regarding this, the labour department. The physician who makes the periodic examinations shall have the right to ask for re-examining any labourer exposed to an occupational disease after a period less than the periodic 6 months provided for in the first paragraph of this article if he believes that his condition requires so.

#### ARTICLE (96)

The employer shall provide to the labourers the means of medical care according to the levels which shall be determined by the Ministry of Labour and Social Affairs in agreement with the Minister of Health.

#### ARTICLE (97)

The labour and social affairs minister has the right after consulting the Ministry of Health to determine, by decisions, the general measures and health protection which shall be applied on all establishments employing labourers especially regarding safety, light, ventilation, dining room, supply of water, protection from injuries resulting from any dust and smoke, and determine the precautions which shall be taken against fire and electricity.

#### ARTICLE (98)

The employer, or his representative, shall inform the labourer of the dangers of his profession and the means of protection that shall be taken. The employer also shall put a written detailed instruction regarding this in the places of work.

#### ARTICLE (99)

The employer or their agents, or any person who has authority upon labourers may not bring or allow to bring any kind of alcoholic drinks to the places of work. Also, they may not allow anybody to get into the establishment or to stay in it if he is drunk.

#### ARTICLE (100)

The labourer shall obey the instruction and orders regarding the precautions and personal safety. He shall use the means of protection and undertake to take care of them. He shall refrain from any action which shall lead to the execution of the above mentioned instructions, or to misuse or impair the equipment provided for the protection of the health and safety of labourers.

The employer shall include in the disciplinary rules punishments for every labourer who violates the provided rules in the previous paragraph.

#### ARTICLE (101)

Every employer employing labourers in areas far away from cities, shall provide the following services.

- 1) Suitable transportation means.
- 2) Suitable foodstuff.
- 3) Medical first aid services.
- 4) Potable water.
- 5) Adequate living quarters.
- 6) Means of entertainment and sports activities.

The minister of Labour and Social Affairs shall determine by a decision those areas to which this article applies with the exceptions / foodstuffs the indicated services shall be on the account of the employer. The labourer may not be burdened with the cost of these amenities.

#### CHAPTER SIX

##### - Disciplinary rules -

#### ARTICLE (102)

Disciplinary punishment that the employer or his representative may impose upon his labourers are :

- 1) Warning
- 2) Fines
- 3) Suspension from work with a lower wage for no more than 10 days.
- 4) Deprivation of the periodic promotion or postponing it in establishment where such promotion can be found.
- 5) Deprivation of entertainment in establishments where such things can be found.
- 6) Termination of service preserving the right of having the gratuity.
- 7) Termination of service with deprivation of gratuity, all or some. This punishment shall not be imposed for other reasons than those mentioned in Article 120 of this act.

#### ARTICLE (103)

The punitive regulation shall determine the condition in which every disciplinary punishment stated in the previous article, shall be imposed.

The minister of Labour and Social Affairs shall, by a decision, issue a typical regulation for gratuities and penalties which shall guide employers to set their own regulations.

#### ARTICLE (104)

A fine may be a specified amount of money or an amount equivalent to the labourer's wage for a certain period. A fine, for one violation, shall not exceed five days wage. More than 5 days deduction from the labourer's wage, in return for fines, shall not be imposed in one month.

#### ARTICLE (105)

The fines imposed on labourers shall be written down in a special register mentioning its reason, name of the labourer, and his wage. A special account shall be made for these fines, the monthly total of which shall be assigned to spend on the affairs of social care of the labourers according to the decision which shall be issued by Minister of Labour and Social Affairs regarding this.

#### ARTICLE (106)

Deprivation punishment of the periodical promotion may not be imposed more than once a year. This promotion shall not be stopped for more than 6 months.

#### ARTICLE (107)

Deprivation of promotion as punishment shall not be imposed for more than one promotion. Then, the punished labourer shall be promoted in the first coming promotion when necessary conditions are available.



#### ARTICLE(108)

The financial differences resulting from deprivation of promotion or postponement of it, and the benefit of which goes back to the employer shall be written down in a special register stating the reasons, name of labourer, his wage and a special account shall be made for these amounts. The monthly total of these amount shall be spent on labourer's social care affairs according to the decision issued by the minister of labour and Social Affairs regarding this.

#### ARTICLE (109)

No disciplinary action shall be taken on the labourer because of something he committed outside the place of work unless it is related to the work, employer, or his responsible manager. Also, no more than one punishment shall be imposed for one violation or joining between disciplinary punishment and discounting part of the labourer's wage according to Article 61 of this act.

#### ARTICLE (110)

No punishment of the punishments provided for in article 102, shall be imposed on the labourer unless he is informed of his violation in writing. He shall be given a chance to defend himself. This shall be written in a minute which shall be posted in his file, and the punishment imposed shall be pointed out at the end of the minutes.

The labourer shall be informed in writing of his violations and stating its quality and quantity and the reason of its imposition and the punishment he shall face in case of.

#### ARTICLE (111)

A labourer may not be accused of any offence that was discovered 30 days earlier. Also, no disciplinary punishment shall be imposed, after the expiry date of investigation regarding the violation and its confirmation against the labourer after 60 days.

#### ARTICLE (112)

The labourer may be suspended temporarily when accused of committing a deliberate crime such as criminal attacks upon human beings or financial crimes or illegitimate strike, The commencement of suspension shall be from the date of informing the concerned authorities of the incident and decision is to be issued regarding this. A labourer shall not take his wages during the mentioned suspension period. If a decision is issued not to present him to court or if he is considered innocent, he shall be reinstated to his work. Moreover, he shall be given his wages fully for the suspension period if his suspension was made on purpose as a result of hatred by the employer.

#### CHAPTER SEVEN

- On contract expiry and gratuity -

##### PART I

- End of work contract -

#### ARTICLE (113)

A work contract shall come to an end in any of the following cases :

- 1) If the two parties agreed to cancel the contract provided that the labourer's agreement shall be in writing.
- 2) If the specified period of the contract was come to an end unless the contract has been renewed textually or implicitly according to the ruler of this act.
- 3) According to the will of one of the two parties, in the unspecified work contracts, provided that they shall observe the provision of this act regarding notices, and the accepted reasons to cancel the contract without arbitration.

ARTICLE (114)

The labour contract shall not come to an end upon the employer's death, unless the subject of work is related to him. It shall, however, come to an end upon the death and the labourer or his total disability to perform his work as established by a medical certificate approved by the competent health authorities in the state. If the labourer's disability was partial and he was able to perform other work which suit his health status, in this case, the employer - if such works are available - may transfer the labourer according to his own request to another work and give him the same wages given to his equivalent. This shall be, without prejudice to the rights and compensation of the labourer according to this act.

ARTICLE (115)

If the period of the labour contract was specified and the employer cancelled it for other reasons provided for in Article 120, in this case, the employer shall compensate the labourer. The amount of compensation shall not exceed the total due wages of the remaining period of the contract. This shall be, if there is nothing in the contract which could stipulate otherwise.

ARTICLE (116)

If the contract was cancelled from the part of the labourer for other reason than those stipulated in Article 121. Then, the labourer shall compensate the employer for the loss regarding contract cancellation. This sum shall not exceed the wages of half a month of every month of the remaining period of the contract. Unless there is an article in the contract which could stipulate otherwise.

#### ARTICLE (117)

If the contract was for an unspecified period, either party may cancel it for a valid reason. On condition that one of the party shall give the other 30 days prior notice before the contract comes to an end.

- 2) Re: daily labourers : Prior notice shall be for the following periods :
- a) One week if the labourer has worked for a period of more than 6 months and less than one year.
  - b) Two weeks if the labourer worked for a period not less than one year.
  - c) One month if the labourer work for a period not less than 5 Years.

#### ARTICLE (118)

The contract shall be considered valid during the notices period indicated in the previous article and ends by it.

The labourer shall take his wages fully regarding that period on the basis of the last wage he was taking. He shall perform his work during this period if he was asked by the employer to do so. The provision of prior notice shall not be excluded by the agreement of the two parties or to reduce its period. But, they may agree to prolong that period.

#### ARTICLE (119)

If the employer or the labourer ignored to give the party other prior notice regarding the contract's termination or if he reduced the period of notice, then, the one obliged to give that prior notice shall pay to the other party a compensation called "Notice allowance" though this negligence or reduction of its period of notice has not prejudiced the other party. This compensation shall be equal to the labourer's wage regarding the notice period all or the part reduced from it.

The "Notice allowance" shall be counted on the basis of the last wages given to the labourer in respect of those who are taking their wages monthly or weekly or daily or by hour and on the basis of the daily wage average provided for in Article 57 of this act regarding those who take their wages on the basis of piece works.

#### ARTICLE (120)

The employer may dismiss the labourer without any notice in the following cases :

- 1) If the labourer has assumed personality or nationality or has produced false documents or certificates.
- 2) If the labourer was appointed under probation and the termination happened during that period or at its end.
- 3) If the labourer commits a mistake causing a big financial loss to the employer provided that the employer shall inform the labour department about the incident within 48 hours.
- 4) If he violates the instruction of safety precautions against place of work provided that these instructions shall be written and displayed in a conspicuous place and he has been informed orally of it if he was illiterate.
- 5) If he has not carried out his basic duties provided in the contract and insists on violating them inspite of the written investigation with him regarding this and warning him of termination if he repeated that again.
- 6) If he discloses a secret of the establishment he is working in.
- 7) If he has been convicted of a crime relating to a breach of dignity and public morals.
- 8) If he has been found drunk or intoxicated.

- 9) If he commits, during work, a physical assault on the employer or manager or one of his colleagues.
- 10) If he absents himself without leave for more than 20 interrupted days within one year or more than 7 continuous days.

#### ARTICLE (121)

The labourer may without any notice leave his work in one of the following cases :

- 1) If the employer has not fulfilled his obligations towards him provided for in the contract or in the act.

#### ARTICLE (122)

The termination of the labourer's service by the employer shall be considered arbitrary if the reasons did not relate to the work. It shall be considered arbitrary if the termination happened as a reason of a serious complaint made by the labourer to the competent authorities or if he lodged an action against the employer which is proved to be right.

#### ARTICLE (123)

If the labourer was dismissed arbitrarily, then the concerned court shall sentence the employer to pay the compensation to the labourer. to The court shall estimate this compensation according to the kind of job and the injurious caused to the labourer, his service period, and after investigating the reason for termination. The due gratuity and notice allowance shall be counted when computing the compensation provided for in this act.

Provided that, in all cases, the amount of compensation shall not exceed the three months wages of the labourer which shall be counted on the last wages he was taking.

#### ARTICLE (124)

The employer may not terminate the labourer's service for health reasons before the labourer takes due leaves lawfully. Every agreement which contradicts this shall be null, and void even if it is done before putting this act into force.

#### ARTICLE (125)

The employer shall give the labourer according to his request at the end of the contract a service certificate free of charge, stating the date of service commencement, the expiry date, total service period, kind of work carried out by the labourer, the last wage taken, and its annexure if there is. The employer also shall give back to the labourer all that he has deposited like certificates, papers, instruments etc.

#### ARTICLE (126)

If there is a change in the establishment or in its lawful position, the contracts standing in force during the time of change shall be responsible jointly for six months in executing the obligations resulting from the contracts in the period previous to the change. After the end of the period, the new employer shall be responsible alone.

#### ARTICLE (127)

If the job, carried out by the labourer, allow him to know the employers' agents or to know the secrets of the job, then the employer may stipulate, that the labourer after the end of his contract, shall not compete or share in any competent project against the employer. The labourer shall be 21 years old at the time of contracting, for this agreement to be legally correct.

The agreement regarding, time, place and kind of work shall be limited only to what is necessary to protect the interests of works.

#### ARTICLE (128)

If the non local labourer left his work for no valid reason before the end of his specified contract, he may not get any other work even though he gets permission from the employer, for one year from the date of leaving his job. Any employer who knows this may not employ him during that period.

#### ARTICLE (129)

If the non local labourer notified the employer with his desire to terminate his unspecified contract and left the work before the end of the determined notice period lawfully, he may not get another job, though he may get the employer's permission, for one year from the date of leaving his job. No other employer knowing this, may employ him and leave him in his service before the end of that period.

#### ARTICLE (130)

With the exception of the rules of articles 128,129 the non-local labourer who, before taking another job, gets an approval from the Minister of Labour and Social Affairs according to a justification from the original employer.

#### ARTICLE (131)

The employer shall bear the costs of returning the labourer to the place from which he was brought, or any other place agreed upon after the end of the contract. If the labourer worked for another employer, after the termination of his contract, the new employer shall pay the costs of travel to the labourer at the end of service. With regard to the previous item, if the employer fails to fulfill his obligations, then the competent authorities shall do this on the account of the employer.



These competent authorities shall recover the costs by way of confiscation. If the reason of contract termination was because of the labourer, then he shall be repatriated on his account if he had the money to recover this.

## SECTION TWO

### -Gratuity-

#### ARTICLE (132)

A labourer who completed one year or more in continuous service shall have a gratuity at the end of his service. The gratuity shall be calculated as follows :

- 1) 21 days wages for every year of the first 3 years of his service,
- 2) 28 days wages for every year of the next 3 years of his service,
- 3) 35 days wages for every year more than this, provided that the gratuity shall not exceed, in total, two years wages,

#### ARTICLE (133)

The labourer shall be entitled for gratuity for the fractions of the year with the percentage of what he has spent in work during that year provided that he shall have completed one year in continuous service.

#### ARTICLE (134)

The gratuity shall be calculated on the basis of the last wages taken by the labourer regarding those who take monthly, weekly or daily wages, and on the basis of the average daily wage stipulated in article 57 of this act, for those who get their wages according to piecework.

The transport allowance, over time allowance, representation allowance, the fund allowance, the allowance of educating the children, allowance for social entertainment, services and other allowances stipulated in the system of the establishment to improve the condition of labourers shall not be calculated for the wages taken basically for the purpose of calculating gratuity.

ARTICLE (135)

The employer may deduct from the gratuity any amounts of money owing to the employer.

ARTICLE (136)

In respect with the subjects of Article 132, employment conditions which have been completed before putting this article in effect shall not be considered as conditions the labourer is entitled to take gratuity unless he is a local, and this without prejudice to the rights gained by the labourer according to the cancelled labour acts or according to the contract, or any agreement, or regulation or the bylaw of the establishment. The heirs of the labourer shall be entitled to take his gratuity if he dies.

ARTICLE (137)

In contract of unspecified term, if the labourer resigns after a continuous service of not less than one year and not more than 3 years, he shall be entitled to take one third of the end service gratuity provided for in the last article. If the period of continuous service was 3 years and does not exceed 5 years he shall be entitled to take two third of the above mentioned gratuity. If it was more than 5 years, he shall take the complete gratuity.

ARTICLE (138)

In contracts of specified terms, if the labourer resigns before the end of the contracts, he shall not take the determined gratuity unless his continuous service has exceeded 5 years.

ARTICLE (139)

The labourer shall also be deprived of gratuity in one of the following cases :

- 1) If he was terminated from service for one of the reasons stated in article 120 of this act, and left his work to avoid termination according to its rules.
- 2) If he left, by his will, work without notice in other than those cases provided for in article 121 of this act, and this for unspecified contract period or before completion of 5 years continuous service regarding contracts of specified periods.

#### ARTICLE (140)

If there is, in the establishment, a provident fund and the regulation of this fund determines that what the employer shall put in the fund in the account of the labourer, it shall be in return of his legal obligation for payment of gratuity. In this case, the employer shall give back the provided amounts, which has been put in the provident fund, to the labourer or the gratuity entitled to the labourer - whichever is more according to this act.

If the fund regulations does not stipulate that what the employer has done, is in return for his legal obligations to pay the gratuity the labourer may get his rights from the provident fund in addition to the legal gratuity.

#### ARTICLE (141)

If there is, in the establishment, the system of retirement or insurance or a system which resemble them the labourer may decide between the pension scheme and the determined gratuity or what he is entitled to take from the pension fund or insurance which ever is best.

## CHAPTER EIGHT

- Compensation for work injuries and occupational diseases -

### ARTICLE (142)

If the labourer is afflicted with a work injury or an occupational disease stated in the annexed schedule 1 - 2 of this act, the employer or his representative shall inform of the accident directly to the police and labour department or one of the branches of the labour department under whose jurisdiction the place of work comes.

The information shall include the labourer's name, profession, address and nationality, a brief description of the incident and its circumstances, and the measures taken for treatment or first aid. The police, when receiving the information, shall perform the necessary investigation. In the minutes, the testimonies of witnesses, and employer or his representative, shall be proved and the testimony of the injured person if his condition is good enough to do so. The minute shall state if the accident is related to work, or it happened intentionally or as a result of misbehavior from the side of the labourer.

### ARTICLE (143)

The police, after finishing the investigation, shall send a copy of the minutes to the labour department and another copy to the employer. The labour department may require to complete the investigation or it shall complete it directly if it was necessary.

### ARTICLE (144)

The employer shall be obliged in case of work accidents and occupational diseases to pay the costs of the labourers treatment in one of the governmental or private treatment places or till the labourer restores his health or proves his disability.

The treatment shall include residence in the hospital and sanatorium and surgical operations and the expenses of X-ray photographs, medical analysis medicines, qualifying equipment, artificial arms and legs equipment for the one who proves his disability. The employer shall pay the costs of transportation needed for the labourer's treatment.

#### ARTICLE (145)

If the injury prevented the labourer from carrying out his job, the employer shall be obliged to pay him a grant equivalent to his wage during the treatment period or for 6 months, whichever is less. If the treatment was for more than 6 months then the grant shall be reduced to half and this for up to more months or till the labourer restores his health or proves his disability or dies, whichever is less.

#### ARTICLE (146)

The financial grant, indicated in the previous article, shall be calculated on the basis of the last wage the labourer has been taking and this for those who take monthly, weekly, daily or hourly, and on the basis of the average daily wage provided for in article 57 for those who take their wages according to the piece work.

#### ARTICLE (147)

The physician in charge of treatment shall submit a report, at the end of treatment, of two copies, the first shall be delivered to the labourer and the other to the employer in which shall be determined the kind of injury, reason, date, its relation to work, period of treatment and if the result of which is a permanent disability, and the degree of disability if there is, or if it is a complete or partial disability and his ability to go on working with disability.

#### ARTICLE (148)

In case of dispute regarding the labourer's health ability for service or the degree of disability or any other things related to injury and treatment, the matter shall be submitted to the ministry of health via competent labour department. The ministry of health, in this case, shall constitute a medical committee of 3 government physicians to decide the labourer's health ability or the degree of disability and the like of things related to injury and treatment. The committee may seek the advice of those who have experience regarding the matter. The committee's decisions shall be final and shall be submitted to the labour department for necessary steps for execution.

#### ARTICLE (149)

If the work injury or the occupational disease caused death to the labourer, his family members are entitled to take a compensation equivalent to the basic wage of the labourer for a period of 24 months. The value of the compensation shall not be less than 18000 Dh. and not more than 35,000 Dh. It shall be calculated on the basis of the last wage he has been taking before his death. It shall be also distributed to the heirs of the dead labourer according to the rules of the annexed schedule to this act.

In applying the rule of this article, the term "family of the dead" means those who depend for their livelihood entirely on the income of the dead person when he dies. Family means :

- a) Widow or Widower
- b) Children
- c) Sons under 17 years old, and sons under 24 years who regularly study in institutes or disabled bodily or mentally to earn their living.

The word "sons" shall include sons of the husband or wife who were under the care of the dead labourer at the time of his death.

- 2) Unmarried girls, they include the unmarried daughters of the husband or daughter of the wife who were under the care of the dead labourer at the time of his death.
- 3) Parents.
- 4) brothers and sisters according to the detailed rules regarding the sons and daughters.

#### ARTICLE (150)

If the work injury or the occupational disease caused a partial permanent disability, then, he shall be entitled to a compensation according to the limited rates in the annexed schedule with this act by the value of the death compensation provided for in the first para of the previous article according to the situations.

#### ARTICLE (151)

The amount of compensation entitled to be paid to the labourer in case of permanent entire disability shall be the same as in case of death.

#### ARTICLE (152)

When necessary, the minister of labour may in agreement with the health minister, modify the schedule of occupational diseases No. (1) and the schedule compensation disability estimation No. (2) annexed to this act.

#### ARTICLE (153)

The injured labourer shall not be entitled to take any compensation for the injury or disability which did not cause death if it is proved from investigation by the competent authorities that the labourer has been intentionally doing the injury to commit suicide or to get the compensation or sick leave or for any other reasons or if the labourer at the time of accident was found drunk or intoxicated or if he intended the violation of safety instructions, or if the

injury or disability was a result of misbehaviour and intended by him, or if he refused without any reason the medical check up or following the treatment decided by the medical committee according to the rules of article 148.

In those cases the employer shall not be bound to pay for the labourer's treatment or any financial grant to him.

#### CHAPTER NINE

##### - Work Disputes -

#### ARTICLE (154)

"Work Disputes" is every dispute between the employer and the labourer related to a joint interest to all labourers or a group of them in an establishment craft, profession, or in a certain occupational section.

#### ARTICLE (155)

In case of dispute between one or more than one employer and all their labourers or a group of them, and they failed to settle this dispute, they shall take the following steps.

- 1) The labourers shall write a complaint or their requirements to the employer and send at the same time a copy of it to the labour department.
- 2) The employer shall write answer to the complaint of requirement within 7 days from the date of its delivery, he shall send a copy of his answer to the labour department.
- 3) If the employer did not answer the complaint within the determined period, or that his answer did not settle the dispute then the competent labour department shall by, itself or by request of both parties mediate to settle the dispute friendly.
- 4) If the complainant was the employer, he shall lodge his complaint directly to the labour department to settle the dispute friendly.



ARTICLE (156)

If the mediation of the competent labour department did not settle the dispute within 10 days from the date of dealing with the incident, then, it shall submit the dispute to the competent conciliation committee to decide on it and notify both parties of its decision.

ARTICLE (157)

In every labour department a committee shall be formed and called "conciliation committee". Regarding this formation, a decision by the minister of labour shall be issued.

ARTICLE (158)

Both parties shall follow the dispute before the "Conciliation committee" until it shall be settled and the committee shall issue its decision according to the majority of opinion within two weeks from the date of submission.

This decision shall be obligatory on both parties if they have agreed to accept the committee's decision. If there is no agreement to accept the committee's decision, both parties may question legality of the decision before the supreme committee of arbitration within 30 days from the date of issuing the decision otherwise the decision shall be final and obligatory.

ARTICLE (159)

The termination of contract of the labourer's representative members in the conciliation committee shall not prevent them from going on performing their mission unless the labourers have chosen others.

ARTICLE (160)

There shall be constituted in the ministry of labour and Social Affairs, a committee called the supreme committee of arbitration to settle work disputes and it shall be constituted as follows :

- 1) Minister of Labour "Chairman".  
Under secretary of the ministry of the director general of the ministry shall replace him in case of his absence.
- 2) A judge from the supreme federal court shall be appointed by a decision from the justice minister according to the candidacy of the general assembly of this court - a member.
- 3) One of the experienced and impartial persons in the field of work who is known for his neutrality shall be appointed by a decision from Minister of Labour and Social Affairs - A member  
Two stand-by members may be appointed of the same rank of the original members to replace them in case of absence.  
The stand-by and original members shall be appointed for 3 years renewable. This shall be done by the same authorities.

#### ARTICLE (161)

The supreme committee of arbitration shall render final and definitive decision in all disputes referred to it by the concerned persons. It shall issue its decision by the majority vote.

#### ARTICLE (162)

The council of ministers shall issue a decision according to the proposals of labour and social affairs minister after consulting the justice minister to regulate the measures of litigation and other rules necessary before the conciliation committee and supreme committee of arbitration to settle disputes.

These committees have the right to do its mission to view any papers, documents, registers and the like, and oblige the owner of which to submit them and enter the establishment to do the required investigation and take the necessary measures they may deem fit to settle the dispute.

#### ARTICLE (163)

Neither of the disputant parties may arise again the question of dispute of which a definitive and final decision has been issued by one of the committee provided for in this chapter before 2 years at least from the date of its issuance.

This shall not be done unless there are economical or social circumstances required to re-submit the dispute again.

#### ARTICLE (164)

The committees provided for in this chapter shall apply the rule of this act, and rules in effect, and the rules of Islamic shariat and what does not contradict the local established rules, principles of justice usages and the rules of equity and comparative rules.

#### ARTICLE (165)

The decision of the supreme committee of arbitration shall be executed to settle work disputes in co operation with the competent authority in every Emirate.

### CHAPTER TEN

#### - Labour Inspection -

#### ARTICLE (166)

Labour inspection shall be undertaken by competent inspectors to be designated by decision of the Minister of Labour. They shall have the powers and functions provided for in this act.

Inspectors shall carry cards which prove their identification issued by the Ministry of Labour and Social Affairs.

#### ARTICLE (167)

The labour inspector shall undertake to do the following :

- 1) Supervising the proper enforcement of the provision of the labour act, particularly as regards work conditions, wages, control and protection of labourers on the job, the labourer's health and safety, and the employment of juveniles, and women.

- 2) Furnishing employers and labourers with the information and technical guidance that will enable them to adopt the best means for the enforcement of the provisions hereof.
- 3) Informing the competent authorities of the deficiencies which the provisions in force fail to remedy, and suggesting the necessary action.
- 4) Recording violation of the provision of the labour act and the regulations and decision issued in application hereof.

#### ARTICLE (168)

Labour inspectors, shall, before assuming their official duties take the oath before the minister of labour to respect the law and discharge their duties honestly and faithfully and not to disclose the secret of any industrial invention or any other secret which may come to their knowledge by reason of their offices, even after they cease to have any connection with such offices, They shall keep the complaints raised to them in absolute secrecy and not speak of them to the employer or who represents him.

#### ARTICLE (169)

Employers and their agents shall present to inspectors charged with labour inspection the necessary facilities to enable them to perform their duties, and shall furnish them with any information they may require, respond to any summons to appear before them, and send a delegate to appear on their behalf, if they are required to do so.

#### ARTICLE (170)

- The labour inspector shall have the right to
- 1) Enter any establishment that is subject to the provisions of the labour act at any time during the day or night with out prior notice provided that such entry shall be made during working hours.

- 2) Conduct any examination or investigation that may be necessary to ascertain the proper enforcement of the act. They may be in particular :

FIRST : Question the employer or the labourers separately in the presence of witnesses about any matter related to the enforcement of the provision of this act.

SECOND : Examine all books, records, and documents required to be kept under the provisions of the labour act and of the decision issued hereunder, and obtain any copies or extracts therefrom.

THIRD : Take a sample or samples of the materials used or handled in the industrial and other operations that are subject to inspection, if such materials are believed to have a harmful effect on the health or safety of the labourers for the purpose of having such samples analysed in the official laboratories and determining the extent of such effect, duly notifying the employer or his representative of their action and take the necessary measures regarding this.

FOURTH : Ascertain that notices and communications required to be posted under the act are duly posted.

#### ARTICLE (171)

The minister of labour and social affairs shall issue the required executive regulations to regulate inspection works provided for in the previous article.

#### ARTICLE (172)

Without prejudice to the provision of article 169 the person performing the inspection shall notify the employer or his representative of his presence, unless he believes that the matter for which he is making the inspection calls for a different course of action.

#### ARTICLE (173)

A labour inspector shall have the right to order employers or their agents to ensure the proper application of the provisions pertaining to the health and safety of the labourers, and to make modification in the equipment used by them in their establishment within the periods proscribed by the inspectors. He has also where there is an imminent danger threatening the labourer's health and safety to require the immediate adoption of whatever measures he may deem necessary to forestall such danger.

#### ARTICLE (174)

If the inspector, in the course of his inspection, find that a contravention of the labour act or regulations and executive decision issued hereunder has been committed he shall prepare a report setting forth the contravention and shall submit such report to the competent labour department to take the necessary actions against the offender.

#### ARTICLE (175)

The labour inspector where necessary, may call upon competent administrative authorities and members of the police force to provide whatever assistance may be needed. If the inspection relates to the health aspects of the work the inspector shall, with the approval of the competent director of the labour department take with him a competent physician from the ministry of health or an appointed physician for this object.

#### ARTICLE (176)

The chief of labour inspection in the area shall prepare a monthly report on the labour inspection activities the aspects of inspection, the establishments inspected and the number and nature of the violation committed. He shall also prepare an annual report on inspection in the area and the results and effects thereof, in which he shall include his comments and suggestions. A copy of both monthly and the annual reports shall be sent to labour department.

#### ARTICLE (177)

The ministry of labour and social affairs shall prepare an annual report on inspection in the state. Such report shall include all matters relating to the ministry's control over the enforcement of the labour act particularly in the following matters :

- 1) A statement of the provisions regulating the inspection.
- 2) A list of the officials in charge of inspection
- 3) Statistical data on the establishments that are subject to inspection and the number of labourers there in, the number of visits and inspection tours made by the inspectors, on the contraventions committed and the penalties to which the offenders were sentenced, on labour injuries, and occupational disease.

#### ARTICLE (187)

The ministry shall prepare forms for contravention reports, inspection records, notices and warnings, and shall lay down the necessary rules for the safe keeping and use of such forms and for their distribution to all the labour departments in the various areas.

#### ARTICLE (188)

With regards to the determined priority to the locals and in addition to the general provision required in designating employees, labour inspectors shall be :

- 1) They shall be completely impartial.
- 2) They shall not have any direct interest in the establishments inspected by them.
- 3) They shall pass a special professional examinations and following a training period of not less than 3 months.

#### ARTICLE (180)

The training of labour inspectors shall be conducted in a special training courses to be organized by the labour ministry. Attention shall be given in those courses to training the inspectors in the following matters particularly.

- 1) Principles of the organization of inspection visits and of contacts with employer and labourers.
- 2) Principles of auditing books and records.
- 3) Principles of counselling the employers in the requirements of the statutory provisions and the benefits to be derived from their application, and assisting the employers in such application.
- 4) Fundamental principles of industrial technology and means of protection against labour injuries and occupational diseases.
- 5) Fundamental principles of productivity and the relation it bears to the extent of providing the favourable conditions for the performance of the work.

#### CHAPTER ELEVEN

##### - Penalties -

#### ARTICLE (181)

Without prejudice to any penalties proscribed under other regulations, he or she shall be punished with imprisonment for a period not more than 6 months and fine not less than 10,000 dirhams or one of the penalties only.

- 1) Whoever violates any of the provisions of this act or of the rules, decision, and orders issued for its execution.
- 2) Whoever puts obstructions or prevents any of the employees charged to carryout the rules of this act, and regulations and decision issued to execute it, or tried or about to start preventing him from doing his job by using force, violation or by threatening to use them.



- 3) Every employee charged to carryout the rules of this act, and disclosed a secret of the work, or any industrial invention and the like of work way, he had been acquainted with because of his job though he might have left his work.

#### ARTICLE (182)

Rules issued for fines may not be stopped from execution. The fine shall be multiplied regarding the employer with the same number of labourers subject of violation. The total of what he shall be sentenced to shall not exceed treble of the maximum fine determined and this, in case of violation the rules and regulations and decision for its execution.

- 1) Violation of the rules of article 13
- 2) Violation of the rules of chapter 2,3, of the second section.
- 3) Violation of the rules of section 3.
- 4) Violation of the articles 114,124,125,128,129,142,144.

#### ARTICLE (183)

In case of recurrence, to committing crimes, before one year of the previous sentence regarding the deed in a same crime. In this case, the punishment may be doubled.

#### ARTICLE (184)

With regards to the provision of articles 34,41,126 a penal action shall be lodged against the establishment manager who is charged to administer it and its owner if circumstances directed to believe that he was not ignorant about subject of violation.

#### ARTICLE (185)

If the employer did not carryout the obligations according to the rules of this act, then the competent labour department has the right to issue a decision stating the violation and informing him to complete those work in a period which shall be determined from the date of information. Or else, the indicated department shall complete these work at the expenses of the employer and get the charges by way of sequestration.

#### ARTICLE (186)

The labour department when applying the rules of this act and the executive regulations and decision of it shall put in consideration not to take the penal measures before advising and guiding the violated labourer and employer and writing to them a warning when necessary to correct their conditions according to this act. All of this shall be done before taking the penal measures.

#### CHAPTER TWELVE

- Final rules -

#### ARTICLE (187)

The labour minister shall appoint by a decision the labour departments and their offices which shall apply the rules of this act and perform its duties.

#### ARTICLE (188)

The labour department's directors and inspectors shall have 'inspection divisions' in the ministry of labour and social affairs which shall have a judicial control in applying the rules, regulations, decisions and order issued in its execution.

#### ARTICLE (189)

Every rule which violates the rules of this act shall be considered null and void.

#### ARTICLE (190)

Without prejudice to the exemptions of the determined fees, in the cases mentioned in this act, a decision by the minister shall determine the due fees in issuing the employment licences, visas, work cards, renewing and reproducing copies of which and the like of what is stipulated in this act provided that the fee shall not exceed 500 Dh.

ARTICLE (191)

The council of ministers may, according to the proposal of the minister of labour and social affairs, decide any rules which shall be more useful for local labourers.

ARTICLE (192)

The minister of labour shall issue the required decisions to carry out the rules of this act. The minister every one in his powers shall execute its rules.

ARTICLE (193)

This act shall be published in the official gazette and shall be put in force after 60 days from the date of its publication.

Issued by us in the presidential palace  
in Abu Dhabi.

Date: 6 Gemal Al Akhor - 1400 H  
Appropriate : 12th April 1980.

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SCHEDULE ONE

-- Occupational Disease --

No. Type of Disease	Causative process of operations
1. Lead poisoning and its complications	Any work involving the use of handling of lead and compounds which contain lead.
2. Mercury poisoning and its compounds	Any work involving the use of or handling of mercury or its compounds or and any work involving exposure to the dust or fumes of mercury or of its compounds or alloys.
3. Arsonic poisoning and its compounds	Any work involving the use of handling of arsonic, or its compounds or materials contain arsonic and any work involving exposure to the dust and vapours of arsonic or if its compounds and material contain arsonic.
4. Antimony poisoning and its complications	Any work involving the use of handling of antimony, its compounds or alloys, and any work involving exposure to the dust and fumes of antimony or of its compounds or alloys.
5. Poisoning by phosphorous or its compounds	Any work involving the use or handling of phosphorous, its compounds or alloys; and any work involving exposure to the dust or vapours of phosphorous, or of its compounds or alloys.
6. Poisoning by petroleum derivatives and its compounds	Any work involving the handling or use of petroleum, or its derivative and compounds, and any work involving exposure to such dust or gases.

No. Type of Disease	Causative process of operation
7. Manganese poisoning and its compounds	Any work involving the use of handling of manganese, its compounds and alloys, and any work involving exposure to the fumes or dust of manganese, or of its compound and alloys containing manganese.
8. Sulphur poisoning and its complications	Any work involving the use or handling of sulphur, its compounds and alloys, and any work involving exposure to gases or dust of sulphur or its compound or alloys.
9. Poisoning by petroloum, its gases or derivatives and complications	Any work involving the handling or use of petroloum, its gases or derivatives, and any work involving exposures to such substances, whether they are solids liquids or gases.
10. Poisoning by Chloroform and by Carbon tetra chloride.	Any work involving the use or handling of chloroform or carbon tetrachloride, and any work involving exposure to their vapours, or to any vapours containing such substance.
11. Disease resulting from radium, radio-active substances and X-rays.	Any work involving exposure to radium or to any other radio-active materials or to X-rays.

No. Type of Disease	Causative process of operation
12. Skin diseases (Uncurable burns of skin and eyes)	Any work involving the use or handling of or transferring tar, carbon tar machines, mineral oil, paraffin or cement or dust and the like of dust and compounds or products or remainings of these materials.
13. Sensitivity of the eyes to heat and light and the complication arising therefrom	Any work involving frequent or continued exposure to the glare or radiation resulting from molten glass or from heated or smelted metals, or exposure to such strong light or intense heat as would result in damage to the eye or impairment of vision.
14. Disease resulting from silica dust Asbestos and cotton dust	Any work involving exposure to a newly generated dust of silica or substances containing more than 5% of silica, such as mining, quarrying stones cutting or grinding; the manufacture of stone-grinders, metal sandblasting or any other operations involving such exposure, and any work involving exposure to asbestos or cotton dust to an extent that causes such diseases.

No. Type of Diseases	Causative process of operations
15. ANTHRAX	Any work involving contact with animals infected with this disease, or the handling of their carcasses or parts thereof, such as hides, hoom, horns and fleece.
16. Galndors	All works involving contacts with animals infected with this diseases.
17. Tuberculosis	Work at hospitals designated for the treatment of this disease.
18. Infections fevers	Work at hospitals designated for the treatment of these fevers.

SCHEDULE TWO

- Percentages of permanent disabilities -

No.	Percentage of Disability	Kind of disability	Percentage of compensation
1.	Impartial	Loss of both arms from the shoulders and losing any two parts of the body or more than two	100%
2.	Complete loss of sight in both eyes and loss of two eyes		100%
3.	Complete paralysis		100%
4.	Complete mental derangement		100%
5.	Wounds and injuries in head or brain which cause continuous headache		100%
6.	Complete deformation of the face		100%
7.	Injuries and wounds in chest and internal parts which cause a continuous and complete defect of the parts of body in doing their functions.		100%
8.	Loss of legs from the upper part		90%
9.	Loss of hands from the elbow or from the upper part		85%
10.	Severe deformation in the face		80%
11.	Loss of both hands from the elbow		70%
12.	Complete loss of the right arm from the shoulder or from the elbow		70%



S.No. Porcentago of Disability	percentage of compensation
13. Loss of both legs from the knee or from the upper part of them	78%
14. Complete loss of the left arm from the shoulder or from the elbow	60%
15. Loss of one of the legs from the knee or after the knee.	60%
16. Loss of the right arm from the elbow or before the elbow.	60%
17. Loss of one of the legs from the upper part of them	60%
18. Loss of both legs under the knee	60%
19. Loss of all the fingers of the right hand including the thumb	60%
20. Loss of the left arm after the elbow or before the elbow.	50%
21. Loss of the fingers of the left hand including the thumb	50%
22. Loss of the one leg before the knee	50%
23. Complete deafness	50%
24. Complete loss of the tongue and continuous dumbness	45%
25. Loss of both feet from the heel or after the heel	45%
26. Loss of the penis	45%
27. Loss of sight in one eye.	45%

No.	Percentage of disability	Percentage of compensation
28.	Loss of the right hand from the wrist	38%
29.	Loss of the thumb or 4 fingers of the right hand	35%
30.	Loss of the left hand from the wrist	34%
31.	Loss of the thumb or 4 fingers from the left hand.	25%
32.	Loss of one of the two feet from the heel or after the heel	20%
33.	Loss of the whole fingers in one foot including the thumb	20%
34.	Loss of 3 fingers of the right hand except the thumb	20%
35.	The loss of the index finger	15%
36.	The loss of the last digit of the thumb of the right hand	10%
37.	Loss of the index finger of the left hand	10%
38.	Loss of 3 fingers of the left hand with the exception of the thumb	10%
39.	Loss of the finger of the foot with the exception of the foot thumb	10%
40.	Loss of the foot thumb	10%
41.	Loss of the last digit for the left foot thumb	6%

No.	Percontago of disability	percentage of compensation
42.	Loss of the middlo finger of the right hand	6%
43.	Loss of the middle finger of the loft hadd	6%
44.	Loss of the second finger of the right hand	6%
45.	Loss of the second finger of the left hand	6%
46.	Loss of the littlo finger of the right hand	6%
47.	Loss of one finger of the loft hand	6%
48.	Loss of the last digit to any finger with the exception of the thumb	6%
49.	Loss of the second digit of the first finger of the right hand	5%
50.	Loss of the fingore of the foot with exception of the thumb	5%
51.	Loss of a tooth	3%
52.	Loss of a canine tooth	2%

- 1) If any of the body organ or parts of which suffers a permanent total disability to function, such organ or that part of the body shall be considered as virtually lost.
- 2) If the injured labourer was left handed, all compensation regarding the injuries of the left hand shall be considered as right hand.
- 3) In case of deformation or unnatural change to any organ of the body or any part of the body or any sense which is not mentioned in the schedule, the rate of disability shall be estimated by a medical committee provided for in Article 148 of this act which shall take the nearest case which resemble this case mentioned in the schedule.

### SCHEDULE THREE

Rules of distributing the death compensation among  
family members of the dead labourer.

- 1) If there are widow, parents, and son who were under the care of the dead labourers the compensation shall be distributed like this. Widow or widows shall take one eighth- If there were one or more than one widow - the mother shall take one sixth, the father shall take one third, the two children shall take one third or and the rest for the last child. If there are no children the widow or widows shall take equally two thirds of the compensation if they were more than one and the father shall take the rest.

If there were a father and a mother, they shall take the rest equally.

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If there were no parents the widow shall have one eight of the compensation provided that the amount of money shall be distributed equally among the widows if there were more than one wife and the rest for the child. .

In case, there was only the widow, - no children, no parent - she shall take the whole compensation provided that, it shall be divided equally in case of more than one widow.

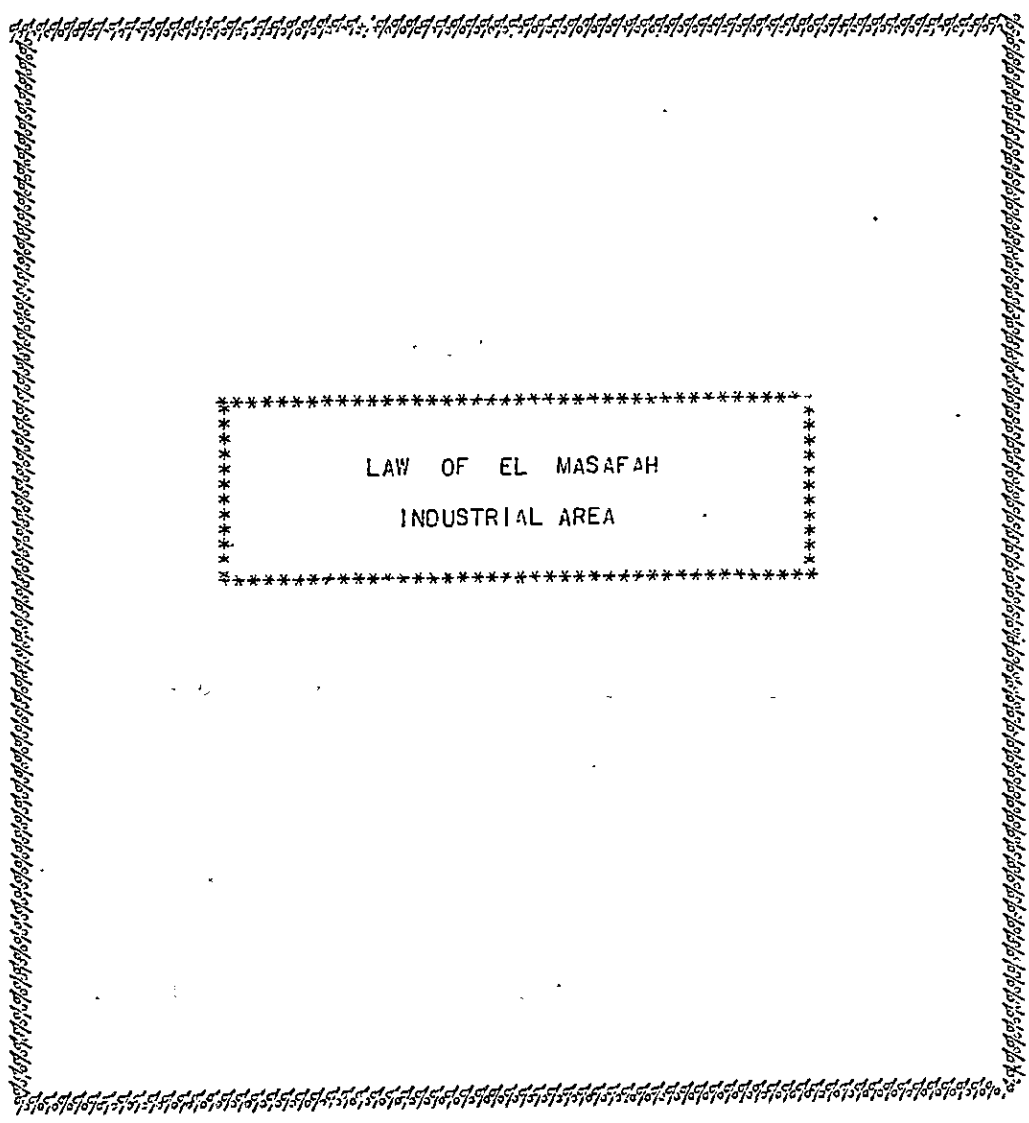
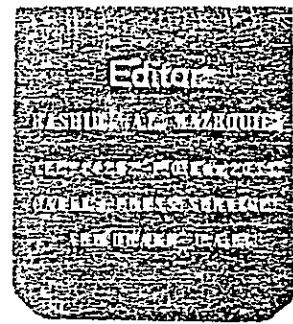
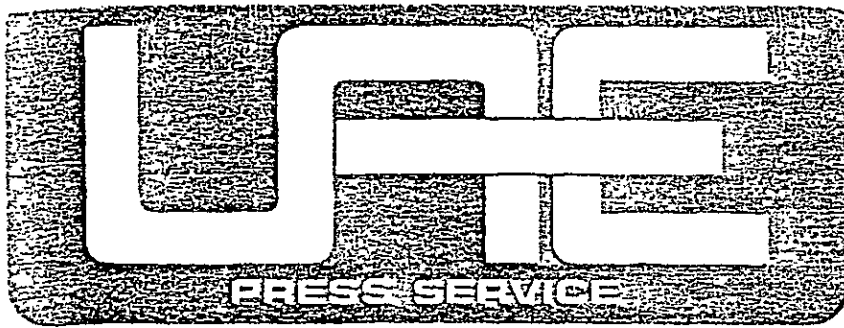
2) If there is a father, and a child, who were under the care of the dead labourer, the child shall take two third, and the rest for the father or equally between the parents.

3) If there were only children - no widows, parents, brother, sister -- the compensation shall be distributed equally. If there was only one child, he shall take the whole compensation.

4) If there were only parents, who were under his care, - no widow, no children - in this case the compensation shall be distributed between the parents equally. If there is one of them, he or she shall take the whole compensation.

Brothers and sisters, who were under the care of the labourer when he died shall be considered like his parents in case there is no father or mother.

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LAW OF EL MASAFAH

INDUSTRIAL AREA

IRST: GENERAL PROVISIONS

1. EL MASAFAH INDUSTRIAL AREA DEMARCATED AND DIVIDED INTO FIVE SMALL AREAS.
  - A) FACTORIES AREA
  - B) CONTRACTORS WORKS AREA.
  - C) MOTOR CARS MAINTENANCE AREA.
  - D) SMALL WORKSHOPS AREA.
  - E) LABOURERS RESIDENTIAL AREA.
2. THE LOCATIONS OF THESE AREAS MARKED ON LAYOUT PLAN OF THE INDUSTRIAL AREA.
3. NETWORK O APPURTENANCES, GENERAL SERVICES SITES, ROADS AND CAR PARKINGS MARKED ACCORDING TO APPROVED LAYOUT.
4. AMALGAMATION OF TWO PLOTS PROHIBITED.
5. PLOT DIVISION TO SMALL PIECES NOT PERMISSIBLE.
6. DWELLING PREMISES NOT ALLOWED ON NON-RESIDENTIAL AREAS.

7.           STORING OF LEFT OVER ITEMS .ETC. OUTSIDE PLOT  
             BOUNDARY NOT PERMISSIBLE.
8.           CAR PARKINGS OUTSIDE PLOT BOUNDARY RESTRICTED  
             FOR HEAVY TRUCKS PARKING, STORING OR REPAIR    OF  
             MOTOR CARS, ONLY PERMISSIBLE FOR DAY USE BY  
             CUSTOMERS.
9.           PROVISION OF FIRE EXTINGUISHING EQUIPMENTS FOR  
             EACH FACTORY, STORE, OR ANY TYPE OF PREMISES  
             ON INDUSTRIAL PLOT.
10.          PROVISION OF THE FOLLOWING CONDITIONS TO EACH  
             PLOT USED FOR PURPOSE OF PUMPING, STORING OF  
             GREASING EQUIPMENTS OR ITEMS OF SAME NATURE  
             AND STORING OF FUEL OR ITEMS OF SAME NATURE.
11.          A) FUEL STORES SHOULD BE CONSTRUCTED OF AN UN-IN-  
             FLAMMABLE MATERIAL FOR ENOUGH FROM ANY PLACE  
             THAT MIGHT DEVELOP INFLAMMABLE MATERIAL.  
             B) FUEL PUMPING AND GREASING EQUIPMENTS SITES SHOULD  
             BE DEMARCATED IN ACCORDANCE WITH THE REQUIREMENTS  
             OF THE CONCERNED LICENCING AUTHORITY.



11. BUILDING PERMIT FROM EL MASAFAH SHOULD BE OBTAINED THROUGH THE FOLLOWING CHANNEL:-

- A) SUBMISSION OF A COPY OF APPROVED PLOT SITE PLAN BY TOWN PLANNING DEPARTMENT.
- B) SUBMISSION OF 10 COPIES OF BUILDING PERMIT APPLICATION SIGNED BY LAND TENANT AND CONSULTANT ENGINEER.
- C) THREE COPIES OF CIVIL CONSTRUCTION, SANITATION & ELECTRICAL INSTALLATION PLANS SHOULD BE SUBMITTED.
- D) ALL SUBMITTED DRAWINGS AND PLANS SHOULD BE IN 1:100 SCALE. GENERAL SITE PLAN THAT ILLUSTRATES ALL PREMISES, CAR PARKINGS AND SYPHON REFUSE WELLS ETC. SHOULD BE IN 1:200 SCALE.
- E) NAME OF PLOT TENANT SHOULD BE CLEARLY SHOWN ON EACH PLAN AS WELL AS NORTH DIRECTION SIGN.
- F) ALL APPLICATIONS, DRAWINGS AND DOCUMENTS FOR PURPOSE OF OBTAINING BUILDINGS PERMIT SHOULD BE SUBMITTED TO TOWN PLANNING DEPARTMENT.

SECOND:

SPECIAL PROVISIONS ON BUILDING SYSTEM ON INDUSTRIAL AREA PLOTS.

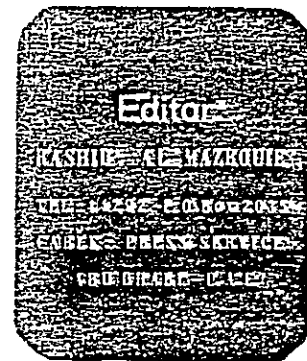
- 1. CHANGE OF APPROVED NATURE OF USE OF ANY PLOT NOT ALLOWED. MEANWHILE, COMPLIANCE WITH APPROVED USE IS ESSENTIAL.

2. BUILDINGS IN EACH PLOT SHOULD BE SITED  $2\frac{1}{2}$  M AWAY FROM BOUNDARY BETWEEN EACH TWO PLOTS.
3. BUILDINGS ON SITE SHOULD NOT EXCEED 40% OF TOTAL AREA SHELTERS ETC. INCLUSIVE.
4. AREA SHOULD BE SEGREGATED WITH A TWO METER WALL HEIGHT.
5. THE TENERAL SITE PLAN SUBMITTED TO OBTAIN BUILDING PERMIT SHOULD INDICATE THE FOLLOWING DETAILS:-  
  
WORKSHOPS SITES - COVERED AND OPEN STORAGE, ADMINISTRATION PREMISES, COVERED AND OPEN CAR PARKINGS, INTERNAL PASSAGES, GUARD ROOMS, EMPLOYEES AND LABOURERS TOILETS, LEFT OVER ITEMS ETC. PLOT IN AND OUTLETS AND NORTH DIRECTION SIGN.
6. PROVISION OF A GUARD ROOM WITH A TOILET OF 2.20 TOTAL AREA IS PERMISSIBLE.
7. SOAT AWAY PITS AND ALL DRAINAGE LINES SHOULD BE WITHIN PLOT BOUNDARY.
8. SEWAGE SYSTEM SHOULD BE PROVIDED FOR FACTORY AND WORKSHOP MANPOWER.
9. A) THE GROUND FLOOR OF FACTORY OR WORKSHOP PREMISES SHOULD BE 40 CM ABOVE PUBLIC ROAD LEVEL.  
  
B) GROUND FLOOR OF ADMINISTRATION PREMISES SHOULD BE 60 M. ABOVE PUBLIC ROAD LEVEL.

10. A MAXIMUM OF TWO FLOORS FOR ADMINISTRATION PREMISES ALLOWED.
11. PRE-APPROVAL OF TOWN PLANNING DEPARTMENT SHOULD BE OBTAINED WHILE INTENDING TO CONSTRUCT A FACTORY WHICH PRODUCTS DEVELOPS ANY TYPE OF SMOKE OR VAPOUR, THAT IS ONLY ALLOWED ON SUITABLE SITES ACCORDING TO PLANNING REQUIREMENTS, HEALTH SECURITY AND AIR NAVIGATION SAFETY.

Sd/-

DR. ABDUL REHMAN MAKHLOUF  
DIRECTOR OF TOWN PLANNING  
DEPARTMENT, ABU DHABI.



LAW OF MUSAFFAH INDUSTRIAL AREA

(PART II )

FIRST: GENERAL RULES:

1. The Industrial Area of Al Musaffah is divided into five zones:
  - a. Factories Zone.
  - b. Contractors Works Zone
  - c. Vehicles maintenance Zone.
  - d. Minor Workshops Zone.
  - e. Residential Zone for Labourers.
2. Each of the above Zones has definite sites on the area planning map.
3. The routes of Public utilities net works, general services sites, roads and car parks have been determined according to the authorized planning.
4. Amalgamation of two pieces of land is not allowed.
5. The one piece of land is not allowed to be sub-divided.
6. Construction of residential buildings for labourers and employees in non-residential zones is not allowed.
7. In no way it is allowed to work, store or lay the refuse and remainings outside the limits of the piece of land.
8. The car parks outside the plots of land are set for use during the day only by the concerned persons, and they may not be used for storage, truck parking or repair of vehicles.

9. Fire fighting units should be made available for every factory, store, or any building in the industrial plot of land.
10. In case the industrial plot of land is used for construction of buildings for fuel pumps, lubricants, etc., storage of fuel and the like, the following conditions should be adhered to:-
  - a. Fuel stores should be made of non-flammable material and be adequately far from any place where there are inflammable materials.
  - b. Fuel pumps and lubrication equipment sites should be determined according to the requirements of the competent authorities which give the licence accordingly.
11. A permit should be obtained for construction and building at Musaffah area according to the following procedures:-
  - a. A photo-copy of the site plan of the plot of land authorized by the Town Planning Department should be submitted.
  - b. Two copies of application for construction permission, signed by the lessee of the plot of land and the Consulting Engineer should be submitted.
  - c. Three copies of the architectural, constructional, sanitary and electrical drawings should be submitted.
  - d. All the drawings and maps submitted should be at a scale of 1/100 except the general site plan which shows all the buildings, car parks

and septic tanks, etc., where the scale shall be 1/200.

- e. Giving the name of the lessee on every lay-cut and indication of the north direction on each.
- f. All applications, drawings and documents for obtaining a permit for building should be submitted to Town Planning Department.

SECOND:                    SPECIAL RULES: METHOD OF CONSTRUCTION  
                                 IN THE INDUSTRIAL AREA:-

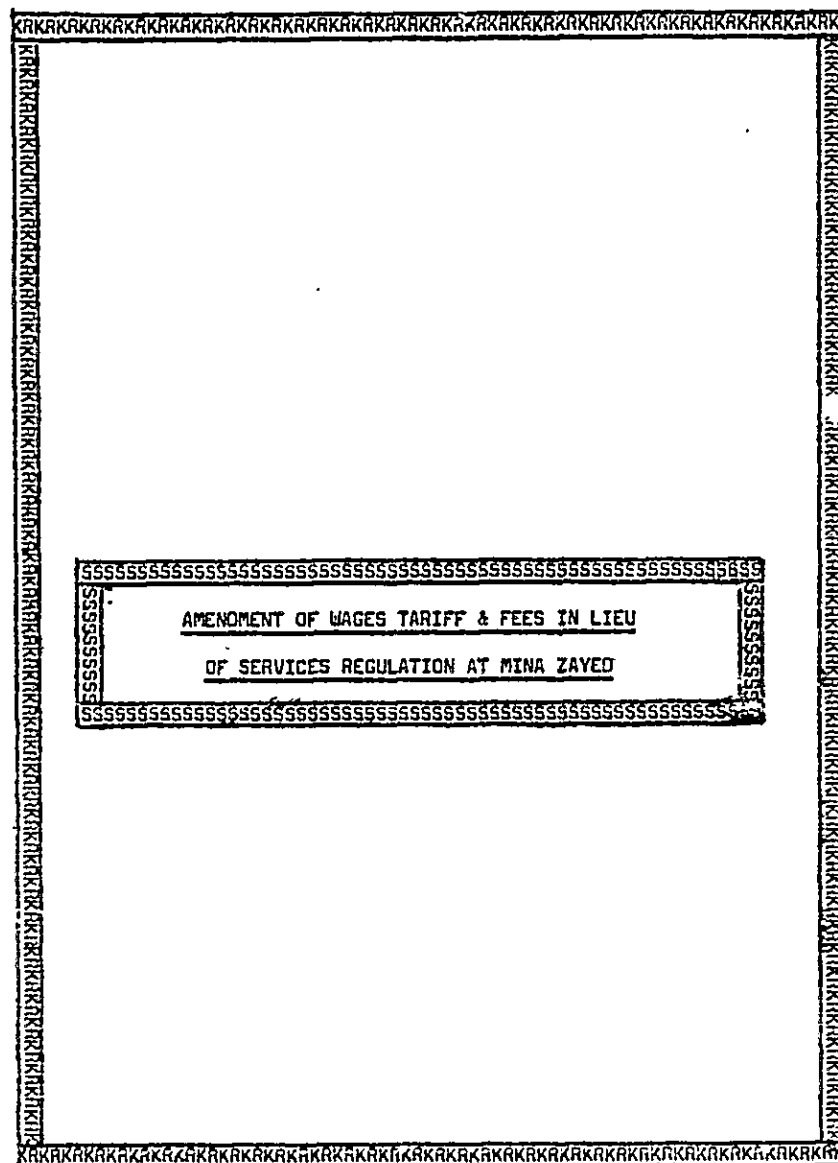
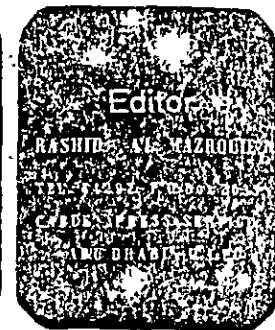
- 1. The intended utilization authorised for each and any piece of land may not be changed, and should be adhered to.
- 2. In case two plots of land join the border, the buildings in each should be 2.5 Metres far from the common border.
- 3. Percentage of the built area shall not exceed 60% of the total area, including the shelters etc.
- 4. The piece of land should be surrounded by a perimeter wall 2 metres high.
- 5. The general details of the site submitted for obtaining the permission should indicate the following:-

Workshops sites, covered storage, uncovered storage, administrative buildings, covered/uncovered car parks, internal paths, guards rooms, labourers & staff lavatories, refuse and remainings, access roads and exit roads, and the north direction.

6. One room alongwith a lavatory may be erected for the guard provided it does not exceed 20 M<sup>2</sup>.
7. Septic tanks and all drainage and sewage lines should be within the plot of land.
8. Sanitary lavatories should be made available for all the personnel of the factory or workshop.
9.
  - a. The elevation of the floors of the workshops or factories should be 40 cm. higher than the public roads.
  - b. The elevation of the administrative buildings should be 60 cm. higher than the public roads.
10. The maximum height allowed for the administrative building is only two floors.
11. In case it is intended to construct any factory or plant where the industry produces any kind of smoke or vapour, the approval of Town Planning Department should be obtained in advance; and this shall not be allowed except in the appropriate sites in accordance with the consideration of planning, health, security and air movement safety.

Engineer/Azmi Abu Talib  
Actg. Director of Town Planning Dept.  
Abu Dhabi.





U.A.E. PRESS SERVICE DAILY NEWSLETTER

AMENDMENT OF WAGES TARIFF & FEES IN LIEU  
OF SERVICES REGULATION AT MINA ZAYED.

FIRST: CLAUSE 31

" With the exception of the appended limitations all tons should be considered as dead freight tons by weight or dimension whichever large."

Cement	8 Dh. per freight ton
Timber & covered goods	11 Dh. — — —
Various goods	14 Dh. — — —
Motor Vehicles	14 Dh. per weight ton.

It includes goods portage wages from Boat warehouse to Storage area and sorting according to shipping marks and delivery to importer transportation.

REQUIREMENT: AGREEMENT OF THE EXECUTIVE COUNCIL ON THE FOLLOWING

(A) Addition of the following phrases to Clause (31) above:

" In case of employing casual labourers other than the Mina manpower for delivery of goods to importer, wages should be as follows:-

Cement: 5 Dh. per dead freight ton from Boat to Port Stores.

Timber & Covered goods: 8 Dh. per dead freight ton from Boat to Port Stores.

Black Cargo: 4 Dh. per dead freight ton provided merchant porters should be employed.

Motor Vehicles: 14 Dh. per ton.

It includes goods portage wages from Boat warehouse to Storage area and sorting according to Shipping marks.

- (B) Goods on launches are free on delivery wages in the case of direct delivery, provided Port equipment and harbour not employed.

SECOND:

CLAUSE 43:

Only one Dirhams collected for each short contents certificates to the maximum of Sixteen parcels and only ten fils per each excess short parcel. Parcels include containers and bags.

REQUIREMENTS

Agreement of the Executive council to add the following phrase to Clause 43 above :-

" Each cubic meter of timber should be considered as Parcel or in case of un-packed timber, every hundred pieces are parcel."

THIRD:

CLAUSE 46

Overtime wages entitled after official office hours payable by boat owner or his agent @ 200 Dh. per each overtime hour or its fraction the value of at least three hours wage.

REQUIREMENT

Addition of the following Phrase to Clause 46:

" In the case of direct delivery, four dirhams should be collected per hour as overtime wage as regards chartered boats.

FOUR:

CLAUSE 21

The following hires should be collected in the case of employing Cranes & Fork Lifts for use inside the Port area for purpose other than handing over of goods on which normal wages are applied.

40 Dh. per hour or its fraction for employing 40 tonner Crane should be collected.

15 Dh. per hour or its fraction for employing 15 tonner Crane should be collected.

20 Dh. per hour or its fraction for employing 20 tonner Crane should be collected.

200 Dh. per full shift for employing beach electric crane should be collected. An increase of 50% of this wage added in the case of employing the said equipments after official hours.

REQUIREMENT:

Addition of the following wages to Clause 21

10 Dh. hourly per ton for employing Port Cargo.

400 Dh. per hour for employing Port Driver.

Sd/-

CHAIR MAN, PORTS DEPT.

## T A R I F F   R U L E S

### MINA ZAYED ABU DHABI - U.A.E. DEFINITIONS

#### ARTICLE 1:

IN THE APPLICATION OF THESE RULES, THE FOLLOWING EXPRESSIONS SHALL, UNLESS THE CONTEXT OTHERWISE REQUIRES, HAVE THE RESPECTIVE MEANINGS HEREBY ASSIGNED TO THEM :

VESSELS : MEANS & INCLUDES ALL SHIPS, CRAFT, LAUNCHES & BOATS OF ANY TYPE AND DESCRIPTION.

SHIPS : MEANS AND INCLUDES ALL VESSELS OF ANY TYPE AND DESCRIPTION IN EXCESS OF 150 TONS NET REGISTERED TONNAGE.

CRAFT : MEANS ALL VESSELS OF LOCAL DESIGN PROPELLED WITH MECHANICAL POWER WHICH DO NOT EXCEED 150 TONS NET REGISTERED TONNAGE. IT INCLUDES ALSO VESSELS MAINLY UNDER SAIL WHICH DO NOT EXCEED 500 TONS NET REGISTERED TONNAGE.

LAUNCHES & BOATS: WILL INCLUDE ALL BARGES, TUGS, PONTOONS, DREDGERS, STEAM BOATS ETC.

CARGO HANDLING : MEANS LOADING AND/OR OFF-LOADING CARGO.

TRANSIT CARGO : WILL MEAN CARGO ARRIVING IN THE COUNTRY ON A VOYAGE THAT STARTS AND ENDS OUTSIDE THE BOUNDARIES OF THE COUNTRY, WITHOUT LEAVING THE PORT AREA.

## P O R T   D U E S .

#### ARTICLE 2:

PORT DUES WILL BE LEVIED ON EVERY SHIP ENTERING MINA ZAYED. THE CHARGES WILL BE BASED ON THE NET REGISTERED TONNAGE AS FOLLOWS :

1. FOR ANY PERIOD NOT EXCEEDING TEN DAYS:  
18 FILS PER NET REGISTERED TON FOR SHIPS WORKING CARGO.
2. AFTER TEN DAYS FOR EACH DAY OR PART THEREOF :  
2 FILS PER NET REGISTERED TON FOR SHIPS WORKING CARGO.
3. SHIPS CALLING FOR PROVISIONS, REPAIRS, CREW CHANGES OR ORDERS ONLY :  
4 FILS PER NET REGISTERED TON FOR EACH PERIOD OF TEN DAYS OR PART THEREOF.
4. SHIPS CALLING IN DISTRESS, OR FOR REASON OF WEATHER, DISABILITY FOR MEDICAL ASSISTANCE :  
FEE FOR 72 HOURS, THEN 4 FILS PER NET REGISTERED TON FOR EACH PERIOD OF TEN DAYS OR PART THEREOF.

#### ARTICLE 3:

SHIPS RE-ENTERING THE PORT WITHIN 14 DAYS :

- (I) WHEN LEAVING WITHIN 24 HOURS OF RE-ENTRY - 75% REDUCTION.
- (II) WHEN LEAVING WITHIN 48 HOURS OF RE-ENTRY - 50% REDUCTION.

(III) WHEN LEAVING AFTER 48 HOURS OF RE-ENTRY - 25% REDUCTION.  
SUCH SHIPS WILL BE ALLOWED ONE RE-ENTRY REDUCTION ONLY FOR EACH ENTRY AT FULL RATES.

ARTICLE 4:

WHARFAGE

SHIPS BERTHING ALONGSIDE FOR PURPOSES OTHER THAN HANDLING CARGO OR PASSENGERS WILL BE CHARGED 0.4 FILS PER FOOT OF REGISTERED OVERALL LENGTH PER 24 HOURS OR PART THEREOF.

ARTICLE 5:

THE FOLLOWING SHIPS WILL BE EXEMPT FROM THE PAYMENT OF PORT DUES

1. ANY SHIP OF OR LESS THAN 150 TONS NET REGISTERED TONNAGE.
2. TUGS, LIGHTERS, DREDGERS, BARGES OR SIMILAR VESSELS.
3. COUNTRY CRAFT.
4. PRIVATE YACHTS.
5. TENDERS OF THE GULF LIGHTING SERVICE.

P I L O T A G E C H A R G E S

ARTICLE 6:

ALL SHIPS, OTHER THAN EXCEPTED SHIPS IN ARTICLE 12, NAVIGATING WITHIN MINA ZAYED, WHETHER ENTERING, LEAVING OR MANEUVERING, WILL BE UNDER THE PILOTAGE OF A PILOT:

ARTICLE 7:

NORMAL PILOTAGE

FOR THE USE OF PILOT INTO OR OUT OF MINA ZAYED.

SHIPS OVER 150 TO 500 N.R.T	DH.100
SHIPS FROM 501 TO 1500 N.R.T.	DH.150
SHIPS FROM 150 TO 2500 N.R.T	DH.200
SHIPS FROM 250 TO 3500 N.R.T	DH.300
SHIPS FROM 350 TO 5000 N.R.T	DH.350
SHIPS FROM 500 TO 6000 N.R.T	DH.400
SHIPS OVER 6000 N.R.T.	DH.450

ARTICLE 8:

SPECIAL PILOTAGE

AS IN ARTICLE "7" ABOVE BUT ON AN HOURLY OR PART THEREOF BASIS. SPECIAL PILOTAGE CHARGES WILL APPLY TO ANY SHIP WHICH ENTERS MINA ZAYED FOR PURPOSES OTHER THAN WORKING CARGO.

FOR TAKING A VESSEL FROM SEA TO AN ANCHORAGE, OR VICE VERSA, OR FOR MOVEMENTS BETWEEN ANCHORAGES. THE CHARGES WILL BE ONE HALF OF THOSE IN ARTICLE "7" ABOVE.

ARTICLE 10:

FOR THE USE OF A PILOT TO SHIFT BERTH AT THE QUAY, DH.150/- PER MOVEMENT.

ARTICLE 11:

IF A PILOT IS KEPT WAITING THROUGH ANY FAULT OF THE SHIP OR SHIPS AGENT, THERE WILL BE A CHARGE OF DH.50/- PER HOUR OR PART THEREOF. IF A PILOT BOAT IS ALSO DETAINED, THERE WILL BE AN ADDITIONAL CHARGE OF DH.100/- PER HOUR OR PART THEREOF.

ARTICLE 12:

THE FOLLOWING SHIPS WILL BE EXEMPTED FROM THE REQUIREMENT TO TAKE A PILOT :

- 1 SHIPS OWNED OR OPERATED BY THE PORT AUTHORITY.
2. TUGS, LIGHTERS, DREDGERS, BARGES OR SIMILAR VESSELS.
3. COUNTRY CRAFT, AND SHIPS OF OR LESS THAN 150 TONS NET REGD. TONNAGE.
4. TENDERS OF THE GULF LIGHTING SERVICE.

BERTHING AND UNDERTHING CHARGES

ARTICLE 13:

ALL SHIPS BERTHING OR UNDERTHING ALONGSIDE THE QUAY, WHEN UNDER THE PILOTAGE OF A PILOT, WILL BE CHARGED AS FOLLOWS :

SHIPS UP TO 2000 N.R.T	DH.125.00
SHIPS FROM 2001 TO 3000 N.R.T	DH.150.00
SHIPS FROM 3001 TO 4000 N.R.T	DH.175.00
SHIPS FROM 4001 TO 5000 N.R.T	DH.200.00
SHIPS FROM 5001 TO 6000 N.R.T	DH.225.00
SHIPS OVER 6000 N.R.T	DH.250.00

THE ABOVE INCLUDES THE SERVICES OF THE HARBOUR MASTER, ROPE RUNNING LAUNCHES AND MORNING GANG. NO CHARGE WILL BE MADE UNDER THIS SECTION FOR MOVEMENT BETWEEN BERTHS ORDERED BY THE HARBOUR MASTER. THE CHARGE WILL BE DOUBLED FOR SHIPS BOTH BERTHING AND UNDERTHING ON FRIDAYS OR PUBLIC HOLIDAYS.

HIRE OF PORT CRAFT

ARTICLE 14:

TUGS

ALL SHIPS NAVIGATING WITHIN MINA ZAYED, WHETHER ENTERING, LEAVING OR MANOEUVERING, MUST ACCEPT THE SERVICES OF A TUG OR TUGS AT THE DISCRETION OF THE HARBOUR MASTER.

ARTICLE 15:

NORMAL TOWAGE

NORMAL TOWAGE WILL APPLY TO ALL SHIPS ENTERING OR LEAVING FOR THE PURPOSE OF HANDLING CARGO :

1. FOR A BASIC PERIOD NOT EXCEEDING TWO HOURS :

1st & 2nd Tugs	DH.320 PER Tug.
3rd Tug	DH.550

2. TIME IN EXCESS OF TWO HOURS :

1st & 2nd Tug.	DH.320 PER TUG PER HOUR OR PART THEREOF
3rd Tug	DH.550 PER HOUR OR PART THEREOF _____

ARTICLE 16:

SPECIAL TOWAGE

SPECIAL TOWAGE WILL APPLY TO SHIPS ENTERING OR LEAVING FOR PURPOSE OTHER THAN HANDLING CARGO AT THE FOLLOWING RATES :

1. FOR A BASIC PERIOD NOT EXCEEDING TWO HOURS :

1st & 2nd Tugs	DH.360 PER TUG
3rd Tug	DH.680

2. TIME IN EXCESS OF TWO HOURS :

1st & 2nd Tugs	DH.360 PER TUG PER HOUR OR PART THEREOF
3rd Tug	DH.680 " HOUR OR PART THEREOF.

ARTICLE 17:

FOR TOWING COUNTRY CRAFT OR SHIPS UP TO 150 TONS NET REGISTERED TONNAGE DH.100 IRRESPECTIVE OF THE PERIOD.

ARTICLE 18:

TUGS STANDING WILL BE CHARGED AT FULL RATES.

TUG SERVICES SHALL BE RENDERED SUBJECT TO THE TERMS AND CONDITIONS LAID DOWN IN THE TOWAGE CERTIFICATE.

ARTICLE 19:

PILOT LAUNCH: PER HOUR OR PART THEREOF.	DH. 90
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ARTICLE 20:

MOORING LAUNCH - PER HOUR OR PART THEREOF	DH. 45
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HIRE OF PORT PLAN & EQUIPMENT

ARTICLE 21:

CRANAGE

CHARGES FOR THE USE OF CRANES AND FORK LIFTS INSIDE THE PORT AREA FOR PURPOSES OTHER THAN HANDLING CARGO ON WHICH NORMAL HANDLING CHARGES HAVE BEEN MADE WILL BE AS FOLLOWS:



CRANES DURING WORKING HOURS, PER HOUR OR PART THEREOF:

40 TON	DH. 40
15 TON	DH. 15

FORK LIFTS DURING WORKING HOURS, PER FORK LIFT PER HOUR OR PART THEREOF:  
DH. 20

DOCKSIDE CRANES DH. 200 PER CRANE PER SHIFT OR PART THEREOF.

THESE CHARGES WILL BE INCREASED BY 50% OUT SIDE NORMAL WORKING HOURS.

#### ARTICLE 22:

THE CHARGES FOR THE USE OF CRANES OUTSIDE THE PORT AREA WILL BE AS FOLLOWS:

40 TONS CRANES DURING WORKING HOURS PER CRANE PER HOUR OR PART THEREOF:  
DH. 100

OTHER CRANES DURING WORKING HOURS, PER CRANE PER HOUR OR PART THEREOF:  
DH. 60

THESE CHARGES WILL BE INCREASED BY 50% OUTSIDE NORMAL WORKING HOURS.

#### ARTICLE 23:

THE CHARGES FOR THE USE OF TRACTORS FOR PURPOSE OTHER THAN HANDLING CARGO ON WHICH NORMAL HANDLING CHARGES HAVE BEEN RAISED WILL BE AS FOLLOWS:

TRACTORS FOR USE INSIDE THE PORT AREA DH. 5 PER TRACTOR PER HOUR OR PART THEREOF.

#### ARTICLE 24:

TRAILERS FOR USE INSIDE OR OUTSIDE THE PORT AREA:

UP TO 10 TONS CAPACITY PER TRAILER	DH. 40 PER HOUR OR PART THEREOF
UP TO 15 TONS CAPACITY " "	DH. 50 PER HOUR " " "
UP TO 25 TONS CAPACITY " "	DH. 60 PER HOUR " " "

IF HIRED BY THE DAY, A MINIMUM CHARGE FOR 8 HOURS WILL BE MADE.

THE RATE IN ARTICLES 23 & 24 WILL BE DOUBLED OUTSIDE NORMAL WORKING HOURS.

ANY DAMAGE SUSTAINED BY PORT EQUIPMENT WILL BE MADE GOOD AT THE HIRER'S EXPENSE UNLESS DIRECTLY ATTRIBUTABLE TO THE FAULT OR NEGLIGENCE OF THE OPERATOR.

#### ARTICLE 25:

SLINGS AND NETS ETC.

FOR HIRE OF NET SLING	DH. 50 PER 24 HOURS.
FOR HIRE OF CAR SLING	DH. 50 PER 24 HOURS.
FOR HIRE OF WIRE SLING	DH. 25 PER 24 HOURS.
FOR HIRE OF CANVAS SLING	DH. 25 PER 24 HOURS.
FOR HIRE OF ROPE SLING	DH. 15 PER 24 HOURS.
FOR HIRE OF DOCK SLING	DH. 20 PER 24 HOURS.
FOR HIRE OF PLATE GRABS	DH. 20 PER 24 HOURS.
FOR HIRE OF GRABS	DH. 12 PER 24 HOURS.
FOR HIRE OF WOODEN PALLET	DH. 20 PER 24 HOURS.
FOR HIRE OF WEIGHING SCALE	DH. 10 PER HOUR OR PART THEREOF

ARTICLE 26:

DAMAGE CAUSED TO SLINGS ETC. BY THE HIRER WILL BE REPAIRED AT THE HIRE'S EXPENSE.

ARTICLE 27:

MOORING ROPES: FOR THE HIRE OF MOORING ROPES. DH. 50 PER DAY PER SET.

ARTICLE 28:

RATE GUARDS: FOR THE HIRE OF RATE GUARDS, DH, 5 PER DAY PER SET.

ARTICLE 29:

GARBAGE BINS : FOR THE USE OF BINS AND THE DISPOSAL OF GARBAGE, DH, 30 PER DAY (THE USE OF GARBAGE BINS IS COMPULSORY).

TELEPHONES: FOR THE USE OF INSTRUMENTS AND LOCAL CALLS, DH. 15 PER DAY PER TELEPHONE. OVERSEAS CALLS WILL BE CHARGED SEPARATELY.

ARTICLE 30:

FRESH WATER: FRESH WATER IS AVAILABLE ON THE JETTIES AT A CHARGE OF DH. 5 PER TON.

HANDLING CHARGES

EXCEPT WHERE SPECIFICALLY MENTIONED HEREUNDER, ALL TONS SHALL BE REGARDED AS FREIGHT TONS AND SHALL BE DETERMINED BY WEIGHT OR MEASUREMENT, WHICHEVER IS THE GREATER.

ARTICLE 31:

IMPORTS

THE CHARGES FOR IMPORTS WILL INCLUDE THE TRANSPORT OF GOODS FROM SHIP'S HOOK TO THE STORAGE AREA, SORTING TO SHIPPING MARKS AND DELIVERY TO CONSIGNEE'S ROAD OR WATER TRANSPORT.

CEMENT	DH. 8 PER TONS
BAGGAGED CARGO AND TIMBER	DH. 11 PER TONS
GENERAL CARGO	DH. 14 PER TONS

THE CHARGE FOR THE IMPORT OF MOTOR VEHICLES WILL BE DH. 14 PER DEADWEIGHT TON.

ARTICLE 32:

DIRECT DELIVERY.

IMPORTS DIRECT DELIVERY CARGO IS TAKEN BY THE CONSIGNEE OR HIS AGENT INTO HIS ROAD OR WATER TRANSPORT AS FAST AS THE SHIP CAN DELIVER. SUCH DIRECT DELIVERY WILL ONLY BE ALLOWED FOR REFRIGERATED CARGO, AND GOODS IMPORTED IN BILL OF LANDING LOTS OF 100 TONS OR MORE.

THE PRIOR APPROVAL OF THE PORT MANAGER MUST BE OBTAINED IN EACH CASE AND THE DECISION TO ALLOW DIRECT DELIVERY OR NOT RESTS WITH THE PORT MANAGER.

ARTICLE 33:

DIRECT DELIVERY WILL BE CHARGED AS FOLLOWS:

CEMENT	DH. 6 PER TONS IF PORT LABOUR IS USED, DH. 4 PER TONS IF PORT LABOUR IS NOT USED.
BAGGAGED CARGO AND TIMBER	DH. 850 PER TON IF PORT LABOUR IS USED, DH. 650 PER TONS IF PORT LABOUR IS NOT USED.
GENERAL CARGO	DH. 11 PER TONS IF PORT LABOUR IS USED, DH. 9 PER TONS IF PORT LABOUR IS NOT USED.

ARTICLE 34:

IF FOR ANY REASON WHATSOEVER GOODS FOR DIRECT DELIVERY ARE LANDED ON THE MINA ZAYED QUAY AND REMOVED TO MINA ZAYED TRANSIT SHEDS OR WAREHOUSES OR OPEN STORAGE AREAS, FULL IMPORT HANDLING CHARGES AS IN ARTICLE "31" WILL BE APPLIED.

ARTICLE 35:

SORTING TO SUB-MARKS OR SIZES.

ORDINARY SORTING TO SHIPPING MARKS AND NUMBERS IS INCLUDED IN THE IMPORT HANDLING CHARGES, BUT IF A ADDITIONAL SORTING IS REQUIRED BY THE CONSIGNEE OR HIS AGENT TO SUBSIDIARY MARKS AND NUMBERS OR SIZES, A CHARGE OF DH. 5 PER TONS WILL BE MADE. THE CHARGES WILL BE APPLIED TO LOOSE TIMBER.

IN THIS CONTEXT, SHIPPING MARKS AND NUMBERS SHALL MEAN DISTINCTIVE MARKS AND NUMBERS COMMON TO THE WHOLE CONSIGNMENT UNDER WHICH GOODS ARE SHIPPED AND DELIVERED. SUBSIDIARY MARKS AND NUMBERS SHALL MEAN THOSE NOT COMMON TO THE WHOLE CONSIGNMENT AND NOT NECESSARY FOR THE DELIVERY OF THE CONSIGNMENT IN ITS ENTIRETY.

ARTICLE 36

EXPORTS

THE HANDLING CHARGES ON GENERAL EXPORTS AT MINA ZAYED USING PORT LABOUR AND EQUIPMENT WILL BE DH. 10 PER TON.

IF GENERAL EXPORTS ARE DIRECTLY LOADED FROM THE SHIPPER'S OWN ROAD OR WATER TRANSPORT TO SHIPS HOOK, THE CHARGE WILL BE DH. 8 PER TON. THE PRIOR APPROVAL OF THE PORT MANAGER MUST BE OBTAINED IN EACH CASE.

ALL CARGO HANDLED IN ABOVE WILL BE GRANTED 30 DAYS FREE STORAGE AFTER WHICH THE STORAGE CHARGES WILL BE APPLIED.

ARTICLE 37:

TRANSHIPMENT AND OVERLANDED OR OVER-CARRIED GOODS BY OCEAN GOING SHIPS.

HANDLING CHARGES IN AND OUT ON GOODS FOR TRANSHIPMENT WHICH DO NOT LEAVE THE MINA ZAYED AREA WILL BE CHARGED AS FOLLOWS:

(i) BAGGAGED CARGO

FOR CONSIGNMENTS UP TO 500 TONS	DH. 19 PER TON
For Consignment over 500 Tons	Dh. 17 " "

(ii) General Cargo

For Consignments upto 500 tons	Dh. 22 per ton
For Consignments over 500 tons	Dh. 20 " "

All transshipment cargo will be granted 30 days free storage after which the storage charges in Article 44 will be applied.

To qualify for transshipment rates, relevant Customs formalities have to be observed and the prior approval of the Port Manager must be obtained in each case.

ARTICLE 38:

Direct Transshipment for Re-export.

Goods transhipped direct from ship to ship alongside at Mina Zayed or re-exported into barges or country craft direct from ship's gear will be charged a way leave of Dh.4 per ton.

The prior approval of the Port Manager must be obtained in each case.

ARTICLE 39:

Shifting Cargo

A handling charge will be made for shifting ship's cargo from hatch to hatch, including the use of all necessary port equipment: O Dh.17 per ton

ARTICLE 40:

Cars and/or Lorries overstowing Abu Dhabi Cargo.

A handling charge will be made for each car and/or lorry which has to be offloaded to enable Abu Dhabi cargo to be discharged. The charge will include re-loading and all other handling operations.

(i) Cars, Dh.25 per car per day or part thereof for which it is off-loaded.

(ii) Lorries, Dh.50 per lorry per day or part thereof for which it is offloaded. Such vehicles may only be landed with the prior approval of the Port Manager.

ARTICLE 41:

Weighing & Measuring

Weighing and measuring shall mean 'weighing and measuring for the purpose of assessing and/or checking handling and storage charges.

(i) Weighing bags, packages or articles singly per 100 lbs. or part thereof: 50 fills

(ii) Weighing bags, packages or articles collectively per 2240 lbs or part thereof: Dh.4

- (iii) Measuring packages or articles of 40 cubic feet or part thereof, Dh.4

ARTICLE 42:

Weighing, measuring or counting for insurance purpose or for the issue of short contents certificates shall be free, except when attended by an insurance company's representative. In the latter case a charge of Dh.10 per hour or part thereof will be made.

ARTICLE 43:

Short contents certificate will be issued at a rate of Dh.1 per certificate upto 16 packages. An extra charge of 10 fils will be made for each package in excess of 16. For the purposes of this Article 'Packages' shall include cased or bagged goods.

STORAGE CHARGES

ARTICLE 44:

For the first 30 days from the date of arrival of the vessel - Free.	
For the first period of 15 days or part thereof until the fourth period or part thereof	Dh.1.50 per ton
For the fifth period of 15 days until the eighth period or part thereof	Dh.2.00 " "
For the ninth period of 15 days and thereafter	Dh.2.50 " "

After one year, articles 47 & 48 will be applied.

WORKING HOURS

ARTICLE 45:

Normal: The normal working hours both afloat and ashore from Saturday to Thursday inclusive (but excluding Public Holidays) will be:

First Shift	:	7.00	to	13.00
Second Shift	:	14.00	to	20.00
Overtime before midnight	:	21.00	to	24.00

Working hours are subject to change during the month of Ramadan.

Working hours may be changed at the discretion of the Port Manager.

ARTICLE 46:

Overtime:

Overtime will be a charge on the shipowner or his agent for all hours worked inside normal working hours, and on Fridays and Public Holidays, at a rate of Dh.200 per hour or part thereof with a minimum charge for 3 hours.

If overtime working is interrupted for one hour or more, the 3 hour minimum rule will be applied when work recommences.

DAMAGED OR DEFECTIVE GOODS

Article 47:

Damaged or defective goods must be cleared from Mina Zayed within 30 days of the date of the arrival of the Carrying Vessel, and no responsibility can be taken for further loss or damage to defective cargo.

Any goods not cleared in accordance with the Port Regulations may be removed by the Port Authority at the owner's risk and expense and auctioned for payment of handling charges, storage charges and other expenses approved by the Port Authority.

The Public Health Officer is empowered to order the immediate sale or destruction of deteriorating goods which, in his opinion, constitute a health hazard. The owner will be liable for the cost of selling or disposal.

#### UNCLAIMED GOODS

##### Article 43:

Goods, unclaimed after one year from the date of acceptance by the port will be liable to be sold by auction. Any outstanding handling or storage charges and the expenses of sale will be prior charges on the proceeds of sale.

#### PORT LABOUR

##### Article 49:

Requirements of Port Labour must be submitted to the Port Manager daily by ship's agents. If port labour is kept waiting after the time for which it was ordered, awaiting the arrival of a ship, commencement of work, or when is stopped due to shifting cargo, removing and replacing hatch covers, cleaning or dunnaging holds, or in other circumstances of a like nature when the fault lies with the ship, the cost of labour, equipment drivers etc. shall be charged to the ship's agents.

#### REFRIGERATED CARGO

##### Article 50:

Documentation relating to consignments of refrigerated cargo must be processed and completed prior to the arrival of the carrying vessel. Failure to do so may result in the cargo being overcarried or sold immediately if no cold storage is available. When cold storage is available, then arrangements for the storage of goods may be made at the discretion of the Port Manager, but all expenses for clearing, storage and transportation will be for the consignee's account and such goods may be sold after a period of seven days if delivery has not been properly taken and all expenses settled.

Under no circumstances can any liability be accepted for such cargo by the Port Authority.

#### OM&ACE

##### (3) 企業パンフレット

現在 UAE で活動している企業で調査団がコンタクトした企業のうち、今後関わりが生ずるかもしれないと思われる企業のパンフレットを収集した。

- GULF AGENCY CO.
- SWISSBORING OVERSEAS CORPORATION LTD.
- RICOH SOIL INVESTIGATION CO., LTD.

January 1980

SUMMARY COVERING GAC's ORGANISATION  
AND SET-UP IN ABU DHABI

The Gulf Agency Group was founded in 1955, with the first office in Kuwait. Today, we have offices all over the Gulf, Red Sea as well as the Mediterranean. Enclosed you will find the GAC 1979 Directory with all offices listed.

The Abu Dhabi company was established in 1967 by an Emiri Decree, with local partners and Swedish management which at the moment consists of:

Goran Elfving : General Manager  
Bo Oesterberg : Manager, Clearing & Forwarding  
Christer Andersson : Marine Superintendent (Master Mariner)  
C.V. Daniel : Shipping Manager

Our main activities are: Shipping Agents, Clearing and Forwarding, Marine Contracting and Packing.

Shipping

Shipping activities cover: Port agency handling of dry cargo ships, discharging of bulk cargo as well as general cargo. During the year 1979 we handled 203 ships at Abu Dhabi.

We have our own set-up in Jebel Dhanna for Tanker handling. During 1979 we handled 200 tankers at this terminal.

Marine Contracting

Since 1973 we have been operating Marine Equipment in the lower Gulf.

As a reference regarding lighterage and marine contracting work, we have carried out different operations for a number of clients. A few are listed below and upon your request we could specify what kind of work and actual duration if necessary. We have lightered pipes and equipment at Jebel Dhanna for:

ADCO

Entrepose

Chicago Bridge

International Bechtel Inc. and others

Among our clients on Das Island, we have done discharging of steel pipes for BP, the complete material imported for IHI Tokyo, approximately 55,000 tons of steel plates for the construction of LNG tanks for Toyo Kanetsu KK, as well as heavy machinery in connection with the LNG plant on Das Island. Eastern Bechtel Corporation, the main contractor for the Gas Plant construction, excessively used our tugs and barges in moving material from their prefabricated yard, across to Das Island. The equipment was used for about 13 months.

We have supplied a major part of the marine equipment used by Nippon Steel Corporation in their ADMA pipe laying project at Zakum and Umm Saif fields. Over a period of seven months they have used 5 tug boats and 5 barges.

#### Lighterage operations carried out during 1978

20,000 freight tons of heavy lifts, pieces more than 100 tons for IHI, Umm Al Nar West.

12,000 freight tons of heavy lifts, pieces more than 100 tons, for Sidem, Umm Al Nar East.

Lighterage of all material arriving for C.C.C. Umm Al Nar.

Lighterage of 42,000 tons of iron ore and 12,000 tons of pipes for N.P.C.C. Sadiyat.

Transportation of 48,000 tons of sand and aggregate from Ras Al Khaimah to Arzana and Zirku Island for Hyundai Construction Company.

#### Lighterage operations in progress

Continuous lighterage of iron ore for N.P.C.C.

Continuous lighterage of sand and aggregate for Hyundai Construction Company.

Various lighterage operations for ADDCAP.

Furthermore, we have moved knocked down drilling rigs, pipes and other construction material between various parts in the Gulf, for contractors such as Santafe International, ETPM, Saipem, etc. Among our clients in general, we would like to mention Jackson Marine SA, Bahrain, Abu Dhabi Marine Oper-



ating Co., Abu Dhabi, Wilhelm Wilhelmsen, Norway, etc.

In order to maintain and service our equipment, we have our own Workshop facilities in Kuwait, Abu Dhabi and Dubai. In Abu Dhabi, our Workshop which has its own slipway, is managed by a Swede, Mr. Bengt Olsson with a staff of 25 consisting of mechanics, welders, sandblasters, painters, etc.

#### Clearing and Forwarding

In 1970 we established our department. Being the major clearing and forwarder, we offer the full range of clearing and forwarding activities arriving or despatching by sea, air or land. We handle everything from small parcels to turn key projects. Among various projects we have handled can be mentioned:

<u>Consignee</u>	<u>Project</u>
Water & Electricity Department, Abu Dhabi	Water and Electricity Department, Abu Dhabi, Al Ain and Journ Yafour
Abu Dhabi National Oil Company	Turbo Generator Plant for Ruwais Oil Refinery
I.H.I.	Al Ain Cement Factory, Ext. 2 Abu Dhabi
Mac Donald Layton Unicon	Intercontinental Hotel, Abu Dhabi
Buhler / Moeller (J.V.) Abu Dhabi	Al Ain Compost Plant, Abu Dhabi
I.H.I.	Mafraq Sewage Project, Abu Dhabi
Toa Harbor Works Company Limited	Musaffa Dredging Project, Abu Dhabi
Clemancon	New International Airport, Abu Dhabi
S.G.N./Takenaka Kumagai (J.V.)	" "
C.E.V.M.I./Takenaka Kumagai (J.V.)	" "
Laurent Bouillet Enterprise	" "
Huguet Pere et Creiche	" "

I.H.I.	Water and Electricity Department, Abu Dhabi, Umm Al Nar Desalination Plant
Sidem	" " (East)
Al Ain Agricultural Department, Abu Dhabi	Desert Development Institute of Agriculture (Japan)
Water & Electricity Department, Abu Dhabi	Power Transmission (Abu Dhabi) Ltd., Abu Dhabi
Ministry of Health, Abu Dhabi	Buraymi Hospital, Al Ain
Dhabi Enterprises, Abu Dhabi	Al Mirfa Seawater Desalination Plant, Jebel Dhanna

As you can see we have the capacity and are well conversant with the handling of project material including heavy lift in large quantities. In this connection, we work in close cooperation with our shipping and our marine departments thus minimising the usual problems a client normally faces when dealing with several companies.

#### Packing

In 1970 we started a Packing Department and removal of household goods, the first company specialised in such activity in Abu Dhabi. As part of the North American Van Lines Agency, we can pack and forward household goods in principle to any part of the world by surface or air in accordance with our client's wishes. Our efficient and experienced staff who always provide a personal service to each individual client undertake the whole operation.

January 1980

TO WHOM IT MAY CONCERN:

DOCUMENTS REQUIRED FOR CUSTOMS CLEARANCE OF  
GOODS VIA MINA ZAYED, PORT OF ABU DHABI

1. Endorsed original Bill of Lading.
2. Authorisation letter addressed to the Customs Director, copy to the Israeli Boycott Office, with a copy to the Clearing and Forwarding Agent.
3. Original commercial invoice showing CJF value, duly legalised.  
In case of FOB value, copy of freight invoice must be enclosed.
4. Original certificate of origin showing manufacturer's name, duly legalised.  
If goods produced in West Germany or Holland, then a separate manufacturer's certificate, authenticated by a Notary Public and duly legalised is required.
5. Packing List
6. Copy of Insurance Policy
7. If governmental goods, then copy of the Contract's first and last page, plus the page showing "exempted from duty" is required.

NOTE: Authentication by an Arab Embassy/Consulate as required under items 3 and 4; authentication by Embassy/Consulate of Egypt is not accepted.

Information in this Procedure has been obtained from the Abu Dhabi Customs Department and is said to be according to prevailing law, however, the information is given without prejudice and can be changed without prior notice.

January 1980

TO WHOM IT MAY CONCERN:

PROCEDURE OF CUSTOMS CLEARANCE AT ABU DHABI

For clearing of cargo arriving at Abu Dhabi Airport, the following documents are required to be presented to the Customs:

1. Customs Declaration Form i.e. "Bill of Entry" (import), duly filled in with all necessary particulars, and signed by the Receiver of Cargo or the Receiver's Official Representative, in quadruplicate.
2. Commercial Invoice, showing FOB, C&F value, number of packages, weight and measurement, duly authenticated by an Arab Embassy of the place of origin, 1 original plus 1 copy.
3. Packing List: 1 original plus 1 copy.
4. Certificate of Origin showing manufacturer's name, duly certified by the Chamber of Commerce and also authenticated by an Arab Embassy of the place of origin, 1 original plus 1 copy. But in case of shipment being imported from Holland or Germany, a separate manufacturer's certificate along with the certificate of origin duly authenticated by an Arab Embassy is required.
5. Insurance Policy: 1 original plus 1 copy.
6. Official Power of Attorney applicable from the Consignee to the Clearing and Forwarding Agent concerned.
7. For Governmental projects and material for oil development, the Ministry or the Oil Company concerned will issue a Duty Exemption Certificate addressed to Customs Department in order that no duty shall be levied.
8. Shipment of samples, printed matter or stationery material arriving by airfreight must have the invoice attached stating "NO COMMERCIAL VALUE" but DH for customs purposes to enable clearance without customs duty.

Documents under 2-5 to be arranged by the Shipper.

After presentation of these documents to the Israeli Boycott Office, the Israeli Boycott Office will release the documents with their stamp if the Manufacturer or Producer of the goods is not blacklisted by them.

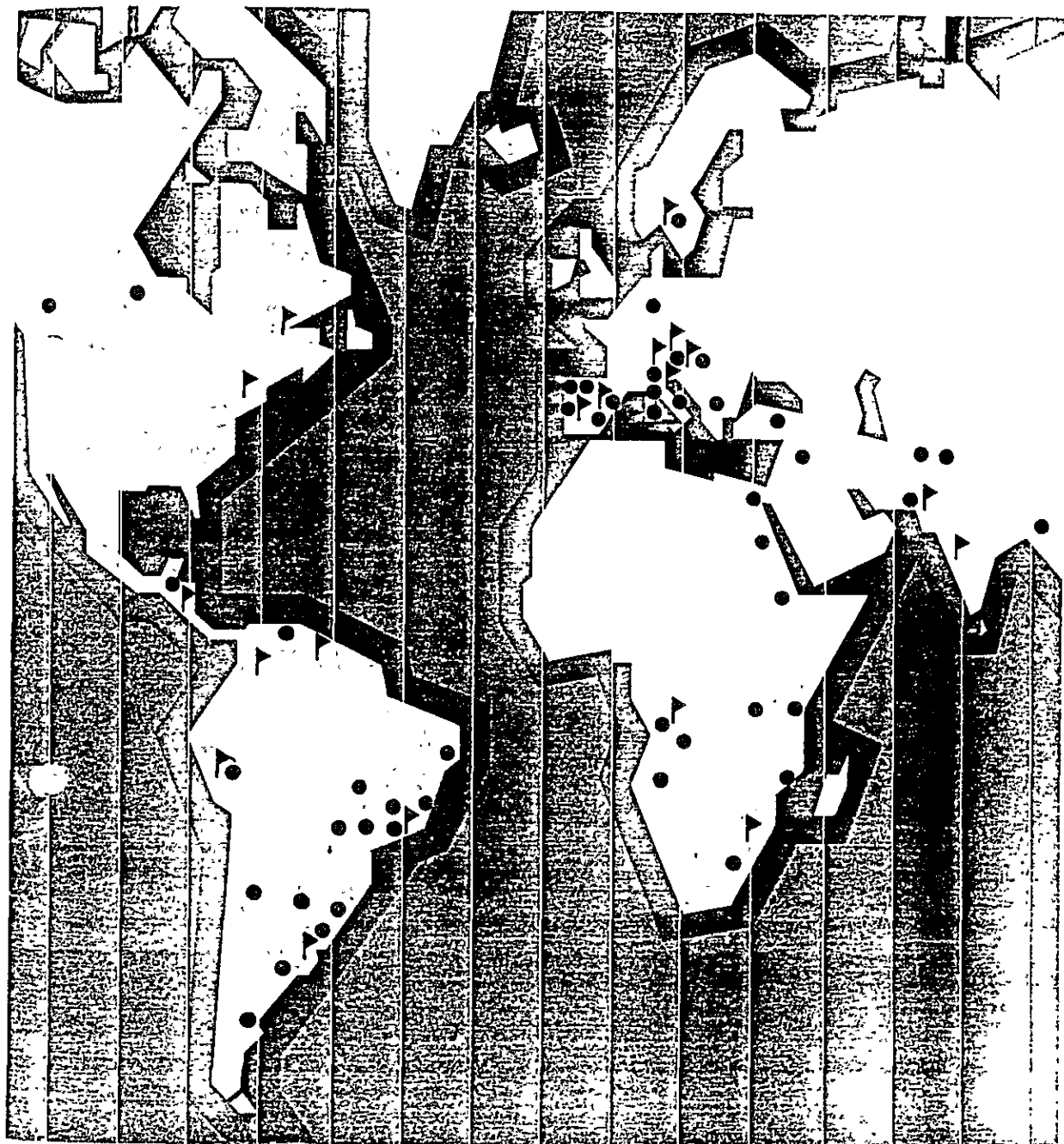
Under ordinary circumstances when all documents are complete and in order, the clearance will be issued within 1-2 days after presentation of Declaration and documents.

NOTE: Authentication by an Arab Embassy/Consulate as required under items 3 and 4; authentication by Embassy/Consulate of Egypt is not accepted.

Information in this Procedure has been obtained from the Abu Dhabi Customs Department and is said to be according to prevailing law, however, the information is given without prejudice and can be changed without prior notice.

ROCK & SOIL ENGINEERING WITH

# RODIO PROCESSES



## SWISSBORING

OVERSEAS CORPORATION LTD

A COMPANY OF THE RODIO GROUP

# The RODIO Group of Companies

## Origin and present activities

For more than five decades the name RODIO has been associated in many countries with difficult foundation works, remedial works, outstanding solutions to construction problems. It is attempted here to trace back its origin and to present a brief history of the development of the RODIO Group of companies.

As early as 1921, the young civil engineer Giovanni Rodio recognized that it was too risky to engage in construction works of some magnitude based on intuition or the trial and error method alone. The modern science of soil mechanics just started to emerge around this time. It had been created by engineers, Karl Terzaghi above all, who began to study soils in order to find out their physical properties and the way these reacted when subjected to loads of varying degrees.

The companies founded by Dr. Rodio, following Prof. Terzaghi's advice, were the first to apply the principles of soil mechanics to foundation work. At the same time, Dr. Rodio set up a small research division for the practical realization of the latest findings of this new science. The RODIO com-

panies in Europe gradually expanded, and after World War II RODIO extended its activities to many overseas countries.

In connection with the development of hydroelectric power throughout the world, new methods and processes were invented for improving poor foundation conditions and stopping seepage through pervious foundations by high pressure grouting. A long list of outstanding performances in the field of hydraulic works shows that the companies of the RODIO Group have greater experience in alluvial grouting than any other organization.

The RODIO Group also contributed considerably to the development of diaphragm constructions by inventing new construction methods capitalizing on the stabilizing effect of bentonite slurry.

Diaphragm walls, at the beginning, acted mainly as cutoffs in pervious strata, in which large boulders or excessive depth made the driving of steel sheet piles difficult and hazardous. At present, their use is quite versatile; they function as load bearing structures, permanent walls, earth retaining walls, large diameter shafts, etc. These works called for the development of temporary and permanent anchorages of high bearing capacity, through pressure grouting, not only in rock formations but also in alluvions.

During the last two decades many improvements have been made in the pressure grouting of loose soils, particularly in the field of clay-cement and chemical grouting. The consolidation and waterproofing of fine-grained pervious unstable soils has become possible through the application of sophisticated processes and the use of resins in grouting.

Parallel to the development of modern grouting procedures, the construction of large concrete piles, up to 5 ft. in diameter, by mud drilling also became a standard technique replacing the former construction of pile groups.

To satisfy the demands of a rapidly growing industrialization all over the world, the RODIO companies have expanded their activities and now also perform heavy foundation works, marine works such as quay walls and jetties, diaphragm walls forming part of large structures, large diameter piles and load bearing elements for transferring heavy loads to strata of adequate bearing capacity. However, they keep up their tradition to remain assistants to main contractors, lending their experience and know-how for the solving of difficult foundation problems. They have a highly skilled staff and maintain important depots and workshops of plant and equipment which enable them to start work immediately.

The companies of the RODIO Group maintain their leading position in modern foundation engineering by stressing research and developing and improving new methods and techniques.

# RODIO PROCESSES

## DRILLING

By percussion and rotation methods, including the extracting of undisturbed samples and performing laboratory and "in-situ" tests.

## GROUTING

For dams, tunnels, building foundations and excavations in rock and alluvials using cement, clay, bentonite and chemicals.

## PILING

Bored, cast-in-situ piles up to 60" diameter.

## DIAPHRAGM WALLS

Pile walls and continuous concrete diaphragms.

## ANCHORAGES

Pre-stressed rock and soil anchors.

Also dewatering of foundations, tubewells, consolidation by sand drains, large diameter sampling, hole drilling for mass blasting, underpinning, etc.





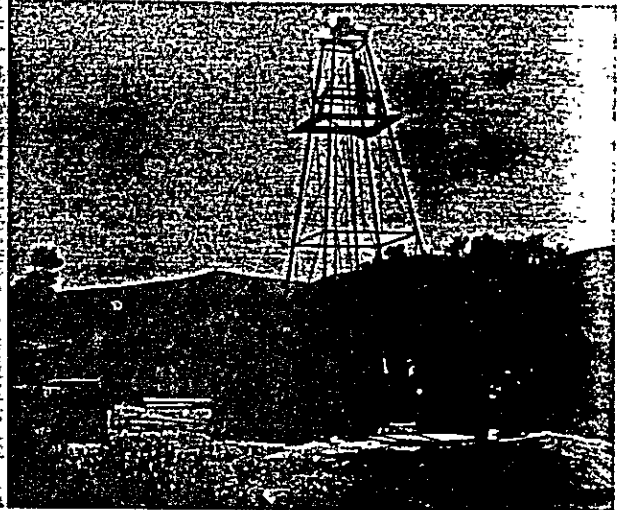
# DRILLING

Our competence and experience in subsoil investigation ensure the designing of safe and economical constructions. We have at our disposal various types of equipment which enable us to utilize the best method for each kind of subsoil investigation.

## Percussion drilling

Subsoil investigation in alluvium for:

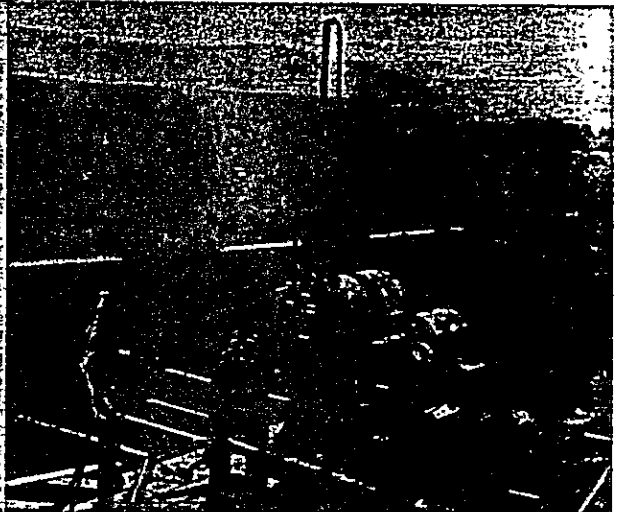
- dams
- bridges
- buildings
- watersupplies
- oil



## Rotation drilling

Rock investigation for:

- dams
- bridges
- buildings



## Rotary drilling

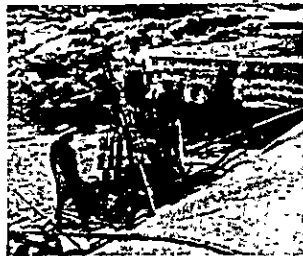
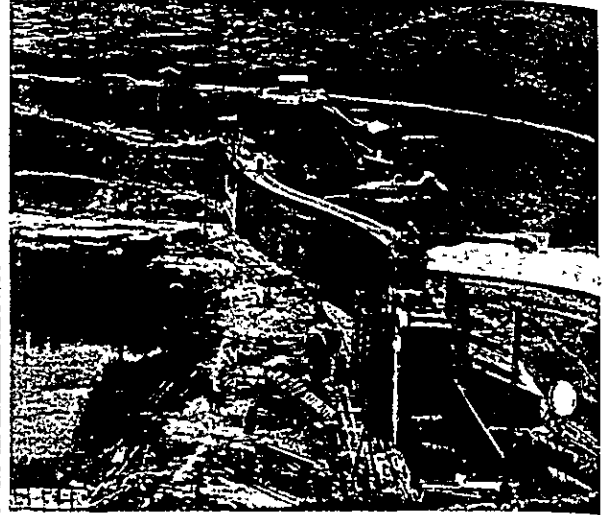
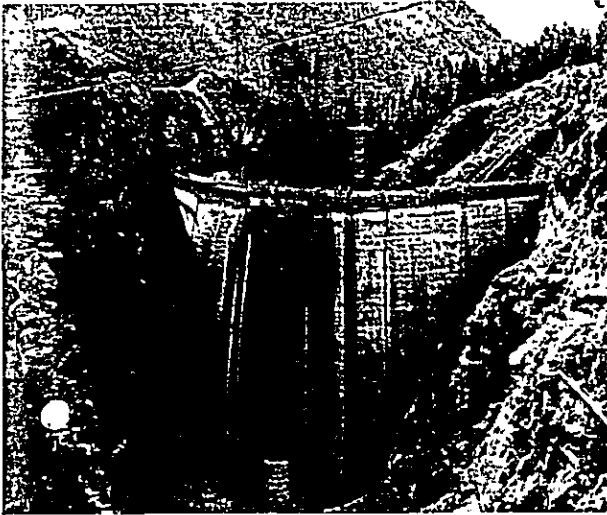
Deep borings for:

- dams
- minerals
- water

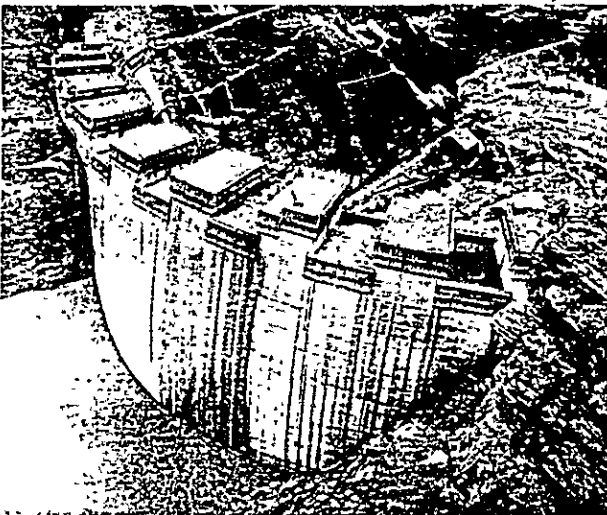
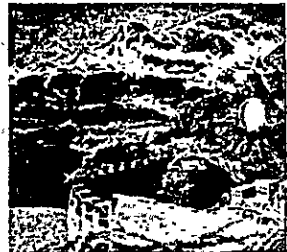


Our experience over 50 years in grouting for large and small dams includes:

Masonry dams, concrete gravity dams, arch dams, multiple arch dams, hollow gravity dams, earth dams and rockfill dams, etc.



Our engineering staff and trained specialists adapt their technical skills to the various local conditions.



Grouting in granite, schist, quartzite, gneiss, limestone, sandstone, basalt, etc. sealing and strengthening of weak and fractured rocks.

Alluvial grouting in sand and gravel deposits, interspersed in some cases with boulders or fine soil.

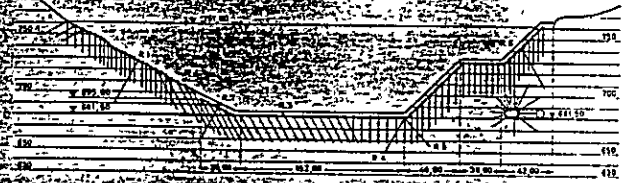
Our laboratories work with the latest methods in rock and soil mechanics to solve the problems encountered on the sites.



# GROUTING

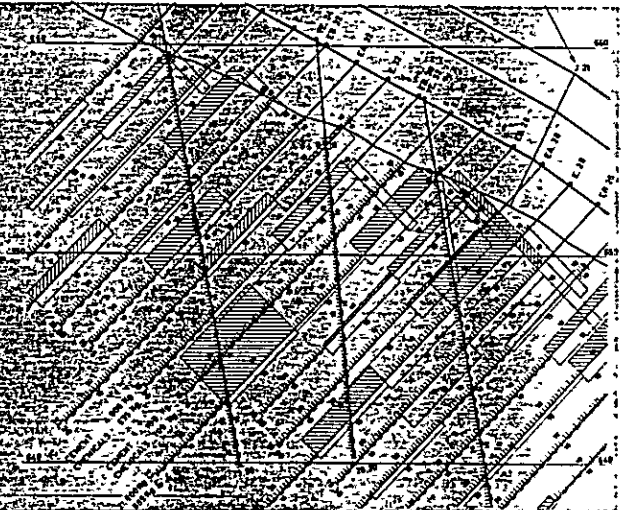
While several decades ago only cement grouting in rock was utilized, today this activity involves a large variety of methods to suit the various conditions of dam foundations.

## Cement grouting in rock

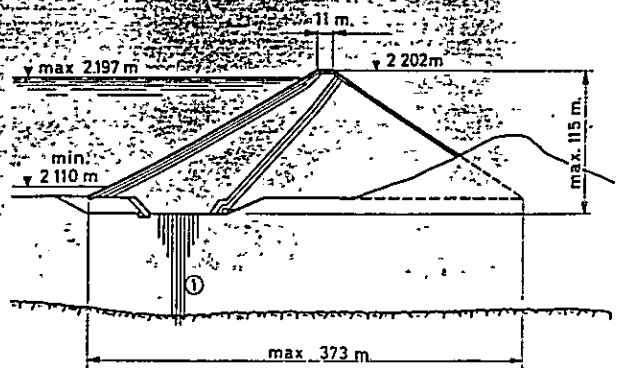


## Cement and chemical grouting

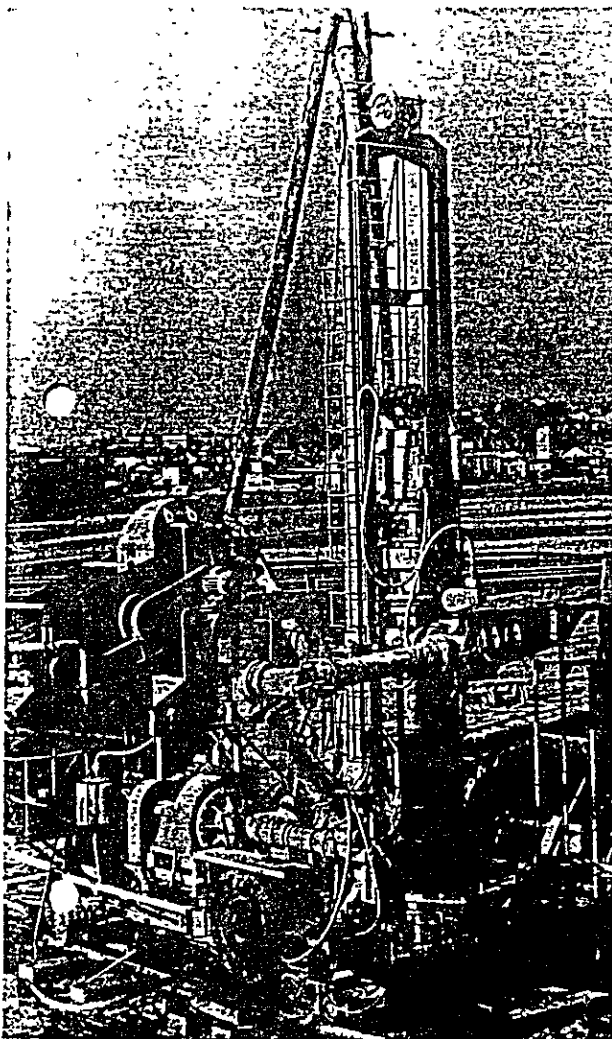
in fine, porous rocks and soils.



## Clay, cement and chemical grouting in alluvium



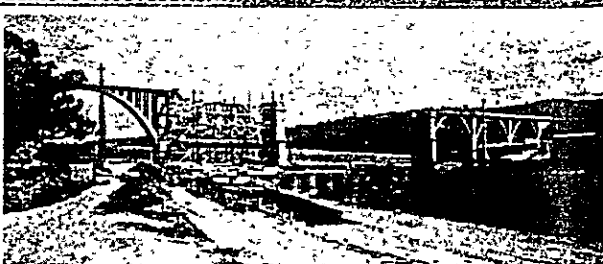
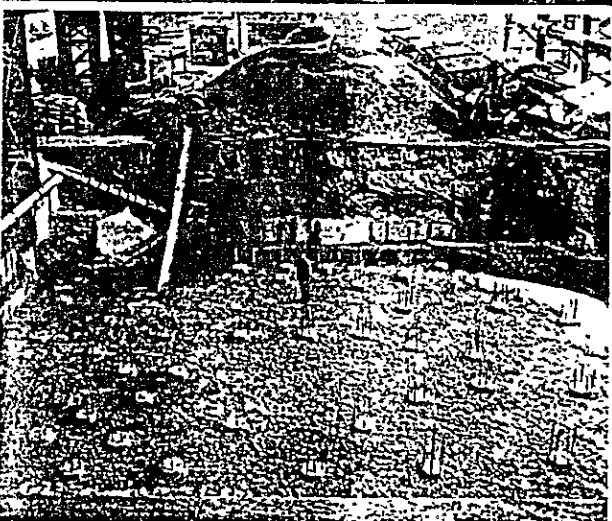
# PILING



Choice of the pile length depends on foundation design and subsoil investigation. Successful applications call for various loading tests, careful calculations and experience.



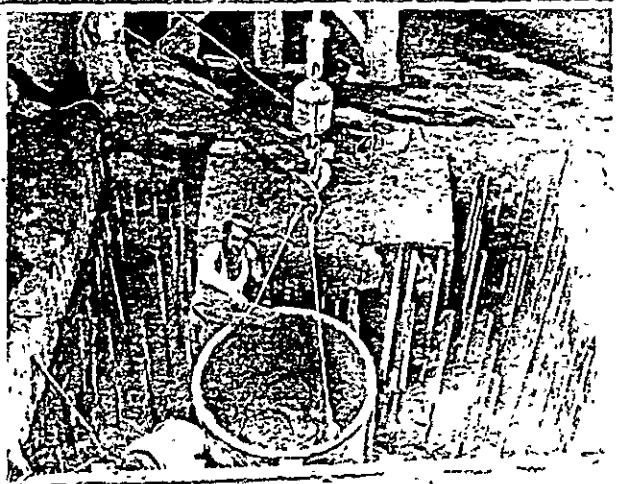
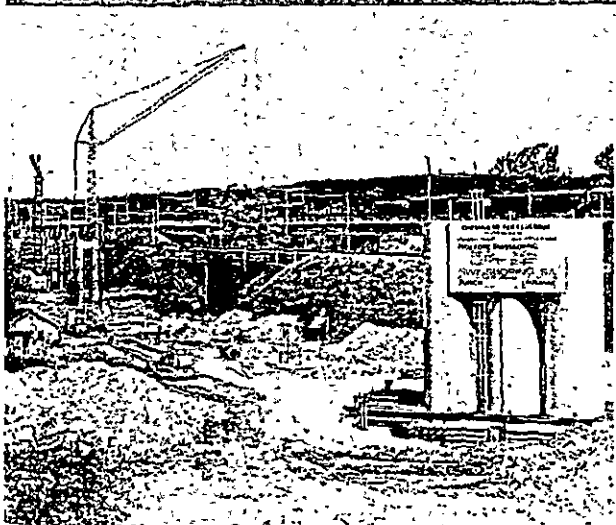
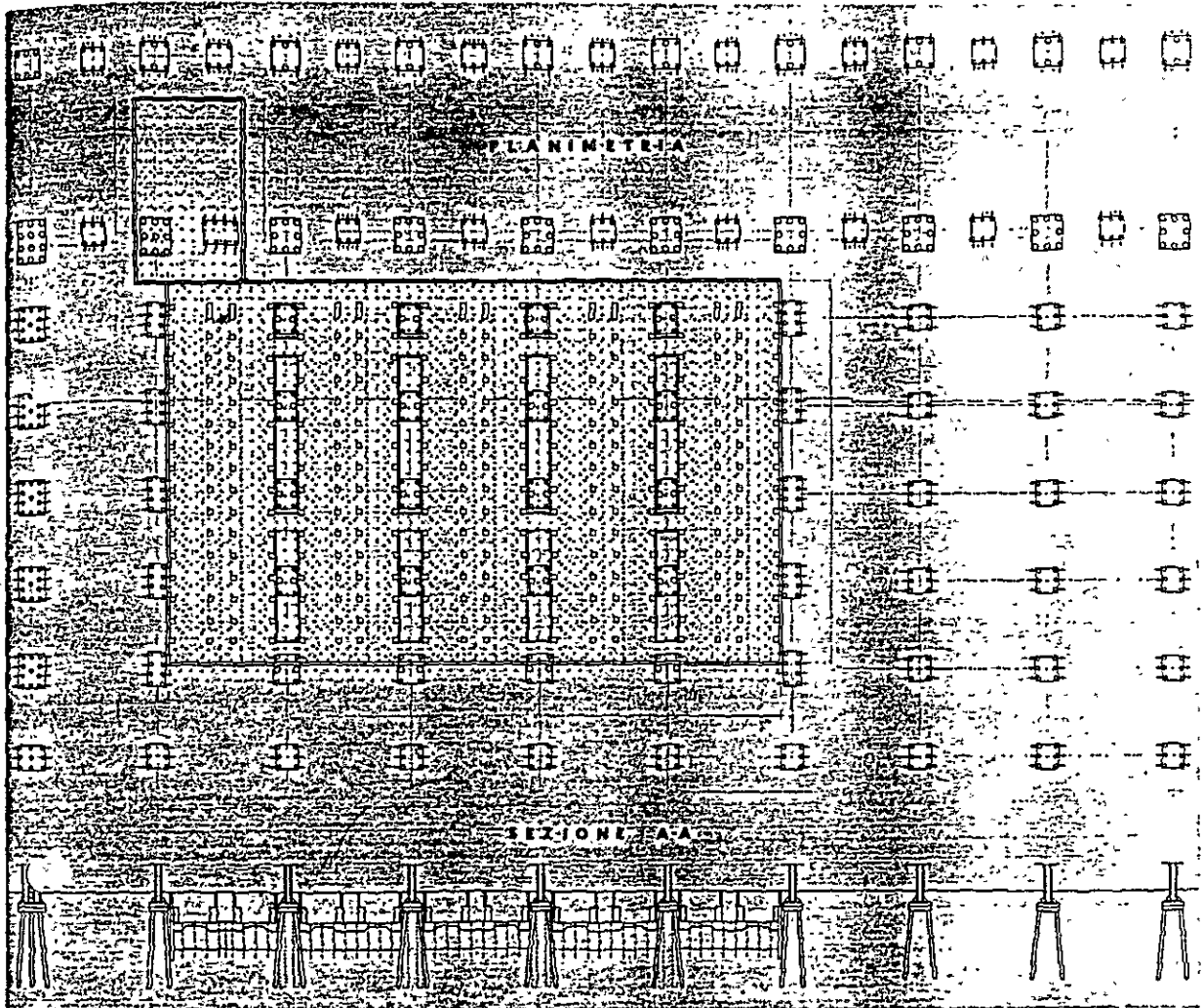
Trained people working with proved methods collaborate to achieve best results.

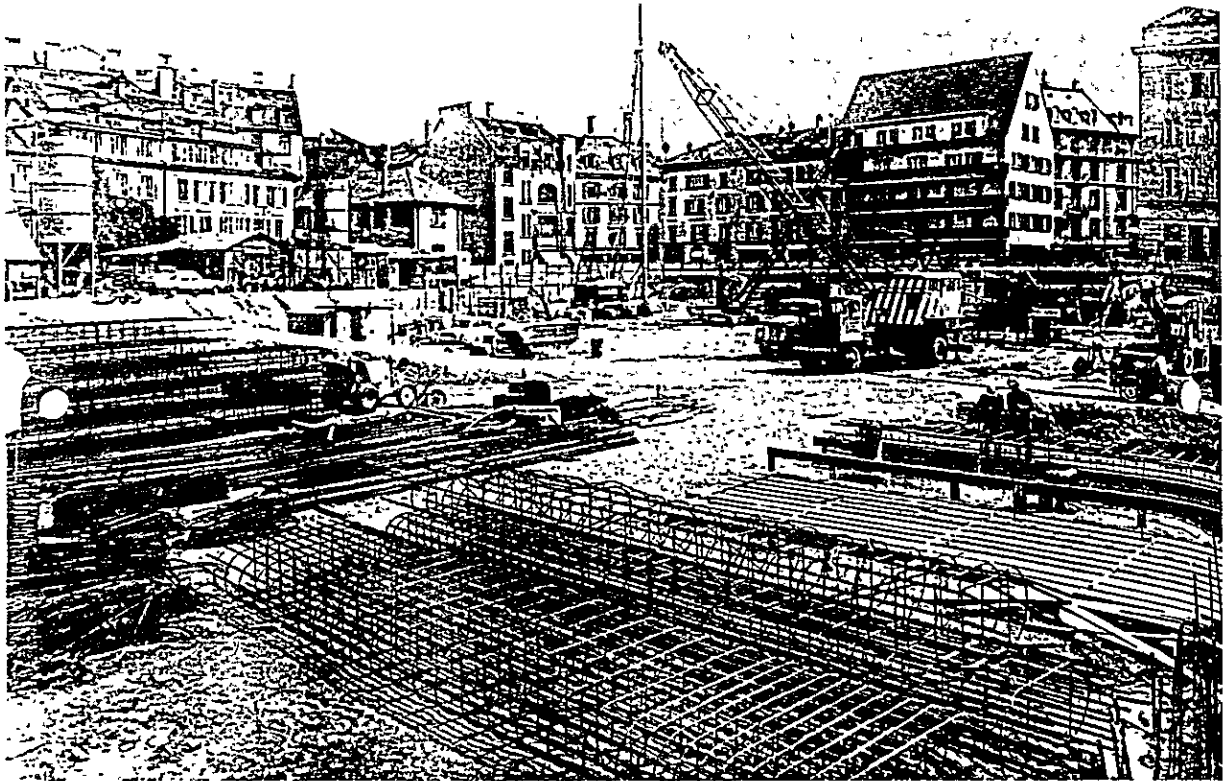


Many elegant structures, heavy constructions and important works testify to the economy, safety and durability of the Radio piles.



"Cast-in-situ" bored piles, efficient and safe, are an essential element in foundation engineering.





Continuous diaphragms serving as cut-offs, supporting walls and sheeting are cast into 20" to 40" wide trenches up to a depth of 200 feet.

Besides protecting the excavation and the buildings adjacent to the excavation, the diaphragm fulfills other functions by acting as a retaining wall and reducing the seepage of water. Incorporated into the foundation of the superstructure, the diaphragm acts as a load bearing wall. In recent years a new technique has been developed using precast specially reinforced concrete panels which are installed in the bentonite trench.

Load Bearing Elements LBE can easily be connected with the superstructures.

