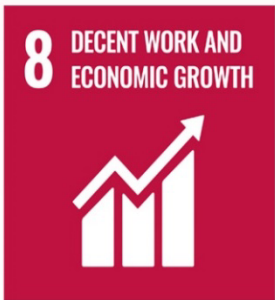




Employment Rights and Workplace Protections: Policy and Guide



The University of Bahrain (hereinafter referred to as “UOB” or the “University”) is an academic institution with independent legal personality established pursuant to Decree-Law No. (12) of 1986 and its amendments. The University is committed to establishing and complying with all legal human resource policies and practices governing public employment within the Kingdom of Bahrain. This includes all aspects of recruitment, selection, appointment, performance evaluation, promotion, professional development, compensation, disciplinary measures, and termination. The University ensures that all employment-related decisions are grounded in objective criteria such as qualifications, merit, performance, and other job-related factors, in alignment with the Civil Service Bureau (CSB) regulations and the University's internal regulations and policies.

UOB’s labor relations framework is built upon the principles of the Civil Service Law No. (48) of 2010, read in conjunction with Decision No. 51/2012 Promulgating the Executive Regulations of the Civil Service Law (Executive Regulations) and Decision No. 77/2013 Promulgating Regulations on Determining Salaries, Employment Benefits, and Eligibility Criteria (Financial Regulations). It is also guided by the University’s internal Faculty Members Bylaws, which together guarantee the rights, responsibilities, and protections afforded to employees working in public institutions.

The Kingdom of Bahrain upholds international labor standards, including fairness, transparency, non-discrimination, and the provision of safe working conditions, in line with global conventions and national legislation. UOB implements and fully supports all provisions of the Civil Service Law and the relevant national regulations concerning the right to work, equitable treatment, and just compensation. The Civil Service Law and its Regulations, national legislations of employment, and the Faculty Members Bylaws take precedence over any internal University policy and are legally binding on all administrative staff, academic personnel, management, and other workers, as well as contractors and subcontracted workers on campus. The University also maintains a comprehensive set of internal policies and guidelines that promote equality, inclusion, non-discrimination, and ethical behavior, and that support compliance with all

applicable national laws and institutional standards. Providing a healthy, safe, and dignified work environment is a key factor in enhancing employee stability, job satisfaction, and productivity, as well as supporting the national economy. UOB enforces and promotes the principles and protections enshrined in the Kingdom's Constitution and national legislation, such as the Civil Service Law and its implementing regulations in matters related to worker welfare and occupational safety. Both workers and supervisors are prohibited from engaging in any action that infringes upon the rights, dignity, or freedoms of others within the workplace. No individual is permitted to impose personal viewpoints or decisions that violate the principles of fairness, equal opportunity, or the jurisdiction of relevant authorities responsible for dispute resolution. These protections align with the Constitution of the Kingdom of Bahrain (Article 18), which guarantees equality before the law and prohibits discrimination based on gender, origin, language, or religion.

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Definitions

The following definitions are adopted in accordance with the Civil Service Law No. (48) of 2010, its Executive Regulations, and the Faculty Members' Bylaws. These definitions apply to administrative staff, academic staff, outsourced workers, and all individuals operating within the University of Bahrain (UOB).

Employer: The University of Bahrain or any authorized entity supervising administrative, academic, or outsourced workers.

Administrative Employee: A government employee hired under the Civil Service Law and subject to CSB rules and UOB internal policies.

Academic Staff (Faculty Members): Individuals employed under the Faculty Members Bylaws, including Professors, Associate Professors, Assistant Professors, Lecturers, and Teaching Assistants.

Contracted Worker (Outsourced Worker): A worker employed by an external contracting company providing services to UOB and governed by Law No. 36 of 2012, Promulgating Labor Law for the Private Sector (Labor Law).

Contracting Company: An external private entity contracted by UOB to deliver services such as security, cleaning, maintenance, and technical support.

Civil Service Bureau (CSB): The national authority regulating job classification, recruitment, promotion, compensation, performance evaluation, and disciplinary systems for government employees.

Faculty Members Bylaws: The internal regulatory framework governing appointments, promotions, duties, leaves, and evaluation standards for UOB academic staff.

Higher Education Council (HEC): The national authority overseeing higher education institutions and ensuring compliance with academic quality and regulatory standards.

Work: Any assigned duty performed under written or unwritten employment arrangements-administrative, academic, technical, mental, or physical.

Core job duties defined by:

- CSB job descriptions

- Academic responsibilities in the Faculty Members' Bylaws
- Appointment letters and job classification documents

Part-Time Work: Approved reduced-hour arrangements under CSB regulations or reduced teaching loads for academic staff.

Continuous Service: Unbroken service at UOB, including holidays, authorized leaves, and permitted interruptions under CSB regulations.

Basic Salary: The fixed salary assigned according to job grade and classification before adding any allowances or additional compensation in line with Decision No. 77/2013 Promulgating Regulations on Determining Salaries, Employment Benefits, and Eligibility Criteria (Financial Regulations).

Gross Salary:

The total monthly compensation received consists of:

- Basic Salary
- All approved allowances (social, housing, qualification, supervisory, nature-of-work, etc.)

Institution (Firm): Any external contractor operating on UOB premises or providing outsourced services under binding contractual agreements.

Month: A standardized 30-day period for payroll and employment calculations unless otherwise regulated.

Regulations: All governing legal frameworks applicable to UOB:

Civil Service Law and Executive Regulations, UOB Bylaws, Faculty Members Bylaws, Labor Law for the Private Sector, Higher Education Council directives, and national decrees.

Occupational Safety: Standards ensuring a safe, hazard-free working environment in alignment with national occupational safety requirements and UOB policies.

Harassment: Any behavior that violates dignity, equality, or personal safety; strictly prohibited under Bahraini law and UOB policy.

Discrimination: Any distinction, exclusion, or preference made based on gender, origin, language, religion, disability, or other status that impairs equality of opportunity or treatment.

Grievance: A formal mechanism enabling employees to submit written complaints regarding evaluations, disciplinary actions, work conditions, or rights violations, ensuring fairness and confidentiality.

Misconduct: Any violation of laws, regulations, ethical standards, or professional expectations resulting in disciplinary consequences.

Overtime: Work performed beyond standard hours:

- Administrative staff: governed by Civil Service rules
- Contracted workers: governed by the Labor Law

Conflict of Interest: A situation in which personal interests interfere, or appear to interfere, with official duties, prohibited under national integrity regulations.

Living Wage

The University of Bahrain's salary structure, as approved under the national Civil Service Bureau framework, demonstrates that all employees and faculty members receive fair and adequate compensation that exceeds the nationally recognized threshold for basic living needs. This alignment with SDG 8.2.1 reflects the University's ongoing commitment to decent work principles, financial security, and a supportive environment for all academic, administrative, and support staff.

According to the Higher Education Salary Schedule issued by the Civil Service Bureau, the minimum basic salary at the University of Bahrain is BHD 618 (Grade 1, Step 1). The Grade 1, Step 1 basic salary of BHD 618 is defined in the Higher Education Salary Schedule, officially published by the Civil Service Bureau (CSB) as the national reference for compensation standards in higher education. The CSB salary scale ranges from BHD 618 at Grade 1, Step 1 up to BHD 4,050 at Grade 8, Step 23, demonstrating a structured progression system that supports fair compensation and career development across all job categories. This basic salary does not include the monthly allowances granted to staff under Civil Service regulations. Employees additionally receive various allowances such as the social allowance, cost-of-living (improvement) allowance, transportation allowance, qualification or academic allowance, and supervisory or administrative allowances, which significantly increase the total monthly income.

In accordance with Article 6(b) of Social Assistance Law No. 18-and as reaffirmed in the latest update issued by the Ministry of Social Development-the minimum income required to meet essential living needs in Bahrain is BHD 336 per month for a household of six persons. This benchmark represents the officially recognized threshold for adequate subsistence in the Kingdom of Bahrain.

While national benchmarks provide a legal floor, UOB's compensation approach is designed to exceed minimum requirements in practice: salaries at entry level, plus allowances, deliver a total package above recognized thresholds for essential living needs. This aligns our remuneration with decent-work principles and supports retention, productivity, and staff well-being.

Even before allowances are applied, the University's minimum basic salary of BHD 618 exceeds this national benchmark by 84%. When allowances are added, total compensation increases further, ensuring a secure level of income that meets all nationally defined basic living requirements. A comprehensive payroll verification review confirms that 100% of University of Bahrain employees who fall under this salary schedule receive total monthly compensation that exceeds the national minimum income required for basic living needs.

The University of Bahrain therefore not only meets but significantly surpasses national living-needs standards, ensuring dignified, fair, and sustainable compensation fully aligned with the requirements of SDG 8.2.1 (Living Wage).

Supportive Work Conditions

Beyond salary compliance, the University provides a range of supportive measures that enhance employee well-being and work-life balance, including:

- On-campus housing options exclusively for non-Bahraini faculty members.
- Access to university facilities and services, promoting health, recreation, and professional development.
- Adequate office space, equipment, and resources to enable faculty and staff to perform their duties effectively.
- Structured allowance systems for transportation, housing, and other needs, aligned with Civil Service Bureau regulations.

SALARY SCHEDULE NO. (9)

KINGDOM OF BAHRAIN
HIGHER EDUCATION SALARY SCHEDULE

STEP GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	618	638	658	678	698	718	738	758	778	798	-	-	-	-	-	-	-	-	-	-	-	-	-
2	909	938	967	996	1025	1054	1083	1112	1141	1170	-	-	-	-	-	-	-	-	-	-	-	-	-
3	944	979	1014	1049	1084	1119	1154	1189	1224	1259	1294	1329	1364	1399	1434	1469	1504	1539	1574	1609	-	-	-
4	1034	1080	1126	1172	1218	1264	1310	1356	1402	1448	1494	1540	1586	1632	1678	1724	1770	1816	1862	1908	-	-	-
5	1214	1272	1330	1388	1446	1504	1562	1620	1678	1736	1794	1852	1910	1968	2026	2084	2142	2200	2258	2316	-	-	-
6	1286	1355	1424	1493	1562	1631	1700	1769	1838	1907	1976	2045	2114	2183	2252	2321	2390	2459	2528	2597	-	-	-
7	1482	1569	1656	1743	1830	1917	2004	2091	2178	2265	2352	2439	2526	2613	2700	2787	2874	2961	3048	3135	3222	3309	3396
8	1762	1866	1970	2074	2178	2282	2386	2490	2594	2698	2802	2906	3010	3114	3218	3322	3426	3530	3634	3738	3842	3946	4050

Wage Disputes

The University of Bahrain is fully committed to protecting employees' wage-related rights in accordance with Civil Service Law No. (48) of 2010 and its Executive and Financial Regulations. These laws strictly prohibit unauthorized salary deductions or delays in payment, ensuring fairness.

– Legal Guarantees

Employees' rights are clearly defined under national legislation:

- **Article (15/2)** of the Civil Service Law states: *“An employee shall be entitled to receive salary and benefits effective from the date the employee commences work.”*
- **Article (29/3)** prohibits salary deductions except in specific legal cases, such as alimony, judicially determined debts, or government debts incurred by virtue of the employee's position.
- **Article (30)** grants employees the right to file grievances regarding administrative decisions, including wage-related matters.
- **Executive Regulations (Articles 34–38)** outline procedures for violations, penalties, investigations, and employee protections, ensuring due process and transparency.

– Internal Grievance Mechanisms

Employees can raise wage-related concerns through the Human Resources Directorate or via specialized committees, including the Academic Grievance Committee, Administrative Grievance Committee, and Appeals Committee. These bodies operate under the University's Grievance Policy to guarantee impartial review and fairness.

– Corrective Measures

If an investigation confirms an unjustified deduction or delay, the University must immediately correct the error, reimburse any wrongfully deducted amount, and document the corrective actions to maintain accountability.

– External Escalation

Unresolved cases can be escalated to the Civil Service Bureau, which serves as the final authority for dispute resolution in public-sector employment.

– Third-Party Workers

For outsourced personnel, wage disputes fall under the responsibility of the contracting company in accordance with the Private Sector Labor Law (Law No. 36 of 2012). The University monitors compliance to ensure contractors adhere to legal and ethical standards.

Workplace Damages

Employee liability for workplace damages at the University of Bahrain is governed by Civil Service Law No. (48) of 2010 and its Executive Regulations, which establish clear standards for responsibility, investigation, and disciplinary action to ensure fairness and compliance with national legislation.

– Legal Framework

- **Article (34) of the Executive Regulations** defines employees' duties, prohibited conduct, conflict-of-interest restrictions, and disciplinary consequences for violations of civil service obligations.
- **Articles (36–38)** outline strict procedural safeguards for investigations, including:

- Formation of an investigation committee.
- Notification of the employee and granting the right to defense.
- Hearing witnesses and documenting proceedings.
- Referral of serious violations to the Disciplinary Board, which ensures due process and handles cases that may constitute criminal offenses.

– Key Principles

Financial deductions for workplace damage cannot be imposed arbitrarily. They are only valid after:

- A full investigation has been conducted.
- Findings are properly documented.
- The employee has been given a fair opportunity to present their defense.
- A reasonable decision is issued by the competent authority.

No direct deductions are permitted before the completion of these procedures, ensuring that all actions are evidence-based and legally compliant.

– Grievance Rights

Employees have the right to appeal decisions related to workplace damage through internal grievance mechanisms, including the Academic Grievance Committee, Administrative Grievance Committee, and Appeals Committee. If unresolved, cases can be escalated to the Civil Service Bureau for impartial review.

– Commitment to Transparency

The University conducts periodic reviews of disciplinary procedures to ensure alignment with best practices and national regulations, reinforcing fairness and accountability in all workplace-related matters.

– Outsourced Workers

All matters related to damage caused by outsourced personnel fall under the responsibility of the contracting company in accordance with Private Sector Labor Law (Law No. 36 of 2012). The University monitors compliance to ensure contractors adhere to legal and ethical standards.

Working Hours

Working hours for administrative employees at the University of Bahrain are governed by the Executive Regulations of the Civil Service Law, which set out the legal rules regulating daily work hours, compensation during public holidays, emergency extensions of working hours, overtime, and remote work. These provisions collectively regulate when administrative employees may work, the limits on working hours, and the conditions under which extended or emergency work sessions may be authorized.

– Administrative Staff Working Hours

Administrative employees work 36 hours per week in accordance with Civil Service Law. Any overtime must be authorized and compensated either financially or through equivalent time-off, as stipulated in the Executive Regulations. Employees are entitled to official holidays, annual leave, and sick leave, ensuring compliance with national labor standards. The University also applies flexible work arrangements and remote-work policies when mandated by official circulars, including adjustments for Ramadan, national events, and emergency directives issued by the Civil Service Bureau or the Government of Bahrain.

Employees have the right to file grievances through the Human Resources Directorate or internal grievance committees if working-hour rules are violated or if overtime compensation is not provided, reinforcing transparency and accountability.

– Academic Staff Working Hours

Working hours for academic staff are regulated not by fixed attendance but by the Faculty Members' Bylaws, which define academic duties as a combination of:

- Teaching and classroom instruction,
- Research and scholarly productivity,
- Academic advising and student supervision,
- Participation in university committees and councils,
- Community engagement and professional service,
- Fulfillment of institutional and college-level assignments.

These responsibilities, outlined primarily in Article (16) of the Faculty Members' Bylaws, constitute the academic workload and ensure fairness and consistency in teaching-load distribution, research expectations, and institutional service duties. Academic working hours are therefore determined by academic responsibilities rather than daily attendance rules, in line with global higher-education standards.

The University applies these legal frameworks consistently to:

- Uphold national public-sector employment standards,
- Ensure worker protection and fair compensation,
- Maintain a healthy and efficient work environment,
- Promote employee well-being, safety, and operational continuity.

– Outsourced Workers

Working hours and rest periods for outsourced workers are set by the contracting company in accordance with the Private Sector Labor Law (Law No. 36 of 2012). The University monitors compliance to ensure contractors adhere to legal and ethical standards.

Annual Leave

– Administrative Staff

Annual leave entitlements for administrative staff at the University of Bahrain are regulated under Article (28) of the Executive Regulations of the Civil Service Law, which provides the full legal framework governing annual leave, including duration, eligibility, carry-over limits, approval procedures, and compensation for unused leave.

Key Provisions under Article (28):

- Employees are entitled to 30 working days of paid annual leave per year, averaging 2.5 days per month. Unused leave may be carried over, provided the total balance transferred does not exceed 75 working days.
- Weekends, official holidays, and public holidays are excluded from annual leave calculations.
- Leave entitlement begins from the date of appointment, but employees cannot take annual leave until completing the probationary period.
- Leave requests require approval from the direct supervisor, and the entity may postpone or shorten leave only for work-related reasons, with the employee entitled to take it later in the same year.
- At the end of service, employees are entitled to cash compensation for unused leave.
- Employees in educational or training institutions whose positions align with the academic year receive leave based on the study calendar, as approved by the Civil Service Bureau.
- Employees cannot remain at work for more than two consecutive years without taking annual leave, and must take at least 22 working days during this period.
- Annual leave balance includes authorized paid absences such as sick leave and other approved leave.

Additional Practices at UOB:

- At the end of each year, the University requires employees to submit an annual leave plan for the following year to ensure fair distribution and operational continuity.
- All leave requests follow transparent procedures to guarantee fairness and non-discrimination.
- Employees may file grievances through the Human Resources Directorate or internal grievance committees if leave is unjustifiably denied.
- The University applies flexible leave policies for emergencies or exceptional circumstances in line with official government directives.
- Annual leave is recognized as essential for promoting employee health, well-being, and work-life balance.

– Academic Staff

Annual leave entitlements for academic staff are regulated by the Faculty Members' Bylaws, particularly Article (22), which provides 11 weeks of paid leave annually—two weeks during the mid-year period and nine weeks in the summer. Academic leave aligns with the academic calendar, reflecting the unique nature of academic duties rather than fixed schedules applicable to administrative staff.

The University ensures that all leave requests, whether for administrative or academic staff, are processed in accordance with:

- The Civil Service Law and its Executive Regulations,
- The Faculty Members' Bylaws,
- Internal HR procedures.
 - Employees are fully informed of their rights, responsibilities, and all procedures related to applying for, approving, postponing, or compensating annual leave.

– Outsourced Workers

Annual leave for outsourced workers is determined and administered by the contracting company under the Private Sector Labor Law (Law No. 36 of 2012). The University monitors compliance to ensure contractors adhere to legal and ethical standards.

Sick Leave

Administrative employees are entitled to paid sick leave of 24 working days per year, at a rate of two days per month, based on approved medical certificates, in accordance with Article (30) of the Executive Regulations of the Civil Service Law. Unused sick leave may accumulate up to a maximum of 240 working days. Sick leave requests of one to five days require a medical certificate, while absences exceeding five days must be approved by the competent medical authority. Requests must be submitted through the Civil Service Bureau's electronic system (Horizon). Employees who exhaust their balance may be granted additional paid sick leave of up to 60 working days, subject to medical approval and at least one year of service. Special provisions allow an extra 30 paid days annually for employees with chronic conditions such as scleroderma or kidney failure. Sick leave counts toward service for end-of-service benefits and pension calculations.

– Academic Staff Sick Leave

Faculty members are subject to national public-sector sick leave regulations as stipulated in the Faculty Members Bylaws (Articles 23–26). They must provide proper medical documentation for any leave exceeding one day. Sick leave requests are processed through the Civil Service Bureau's Horizon system to ensure compliance and continuity of instructional duties while safeguarding health and employee rights.

– Outsourced Workers Sick Leave

Outsourced workers' sick leave entitlements are governed by the contracting company under the provisions of the Labor Law. Requests

are handled according to the company's internal procedures in line with legal standards.

Part-Time Employment

– Administrative Staff

Part-time employment for administrative staff is regulated under Article 6(3) of the Executive Regulations of the Civil Service Law, which defines part-time work as fixed-term employment for fewer daily hours than full-time employees, with pay calculated based on time or output. The regulation permits part-time hiring, subject to Civil Service Bureau (CSB) approval, for seasonal needs, rare skills, cost efficiency, or support for specific programs and projects, while applying the same qualification standards required for permanent posts. The CSB may set special wage rates where necessary, allow multiple employees to share a post within its budget, and authorize flexible working hours, whether regular or irregular.

– Academic Staff

Part-time appointments for academic staff are legally permitted and governed by the Faculty Members Bylaws (Articles 5–7), which regulate such contracts and define categories of academic appointments, including part-time and visiting contracts, along with the rules for hiring them. The University ensures that all part-time academic arrangements comply with national regulations, CSB directives, internal UOB policies, and workload-distribution standards to maintain fairness and quality of service.

– Outsourced Workers

Part-time arrangements for outsourced workers are governed solely by the contracting company under the provisions of the Labor Law, ensuring compliance with legal standards and fair treatment.

WORKPLACE EQUALITY

The University of Bahrain is committed to the principles of equality, diversity, and inclusion, as articulated in its official policy: Equality, Diversity, and Inclusion Policy at the University of Bahrain (Effective: November 2024).

This policy ensures equal opportunities and fair treatment for all employees, students, and affiliates, without discrimination based on sex, race, religion, nationality, disability, or any other legally protected characteristic.

This commitment is grounded in:

- **Article (18) of the Constitution of the Kingdom of Bahrain:** “People are equal in human dignity, and citizens are equal before the law in public rights and duties, without discrimination on grounds of sex, origin, language, religion, or creed.”
- **Civil Service Law No. (48) of 2010 and its Executive Regulations:**
 - **Articles 11, 14, 15:** Establish a merit-based and regulated framework for employment, ensuring that appointments, promotions, and entitlements are governed by objective criteria, formal procedures, and clearly defined rules to promote fairness, consistency, and equal opportunity among employees.
 - **Executive Regulations – Article (34):** Explicitly states that employees must refrain from any act violating the dignity of others, any misuse of authority, or any conduct that harms the rights of colleagues or the public, thereby prohibiting discrimination in recruitment, task assignments, performance evaluation, promotion, and professional development.

- **Faculty Members Bylaws (Articles 5–7):**

Regulate academic appointments, ensuring fair assignment of teaching loads, equitable distribution of research responsibilities, participation in committees and academic councils, and transparent promotion and evaluation processes.

The University prohibits all forms of discrimination and bias, and provides effective mechanisms for reporting, investigating, and addressing cases of discrimination, in line with applicable regulations. Reports are handled confidentially, and appropriate disciplinary sanctions are imposed according to the Civil Service Bureau’s table of violations and penalties and University regulations, with full protection for complainants and witnesses (Executive Regulations Article 45).

Senior management, human resources, faculty, and students all share responsibility for fostering an inclusive environment, promoting respect, and ensuring equal opportunities. The Equal Opportunities Committee is tasked with developing, reviewing, and raising awareness of equality, diversity, and inclusion policies, and monitoring compliance with national gender balance standards.

The University also ensures accessibility of its facilities and services for all, including individuals with special needs, and encourages participation in events and activities that celebrate diversity and promote cultural understanding.

Women’s Rights

According to the Equality, Diversity, and Inclusion Policy at the University of Bahrain (Effective: November 2024), the University is fully committed to safeguarding and promoting women’s rights across all areas of employment, academic engagement, and institutional participation.

This commitment is grounded in:

- Article (5)(b) of the Constitution of the Kingdom of Bahrain, which guarantees equality between women and men in all spheres.
- Civil Service Law No. (48) of 2010 and its Executive Regulations, which provide legal protections for female employees, including maternity leave, Iddah leave, nursing time, childcare leave, and protection from discrimination and harassment.
- Faculty Members Bylaws, which ensure equality in academic assignments, research, promotion, and participation.

– Women Students' Rights

The Equality, Diversity, and Inclusion Policy explicitly apply to all students, including women students, and guarantees the following rights:

- Equal access to admission, education, training, and participation in all university activities, without discrimination based on gender or any other protected characteristic.
- A supportive and inclusive academic environment that respects and values individual differences, enabling all women students to achieve their full potential.
- Access to university facilities and services, including dedicated support for students with special needs, provided through the Deanship of Student Affairs.
- Clear and confidential mechanisms for reporting and addressing discrimination, harassment, or bias, with full protection for complainants and witnesses.
- Opportunities for active participation in student clubs, societies, and campus life, ensuring that women students have equal chances to engage, innovate, and assume leadership roles.
- Awareness programs and training on equality, diversity, and inclusion, empowering women students to understand their rights and responsibilities within the university community.

The University has established an Equal Opportunities Committee responsible for monitoring the implementation of gender equality policies, preparing periodic reports for senior management, and following up on national gender balance standards. Regular awareness programs, workshops, and training sessions are organized for staff and students to promote the principles of equality, diversity, inclusion, and anti-discrimination. The University provides dedicated support and facilities for female students with special needs, ensuring their full participation in academic and extracurricular activities. There are clear, confidential, and accessible mechanisms for submitting complaints related to discrimination, harassment, or violation of women's rights, with strict protection against retaliation. The University actively encourages women and female students to participate in leadership roles, student clubs, committees, and academic initiatives, ensuring equal access to leadership and development opportunities.

Through the full implementation of these legal provisions and institutional practices, the University of Bahrain guarantees that all female employees and students receive equal protection, fair treatment, and full access to their rights, in line with national legislation and international standards.

Non-Bahraini Workers

According to the Equality, Diversity, and Inclusion Policy at the University of Bahrain (Effective: November 2024), non-Bahraini administrative and academic employees enjoy the same rights, protections, and obligations as Bahraini employees, based on the legal principle of equality established in the Constitution and civil service legislation.

Article (18) of the Constitution of the Kingdom of Bahrain:
“People are equal in human dignity, and citizens are equal before the law in public rights and duties. There shall be no discrimination based on sex, origin, language, religion or creed.”

In the public sector, Civil Service Law No. (48) of 2010 applies to foreign employees engaged under contract pursuant to Article (11), ensuring that any rights afforded to government employees that are not restricted to nationals are equally extended to non-Bahraini staff. This prohibits any discrimination in employment terms, remuneration, leave entitlements, or promotions.

Non-Bahraini employees must also comply with national residency and employment requirements regulated by the Labor Market Regulatory Authority (LMRA), which governs work permits, lawful employment residency, and employer obligations. The University ensures that non-Bahraini employees maintain valid permits and have equal access to internal procedures, including evaluation, grievance submission, and workplace protections.

Furthermore, the University of Bahrain provides administrative support to non-Bahraini employees in facilitating the residency and integration of their family members. In accordance with national regulations, eligible non-Bahraini staff may sponsor their spouse and dependent children for family residency permits, subject to the requirements of the LMRA. The University's Human Resources Department assists employees in completing the necessary procedures, including documentation and coordination with relevant government authorities. Family members are also eligible to access essential services such as healthcare, education, and, where available, university-sponsored facilities or programs designed to support staff families. These measures aim to promote family stability, well-being, and a supportive work environment for all non-Bahraini employees.

The University guarantees that non-Bahraini workers receive equal treatment, full procedural protections, and non-discriminatory employment conditions consistent with national law and the University's Equality, Diversity, and Inclusion Policy.

Public Records

The University of Bahrain is committed to protecting employees' personal records, employment documents, and all confidential information in accordance with national civil service legislation and internal institutional policies.

Article (34)(2)(e) of the Executive Regulations of the Civil Service Law explicitly prohibits employees from disclosing confidential information:

“The employee shall not disclose facts that become known to him by virtue of his position if such facts are of a confidential nature or if he has been instructed to keep them confidential, and this obligation shall continue after the employee leaves service.”

In addition,

Article (34)(2)(f) reinforces the protection of public documents by prohibiting:

“Keeping for personal use any original or copy of official documents, or removing them from designated files, or retaining recording tapes, photos, films, copies, programs, or electronic applications related to the entity.”

These provisions apply to both administrative and academic employees.

University data governance rules require strict control over access to personal records, ensuring that records are accessed only by authorized personnel and solely for legitimate official purposes. This aligns with the Civil Service Law's principles of integrity, accountability, and protection of public property.

All University employees and outsourced staff must handle personal and institutional records responsibly, ensuring confidentiality, accuracy, and integrity. Unauthorized disclosure, misuse, alteration,

or destruction of employee records constitutes a violation subject to disciplinary action under Civil Service Law and Faculty Members' Bylaws.

The University prohibits manipulation, unauthorized sharing, or inappropriate use of public or personal records. Violations are subject to full investigation according to Articles (35–38) of the Executive Regulations, which outline formal procedures for administrative investigation, employee rights, documentation requirements, and disciplinary actions.

Through these regulatory provisions, the University ensures that the confidentiality and integrity of all public records are protected in full compliance with national civil service requirements and institutional data governance standards.

COMMITMENT AGAINST FORCED LABOR, MODERN SLAVERY, HUMAN TRAFFICKING, AND CHILD LABOR

The University of Bahrain unequivocally prohibits all forms of forced labor, modern slavery, human trafficking, and child labor. It is unlawful and unethical to demand work without just compensation, to coerce work beyond contractual scope or outside official hours or workplace, or to withhold passports, essential documents, or personal effects.

This commitment is anchored in Bahrain's national legislation, including:

- Law No. (1) of 2008 on Combating Trafficking in Persons
- Child Law (Law No. 37 of 2012)
- Executive Regulations of the Civil Service Law, especially:
 - **Article (34)(2)(g):** Prohibiting any employee from exploiting their position for personal ends or in a way that harms others.
 - **Article (34)(2)(k):** Prohibiting the exploitation of minors in any activity that violates public order or safety.

In compliance with these laws and regulations, the University strictly prohibits:

- Any form of forced or coerced work.
- Confiscation or withholding of passports or identity documents.
- Recruitment or employment of people without voluntary consent.
- Employment of anyone below the legal working age established under national legislation.

The University ensures that identity verification, legal age assessment, and lawful residency documentation are mandatory steps in all hiring procedures. No administrative or academic unit may employ or engage individuals who do not meet national legal requirements.

This commitment extends to all individuals associated with the University, including administrative staff, academic staff, service providers, contractors, and external personnel. Any violation involving coercion, exploitation, child labor, or human trafficking will result in internal disciplinary action under Articles (35–38) of the Executive Regulations and may be referred to national authorities as required by law.

The University also requires all third-party contracting companies to demonstrate adherence to the Labor Law for the Private Sector, LMRA regulations, human-rights principles, and ethical labor standards. Contractors must ensure that no worker under their supervision is subjected to exploitation or unlawful labor conditions.

Training and Internships

At the University of Bahrain, training and internship programs are essential pillars of academic and professional development, governed by university policies, national regulations, and specialized support units.

– Academic Staff:

The University, through the Unit for Teaching Excellence and Leadership (UTEL), provides accredited faculty development programs, workshops, and academic leadership training. These initiatives are designed to enhance the pedagogical, supervisory, and leadership skills of academic staff, ensuring they are equipped to mentor and supervise students effectively during training and internships. UTEL's internationally recognized programs, such as the Postgraduate Certificate in Academic Practice and Train the Trainer, contribute directly to the quality of academic supervision and the overall learning experience.

– **Administrative Employees:**

Training for administrative staff is regulated by the Executive Regulations of the Civil Service Law. Article (22) requires that training needs be determined based on career development paths, institutional objectives, performance evaluations, and annual budgets. The training period is considered an employment period during which the employee is entitled to full salary and benefits. The Civil Service Bureau mandates that every government employee, including University staff, must complete at least 20 hours of training annually to ensure continuous skill development and alignment with national workforce standards. The University is responsible for providing access to approved training programs and verifying compliance with these requirements.

– **Students:**

For students, both mandatory and voluntary internship programs are coordinated by the Practical Training Division and are subject to university policies and regulations. Certain academic programs require students to complete at least two months of practical training in approved external institutions as a graduation requirement. Training agreements must clearly define the roles, responsibilities, duration, and rights and obligations of both the trainee and the host institution. The host institution is required to provide a safe environment, appropriate supervision, and clear task assignments, and must not assign trainees to duties outside the scope of the training or in violation of regulations. Trainees are required to uphold the highest standards of professionalism, ethics, and responsibility, and have the right to objective evaluation and to seek support from the University in case of any issues or violations of their rights during the internship.

All internship arrangements with external entities must comply with safety, supervision, and professional conduct standards. The University, through UTEL, the Practical Training Division, and its

various support units, is committed to monitoring the quality of training, protecting the rights of trainees, and ensuring that all training programs comply with occupational safety standards and national regulations.

– Equivalent rights for third-party workers

Equivalent rights for third-party workers means that all individuals working on campus-regardless of their direct employment status-are entitled to the same fundamental protections, dignity, and fair treatment as direct University employees, except where national law or contract specifies otherwise.

The University of Bahrain, in accordance with its Equality, Diversity, and Inclusion Policy, requires all third-party contractors to uphold comprehensive standards for worker protection, awareness, and non-discrimination. The following provisions apply to all contracts, subcontracts, and temporary workers on campus:

– Complaint Mechanisms and Legal Protection

All third-party workers have the right to file complaints regarding wages, working hours, unsafe conditions, or any violation of their rights. The Ministry of Labour provides a dedicated complaints section for private sector workers, accessible in person, online, or via the official hotline (80008001). Additional contact numbers include 17873637 and 17873919. Complaints are handled confidentially, and workers are protected from any retaliatory action by law. The University ensures that all workers are informed of these mechanisms and encourages prompt reporting of any violations.

– Awareness and Safety Training

Contracting companies are required to organize regular awareness and safety training sessions for their workers. Training covers labor rights, occupational safety, emergency procedures, and reporting channels for grievances. These sessions are supervised by the

University's Buildings and Maintenance Department to ensure compliance and effectiveness. Training materials and instructions are provided in Arabic and other relevant languages to ensure accessibility for all workers.

– Special Provisions for Extreme Weather

In compliance with Ministry of Labour regulations, outdoor work is strictly prohibited between 12:00 p.m. and 4:00 p.m. from June 15 to September 15 each year. Contracting companies must provide shaded and cooled rest areas for workers during these hours. The University monitors compliance and will enforce penalties or restrict access for companies found in violation of the midday work ban.

– Equal Rights and Non-Discrimination

The University's Equality, Diversity, and Inclusion Policy mandates that all workers-regardless of nationality, religion, or background-enjoy equal rights, protections, and obligations. Any form of discrimination, harassment, or unfair treatment is strictly prohibited. All employment terms, including wages, working hours, and benefits, must be clearly stated in written contracts, and each worker must receive a copy.

– Working Hours and Ramadan Adjustments

Standard working hours are 8 hours per day and 48 hours per week, with at least one full rest day per week. During Ramadan, Muslim workers may not be required to work more than 6 hours per day or 36 hours per week, in accordance with Bahraini labor law. No worker may work more than 6 consecutive hours without a break of at least 30 minutes for rest, meals, or prayers. Overtime is strictly regulated and must be compensated at the legally mandated rates (at least 125% of the regular hourly wage for daytime overtime, and 150% for night shifts, rest days, or public holidays). All overtime must be transparently recorded and available for audit; unpaid overtime is strictly prohibited.

– Occupational Safety and Health

Contracting companies must provide safe, hygienic, and hazard-free working conditions, including access to potable water, clean sanitary facilities, and safe operation of all equipment and chemicals. Workers must be provided with appropriate protective equipment at no cost. Safety instructions must be displayed in Arabic and other relevant languages at all job sites. All workers must receive training on safety procedures, emergency protocols, and hazard prevention. The University reserves the right to intervene, restrict access, or require the removal of any non-compliant personnel to ensure a safe environment.

– Enforcement and Oversight

The University conducts regular inspections and audits to ensure compliance with all labor, safety, and equality standards. If violations occur—such as unsafe working conditions, unapproved work practices, or non-compliance with contractual obligations—the University may issue warnings, require removal of non-compliant personnel, restrict or suspend company access, or terminate the contract in cases of repeated or serious breaches.

The University of Bahrain maintains a zero-tolerance policy for violations of these standards and is committed to upholding the highest principles of fairness, dignity, and legal compliance for all workers on campus.

PAY SCALE EQUITY

The University of Bahrain is committed to achieving full equity and fairness in all matters related to pay, salary scales, increments, and financial entitlements for both administrative and academic employees. The University determines and provides salaries, allowances, and any other employment benefits in accordance with the Civil Service Law and its accompanying Financial Regulations, specifically the *“Regulations on Determining Salaries, Employment Benefits, and Eligibility Criteria for Employees Subject to the Civil Service Law.”*

The University applies the salary schedules and wage calculation tables issued, approved, and published by the Civil Service Bureau. According to Article (1) of the Financial Regulations to the Civil Service Law, employees’ financial entitlements are determined using objective criteria that apply equally to all individuals who meet the required conditions, ensuring fairness and non-discrimination.

Accordingly, the University adheres to the salary scales approved by the Civil Service Bureau, which are designed to ensure the principle of “equal pay for equal work.” Compensation decisions are based solely on job classification, qualifications, expertise, and performance, without regard to gender or any other personal characteristic.

To guarantee consistent and objective financial decisions, the Executive Regulations reinforce these principles.

Article (14) links performance evaluation to financial increases, stating: *“The results of performance appraisal shall be the objective basis for promotion, motivation, improving the administrative system... and other decisions relating to administrative performance.”*

Similarly, Article (15) regulates promotions based on merit and the required level of performance, in compliance with the annual ceiling set by the Bureau.

The University of Bahrain continuously monitors pay practices across all administrative units and colleges to ensure they remain consistent, transparent, and compliant with national legislation. No financial decision may be taken in a manner that results in unjustified disparity between employees performing equivalent duties or holding equivalent ranks. All salary-related decisions must be documented, justified, and aligned with Civil Service Bureau regulations and the Faculty Members' Bylaws.

All academic staff members at the university receive their salaries according to these official salary schedules, which are approved and published by the Civil Service Bureau.

Payment of Wages

The university is committed to applying the highest standards of transparency and fairness in the payment of wages, in full alignment with the regulations issued by the Civil Service Bureau.

All salaries, allowances, and other financial entitlements are paid in the official currency of the Kingdom of Bahrain, through accredited banking channels, and within the timeframes specified in employment contracts and relevant regulations.

Payroll procedures at the university are transparent, accurate, and timely. Employees are provided with clear and detailed records of their salaries, allowances, and any deductions. Any delays or discrepancies in payment are addressed promptly and in accordance with applicable laws and regulations.

Based on Article (10) of the Executive Regulations to the Civil Service Law, the salary upon appointment is determined by the minimum step of the assigned grade. However, a higher salary within the same grade may be granted to candidates with exceptional qualifications, extensive experience, or in response to specific labor market conditions, subject to the approval of the Civil Service Bureau. This ensures both fairness and flexibility in compensation.

The university also ensures that no financial decision results in unjustified disparity between employees performing equivalent duties or holding equivalent ranks. All wage payments and related decisions are documented, justified, and aligned with the Civil Service Bureau's regulations and the Faculty Members'

Deductions from Wages

No amount shall be deducted from an employee's salary or other financial entitlements except in the following cases, and in accordance with the Civil Service Code:

1. Payment of alimony as determined by a court judgment.

2. Settlement of debts awarded by a court judgment, provided that the total amount seized does not exceed one quarter of the employee's earnings. If the employee is unable to meet all liabilities, priority is given to the payment of alimony.
3. Payment of any amount due to the government from the employee because of their job.
4. Social insurance contributions or any other statutory deductions as provided for by law.

No other deductions or seizures may be made from the employee's salary or entitlements due to their job, unless specifically permitted by law. In all cases, the total deductions may not exceed one quarter of the employee's salary, except as otherwise provided by a court judgment.

All deductions are documented and justified, and employees are provided with clear records of any amounts withheld from their wages.

Overtime compensation for contract workers

According to the Executive Regulations of the Civil Service Law, employees (excluding those in senior positions) are entitled to financial compensation for overtime work performed outside official working hours or during official holidays. The amount and calculation method of overtime compensation are determined by the Civil Service Bureau, and all overtime assignments must be necessary, related to the employee's official duties, and approved in advance. Compensation for overtime work is paid within the approved budget and must not exceed the allocations specified for manpower expenditures.

All hours worked during official holidays are considered overtime and are compensated accordingly. The specific rates and calculation methods (such as whether overtime hours during holidays are compensated at a higher rate, or whether the rate changes after a certain hour in the evening) are set by the Civil Service Bureau through official instructions and circulars.

For contract workers at the University of Bahrain, overtime compensation is provided in accordance with these regulations and any additional instructions issued by the Civil Service Bureau. Employees should refer to their employment contracts and official circulars for the exact calculation of overtime rates.

Gender equality in pay scales

The University of Bahrain applies the Civil Service salary scale and grades, which are determined by the Civil Service Bureau and do not discriminate based on gender. All employees, regardless of gender, are entitled to equal pay for equivalent work, in accordance with the principles of fairness and justice established in the Civil Service Law and its Executive Regulations.

The University supports national initiatives aimed at empowering women in the workforce, including programs that promote just and equitable employment, consideration of childcare and family leave, and other forms of compensation. Employment policies and practices at the University ensure that women and men receive equal treatment in recruitment, promotion, and compensation.

To further strengthen these principles, the University of Bahrain established the Equal Opportunity Committee in 2014. This committee is responsible for monitoring and promoting gender equality and fair employment practices across the institution. The Equal Opportunity Committee also reviews policies related to recruitment, promotion, training, and flexible work arrangements to ensure comprehensive gender equality across all aspects of employment. The Committee organizes activities and initiatives to raise awareness and ensure compliance with equality standards.

Any violations of wage equality regulations may be reported through the official grievance procedures established by the Civil Service Bureau or

directly to the Equal Opportunity Committee. Complaints are reviewed and resolved in accordance with the dictates of justice and the relevant laws and regulations.

GENDER EQUITY IN PAY

In line with its anti-discrimination policies, the University of Bahrain fully supports the rights of women to work in the university sector and to pursue higher education. The University is committed to providing equal opportunities for women in both academic and administrative roles, ensuring fair access to employment, promotion, and professional development.

The University of Bahrain actively supports national initiatives for women's empowerment, including programs led by the Supreme Council for Women and the Civil Service Bureau, which aim to increase female participation in the civil sector and promote women's leadership. The Equal Opportunity Committee, established in 2014, monitors and promotes gender equity across all aspects of university employment, including recruitment, promotion, training, and flexible work arrangements.

In accordance with the Civil Service Law and its Executive Regulations, the University guarantees equal pay for equivalent work, regardless of gender. Policies and procedures are in place to ensure that women and men receive fair treatment in compensation and career advancement. The University also considers the requirements of training, family obligations, and workplace safety, providing appropriate support and accommodations for female employees.

Any violations of gender equity or wage equality regulations may be reported through the official grievance procedures or directly to the Equal Opportunity Committee, which reviews and resolves complaints in accordance with the principles of justice and relevant laws.

Maternity & wage equality

The University of Bahrain, in accordance with the Civil Service Law and its Executive Regulations (Decision No. 51 of 2012), provides comprehensive protections and benefits for female employees to ensure gender equality in the workplace.

Key Provisions:

- **Childcare Facility & Resting Areas:**

The University of Bahrain provides a childcare facility for female employees and students, supporting their work-life balance and enabling them to fulfill their professional and academic responsibilities. In all workplaces where women are employed, the employer is required to provide seats for resting.

- **Maternity Leave:**

Female employees at the University of Bahrain are entitled to fully paid maternity leave for a period of sixty days, starting from the day of delivery as recorded in an approved medical certificate. Upon request, the employee may begin her maternity leave up to fifteen days prior to the expected date of delivery, as determined by a certified medical report from a health authority (Article 31).

- **Post-Maternity Leave & Special Cases:**

After maternity leave, female employees may request special unpaid leave to care for their child under the age of six, for a maximum of two years at a time and up to three times during their period of service.

In the event of giving birth to a sick child or a child with special needs whose health condition requires a constant companion, the employee may request unpaid leave or, if the attending physician

decides, may request paid leave to care for a first-degree relative for up to seven days per year.

- **Breastfeeding Leave:**

Upon returning to work after maternity leave, female employees are entitled to two hours of paid nursing time per day to breastfeed their newborn child until the child reaches the age of two years, as determined by the needs of the position and supported by medical certificates (Article 31).

- **Iddah Leave & Bereavement:**

A Muslim female employee whose husband dies is entitled to “*iddah leave*” with full pay for a period of four months and ten days starting from the date of death. If she is pregnant, such leave may be extended without pay until her delivery. She may not, following childbirth, use the remainder of the leave granted to her under this Law.

A non-Muslim female employee whose husband dies is entitled to a 15-day leave with full pay.

In all cases, a female employee whose husband dies may not work for others during the leave period. The employer has the right to request supporting documents in the above-mentioned cases.

- **Special Unpaid Leave:**

Female employees may request special unpaid leave to care for a child under the age of six, for a maximum of two years at a time and up to three times during their period of service (Article 32).

- **Flexible Working Hours and Remote Work:**

Article 26 allows for flexible working hours and special working arrangements. The Civil Service Bureau may approve flexible or remote work schedules for mothers or pregnant employees when

needed, in accordance with university policies and Civil Service Bureau instructions.

- **Medical Care:**

The University of Bahrain covers up to 75% of the cost of medical treatment and medication for employees, their spouses, and their children, according to the university's approved policies and procedures.

- **Workplace Facilities:**

The University is required to provide a safe and supportive work environment, including consideration for childcare and family leave, in line with national initiatives and the Supreme Council for Women's programs.

- **Wage Equality:**

All employees, regardless of gender, are entitled to equal pay for equivalent work. The University's policies and the Civil Service Law prohibit discrimination in compensation, promotion, and employment benefits. Any violations of wage equality regulations may be reported through official grievance procedures or to the Equal Opportunity Committee, which reviews and resolves complaints in accordance with the principles of justice and relevant laws.

WORKERS' APPEAL PROCESS

At the University of Bahrain, employment relationships are governed by the Civil Service Law, its Executive Regulations, and the Faculty Members Bylaws. In line with these regulations, both employees and the University are prohibited from engaging in any act that infringes upon the rights or freedoms of others, or that conflicts with the principles of fair work and the jurisdiction of competent authorities responsible for dispute resolution.

To foster a healthy and inclusive work environment, the University has established clear mechanisms for addressing grievances and ensuring that concerns are heard and resolved promptly. These mechanisms include:

- Academic and Administrative Grievance Committees for impartial review of employment-related issues.
- Appeals Committee for escalation and fair resolution.
- Electronic grievance submission system for confidential and documented complaints.
- Structured timelines for responses (15 days for administrative grievances and 30 days for academic grievances).
- Transparency and accessibility, with procedures published in both Arabic and English on the University's official website.

These measures guarantee fairness, non-discrimination, and protection against retaliation, ensuring compliance with national laws and international labor standards, and promoting a positive work culture across the University.

Freedom from unjust penalty

To ensure freedom of work and protection from unjust penalties, national legislation and internal regulations stipulate that no disciplinary action

may be imposed on academic or administrative employees without prior investigation, hearing their statements, and documenting the process in an official record, ensuring that the penalty is proportionate to the violation committed.

- **For administrative employees**, the Civil Service Law (Article 25) requires investigation before imposing any penalty, while Article 27 prohibits penalties for acts outside the scope of employment unless directly related to the job or affecting the reputation of the government entity. Article 26 mandates written notification of charges before investigation, and Article 28 grants the right to appeal within fifteen days from the date of notification to the Administrative Grievance Committee. The penalties stipulated by the Executive Regulations include:
 - Warning
 - Reprimand
 - Postponement of annual increment for up to one year
 - Denial of promotion for up to one year
 - Dismissal from service in cases specified by law
- **For academic staff**, the University of Bahrain Faculty Regulations (Article 45) prohibit imposing any disciplinary penalty without investigation and hearing the faculty member's statements. Article 46 specifies the following penalties:
 - Warning
 - Reprimand
 - Postponement of annual increment for up to one year
 - Denial of promotion for up to one year
 - Dismissal from service in cases specified by law

Additionally, Article 47 requires written notification of charges before investigation, and Article 48 grants the right to appeal within fifteen days from the date of notification to the Academic Grievance Committee.

These provisions ensure procedural fairness and safeguard the rights of all employees, fostering a transparent and equitable work environment.

Expiration of Work Contracts & Dismissal

The University of Bahrain adheres to the Civil Service Law and Faculty Members Bylaws in implementing fair and transparent procedures for contract termination, dismissal, and retirement, ensuring the protection of employee rights.

1. Cases of Contract Termination:

- Expiry of the employment contract or reaching the statutory retirement age.
- Voluntary resignation upon submission of an official request and approval by the competent authority.
- Disciplinary dismissal due to serious violations of law or internal regulations, as stipulated in Articles 23, 36, and 57 of the Civil Service Law, and Articles 42, 45, and 51 of the Faculty Members Bylaws.
- Termination for health reasons supported by an approved medical report.
- Termination resulting from organizational restructuring or abolition of the position in line with institutional requirements.

2. Procedures for Contract Termination and Dismissal:

- Written notification to the employee specifying the reason for termination and the effective date.
- Settlement of all financial entitlements (salary, unused leave, compensation) in accordance with Article 30 of the Civil Service Law and Article 22 of the Faculty Members Bylaws.
- Return of all university property and official documents prior to termination.
- Issuance of a certificate of service or experience to the departing employee.

3. Retirement:

- Employees are entitled to retire upon reaching the statutory age or upon request if conditions under the Civil Service Pension Law are met.
- End-of-service benefits are calculated based on the actual period of service and basic salary, in accordance with relevant articles of the Civil Service Law and executive regulations.

4. Compensation and Grievances:

- Employees are entitled to compensation for unused annual leave and any other outstanding financial entitlements, as stipulated in Article 28 of the Civil Service Law Executive Regulations.
- In cases of unlawful dismissal, employees have the right to file a grievance and claim compensation through the Administrative Grievance Committee or Academic Grievance Committee, in accordance with Article 30 of the Civil Service Law.

Freedom from Bribery & Corruption

The University of Bahrain is committed to maintaining the highest standards of integrity and ethical conduct among all employees, faculty members, students, and individuals associated with the institution. In accordance with the Civil Service Law, Faculty Members Bylaws, and the University's Code of Conduct, the following practices are strictly prohibited:

- Bribery and unlawful acceptance of gifts
- Nepotism and favoritism (“Wasta”)
- Insider trading and misuse of confidential information
- Falsification, plagiarism, and cheating
- Harassment and improper behavior
- Reckless actions causing damage to property

– **Gift and Hospitality Policy (Civil Service Law):**

Government employees, including university staff, must adhere to strict rules regarding gifts and hospitality to prevent conflicts of interest and maintain transparency. The following limits apply:

Type of Gift / Hospitality	Allowed Limit	Approval Required	Notes
Symbolic gifts (e.g., pen, calendar)	Permitted if of nominal value	No	Must not influence decisions
Cash or monetary gifts	<i>Strictly prohibited</i>		Considered bribery under Civil Service Law
Business meals	Permitted if modest and official	Yes (line manager)	Must be related to official duties
Travel and accommodation	Requires prior approval	Yes (President or authorized)	Only for official assignments
Gifts from contractors or suppliers	<i>Prohibited</i>		Report immediately to HR

– **Disciplinary Penalties for Violations**

Violations of anti-bribery and anti-corruption rules are considered serious misconduct under the Civil Service Law and Faculty Members Bylaws. The following penalties may be imposed after due process:

For Administrative Employees (Civil Service Law – Articles 23, 36, 57):

- Warning
- Reprimand
- Deduction from salary (within legal limits)
- Postponement of annual increment for up to one year
- Denial of promotion for up to one year
- Dismissal from service in cases of proven bribery or corruption

For Academic Staff (Faculty Members Bylaws – Articles 42, 45, 51):

- Warning
- Reprimand
- Postponement of annual increment for up to one year
- Denial of promotion for up to one year
- Dismissal from service in cases of proven bribery or corruption

All disciplinary actions must follow formal investigation procedures, written notification

– **Freedom from Mistreatment & Harassment**

The University of Bahrain is committed to providing a safe, respectful, and inclusive environment for all employees, faculty members, students, and individuals associated with the institution. In accordance with the Civil Service Law and Faculty Members Bylaws, any form of mistreatment, harassment, or abuse-whether physical, verbal, or psychological-is strictly prohibited.

Key Principles:

- Employees and faculty members must be treated with dignity and respect at all times.
- Harassment based on gender, race, religion, nationality, disability, or any other personal characteristic is forbidden.
- Abuse of authority, intimidation, or any behavior that undermines personal integrity or professional standing will not be tolerated.

– **Reporting and Protection:**

- Victims of mistreatment or harassment have the right to file a formal complaint without fear of retaliation.
- Complaints shall be submitted to the HR department.
- Investigations must be conducted confidentially and fairly, ensuring due process and protection of all parties involved.

– **Disciplinary Measures:**

Violations of these provisions constitute serious misconduct under the Civil Service Law and Faculty Members Bylaws. Penalties may include:

- Warning
- Reprimand
- Salary deduction (within legal limits)
- Postponement of annual increment
- Denial of promotion
- Dismissal from service in severe cases

These measures aim to safeguard personal and moral integrity, promote a culture of respect, and ensure a healthy and productive work environment.

Registering Complaints

The University of Bahrain ensures that all employees—academic and administrative—have the right to file complaints and grievances in accordance with the Civil Service Law and Faculty Members Bylaws. Complaints may relate to workplace violations, mistreatment, harassment, or breaches of ethical and professional standards.

– **Internal Complaint Mechanisms:**

- Employees may submit complaints through the Administrative Grievance Committee or the Academic Grievance Committee, depending on their employment category.
- Complaints must be submitted in writing, clearly stating the facts and supporting evidence.
- Complaints can be submitted confidentially through the CMS system to ensure privacy and proper documentation.

- If no response is received within the designated timeframe, employees may escalate the matter through the Tawasul Government Program, which is an official platform for submitting complaints and inquiries to government entities, ensuring transparency and accountability.

– **Required Documentation:**

- Supporting documents relevant to the case.

– **Procedural Safeguards:**

- Employees have the right to appeal decisions within 15 days from notification, as stipulated in the Civil Service Law and Faculty Members Bylaws.
- All investigations are conducted fairly and confidentially, ensuring due process and protection against retaliation.

These mechanisms aim to uphold transparency, protect employee rights, and maintain a respectful and ethical work environment.

References

- Civil Service Law No. 48 of 2010 (Kingdom of Bahrain):
[CSB Law - Civil Service Office](#)
- Executive Regulations of the Civil Service Law (Decision No. 51/2012):
[Guidelines - Civil Service Office](#)
- Regulations on Determining Salaries, Employment Benefits, and Eligibility Criteria (Decision No. 77/2013):
[Financial List - Civil Service Office](#)
- University of Bahrain Faculty Members Bylaws:
[UOB Faculty Members Bylaws](#)
- Constitution of the Kingdom of Bahrain (Article 18):
[Constitution of Bahrain](#)
- Civil Service Bureau (CSB) Official Website:
<https://www.csb.gov.bh>
- Tawasul Government Program (Official Government Complaints Portal):
[Tawasul system](#)
- University of Bahrain Code of Conduct and Internal Policies:
[Regulations & Policies](#)
- Higher Education Council (HEC) Regulations:
[Higher Education Council](#)

Appendix

University of Bahrain's Gender Equality, Diversity, and Inclusion Policy

1. Definitions

University:	University of Bahrain
President:	University President
Senior Management:	The University President, Vice Presidents, the General Director, Deans, Department Managers, Heads of Academic Departments, and Academic Staff holding administrative positions.
Equality:	Ensuring equal opportunities and fair treatment for all individuals without discrimination.
Gender Equality:	Fair treatment, access to resources, and opportunities for all individuals.
Diversity:	The recognition and acceptance of individual differences.
Inclusion:	Creating an environment where all individuals feel welcomed and respected.
Discrimination:	Any unfair or exclusionary treatment based on protected characteristics.
Stakeholders:	All individuals or entities affected by or contributing to the policy.
People with Special Needs:	Individuals with impairments requiring support or facilities.
Integration:	Ensuring equal participation and representation of all individuals.
Gender Pay Gap:	The difference in earnings between men and women doing work of equal value.
Equal Opportunities Committee:	Committee monitoring gender equality and reporting to the President.

2 Policy Purpose

This policy aims to foster a culture of equality, gender equality, diversity, and inclusion within the University.

This policy serves as an internal guiding document outlining the vision and processes that promote these principles.

3. Policy Scope

This policy applies to all University members and all related processes, including recruitment, promotion, training, admissions, and campus interactions.

4. Policy Statement

4.1 The University is committed to promoting equality, diversity, and inclusion.

4.1.1 Non-Discrimination: Zero tolerance toward discrimination or stereotyping.

4.1.2 Transparency: Fair and open processes.

4.1.3 Equitable Representation: Balanced participation of men and women.

4.1.4 Accountability: Monitoring gender equality and corrective actions.

4.1.5 Privacy and Data Protection: Compliance with Personal Data Protection Law.

4.1.6 Safety and Dignity: Ensuring an environment free from harassment.

4.2 Organizational units must promote equality, combat discrimination, and ensure an inclusive environment.

5. Roles and Responsibilities

5.1 Senior Management: Lead efforts toward equality and allocate resources.

5.2 Human Resources Department: Support equality in recruitment and monitor compliance.

5.3 Faculty & Staff: Promote respect and equal opportunity.

5.4 Students: Respect others and support inclusion.

5.5 Deanship of Student Affairs: Support students and address complaints.

5.6 Communication Directorate: Promote gender equality campaigns.

5.7 Equal Opportunities Committee: Monitor policy, conduct awareness, and report to the President.

5.8 Sustainability Committee: Collect data and prepare THE Impact Report.

6. Policy Procedures

6.1 Recruitment, Promotion, and Admissions: Ensure fairness, transparency, and diversity.

6.2 Education and Training: Provide inclusive curricula and regular training.

6.3 Safe and Inclusive Environment: Report harassment; ensure support.

6.4 Reporting and Investigation: Handle complaints with transparency.

6.5 Access and Facilities: Guarantee accessibility.

6.6 Awareness and Engagement: Implement awareness programs and encourage student involvement.

7. Compliance

Violations will result in legal and administrative measures. Reports are handled confidentially.

8. Contact Information

For assistance, contact the General Director of Administrative Services.

Email: dgas@uob.edu.bh

[Download: University of Bahrain's Gender Equality, Diversity, and Inclusion Policy](#)