

State and Public Sector Employees Discipline Law No. 14 of 1991 (As Amended)

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For the purpose of simplifying disciplinary procedures, expediting decisions, and granting ministers and heads of departments the necessary powers to impose prescribed penalties to ensure the proper functioning of state institutions according to the requirements of implementing assigned duties, and for the purpose of unifying penalties and their effects for the majority of state employees, this law was enacted.

Chapter One

Definitions and Scope of Application

Article 1

The following terms shall have the meanings assigned to them:

1. Minister: The competent minister, and the head of an entity not affiliated with a ministry shall be considered a minister for the purposes of this law.
2. Head of Department: The deputy minister and those of equivalent rank among holders of special grades who manage a specific formation, the director general, or any other employee authorized by the minister to impose the penalties stipulated in this law.
3. Employee: Any person entrusted with a position within the staffing structure of a ministry or entity not affiliated with a ministry.
4. Council: The General Discipline Council formed under the State Consultative Council Law No. 65 of 1979 as amended.
5. Committee: The investigative committee formed by the minister or head of department for the purposes of this law.

Article 2

1. The provisions of this law apply to all state and public sector employees.
2. Members of the armed forces, internal security forces, national intelligence service, judges, and public prosecutors shall not be subject to this law unless their own laws provide otherwise.

Chapter Two

Duties of the Employee

Article 3

Public office is a national duty and a social service aimed at serving the public interest and citizens in accordance with applicable legal rules.

Article 4

The employee shall adhere to the following duties:

1. Perform duties honestly and responsibly.
2. Observe working hours and not be absent without permission, dedicating official working hours entirely to work.
3. Respect superiors and comply with their lawful orders and instructions.
4. Treat subordinates properly and preserve their dignity.
5. Respect citizens and facilitate the completion of their transactions.
6. Preserve state property under his control and use it rationally.
7. Maintain confidentiality of information and documents accessed by virtue of the position.
8. Preserve the dignity of public office and avoid any conduct that undermines its respect.
9. Refrain from exploiting the position for personal gain.
10. Return tools and equipment to their designated places after work.
11. Observe occupational health and safety rules and fire prevention instructions.
12. Perform duties in accordance with laws, regulations, and instructions.

Article 5

The employee is prohibited from:

1. Holding two positions simultaneously except as permitted by law.
2. Engaging in commercial activities or establishing companies except where legally permitted.
3. Participating in tenders.
4. Participating in auctions conducted by state departments under specified conditions.
5. Using state property or transportation for personal purposes.
6. Using machinery or equipment without authorization.
7. Neglecting work or misusing work hours causing damage to production or services.
8. Damaging projects, machinery, raw materials, or supplies.
9. Intentionally reducing or harming production.
10. Delaying work causing disruption to others.
11. Borrowing money or accepting gifts, rewards, or benefits from clients or contractors connected with official duties.
12. Attending work while intoxicated or appearing intoxicated in public.
13. Retaining original official documents for non-official purposes.
14. Making unauthorized statements to media regarding official work.

Article 6

1. Employees occupying positions up to the seventh grade may work outside official hours provided such work does not affect official duties.
2. The competent minister may authorize other employees to work outside official hours for renewable one-year periods.
3. Certain categories of employees are exempted from these provisions.

Article 9

If an employee violates duties or commits prohibited acts, disciplinary penalties stipulated in this law may be imposed without prejudice to any other legal measures.

Chapter Three

Penalties and Their Effects

Article 2

The penalties that may be imposed on employees are:

1. Notice.
2. Warning.
3. Salary deduction.
4. Reprimand.
5. Salary reduction.
6. Grade reduction.
7. Dismissal.
8. Removal from office.

Each penalty carries specific consequences relating to promotion and salary increments.

Article 10

1. The minister or head of department shall form an investigative committee composed of a chairperson and two members, one of whom must hold a law degree.
2. The committee shall investigate the employee, hear witnesses, review documents, and submit recommendations either to close the investigation or impose penalties.
3. If the employee's conduct constitutes a criminal offense related to official duties, the committee shall recommend referral to competent courts.
4. The minister or head of department may directly impose certain minor penalties after questioning the employee.

Article 11

1. The minister may impose any disciplinary penalty provided by law.
2. The head of department may impose the following penalties:
 - Notice
 - Warning
 - Salary deduction not exceeding five days
 - Reprimand
3. More severe penalties require referral to the minister.

Article 12

The minister may impose penalties on employees occupying the position of Director General and above, and appeals shall be submitted according to Article 15.

Article 13

The minister may cancel certain penalties if:

1. One year has passed since the penalty was imposed.
2. The employee has demonstrated distinguished performance.
3. No further penalties were imposed during that period.

Article 14

The President of the Republic or authorized persons may impose penalties on employees under their authority.

Chapter Four

Appeals Against Disciplinary Decisions

Article 15

The General Discipline Council shall:

1. Consider appeals against disciplinary penalties.
2. Require prior grievance submission within 30 days from notification.
3. Appeals must be submitted within 30 days from rejection of grievance.
4. Decisions not appealed within statutory periods become final.
5. Council proceedings shall remain confidential.
6. The General هيئة of the State Consultative Council exercises cassation powers.
7. Prescribed fees apply for objections and appeals.

Chapter Five

Suspension from Duty

Article 16

If an employee is detained by a competent authority, the department shall suspend him from duty during detention.

Article 17

The minister or head of department may suspend an employee for up to sixty days if remaining in office harms public interest or affects investigations.

Article 18

A suspended employee shall receive half salary during suspension.

Article 19

1. If dismissed or removed, the suspended employee forfeits withheld salary.
2. If punished with salary reduction or grade reduction, penalties apply from the date of suspension.
3. If acquitted or released, withheld salary shall be paid.
4. If the employee dies before a final decision, withheld salary passes to entitled beneficiaries.

General and Final Provisions

Article 20

No more than one penalty may be imposed for the same act.

Article 21

Official commendations may reduce or cancel certain penalties and reduce promotion delays.

Article 22

Transfer or secondment of an employee does not prevent accountability under this law.

Article 23

Acquittal by courts does not prevent imposition of disciplinary penalties.

Article 24

If the employee's act constitutes a criminal offense related to official duties, referral to competent courts is mandatory.

Article 25

The State Employees Discipline Law No. 69 of 1936 is repealed.

Article 26

This law shall enter into force ninety days after publication in the Official Gazette.

Reasons for Enactment

This law was enacted to simplify disciplinary procedures, expedite decisions, grant ministers and department heads sufficient authority to impose penalties, ensure efficient functioning of state institutions, and unify penalties and their effects for state employees.