



Professional ethics in the civil service system

The civil service system talked about some aspects of professional ethics, which regards the terms of designation, and qualifications of the employee, and keeping, and the commitment to office hours, and treated some of the negative Ethics Such as bribery and abuse of office and the employee's rights and duties, and penal sanctions in case of deliberate violation.

It is noted that these regulatory aspects in line with the teachings of Islam, which it demonstrated in the past, so the commitment on these systems is a commitment to the provisions of the law as it is functional. The employee shall be appointed on applying the regulations where he/she can sense the wage from God because it is obedience to God Almighty and the governors, and achieve to community benefits

Ethical materials:

Efficiency: it stated in the first article of the civil service system: merit is the basis for the selection of personnel to fill public office, and merit is the sum of the elements of a self recipes in a person related to the efficient technical and administrative competencies and attendance, good behavior, and other elements left to the discretion of administration.

And also it stated in Article IV of the civil service system in terms of designation to be an employee:

- 1) Good conduct.
- 2) No doomed legit or imprisonment in involving moral turpitude or dishonesty offense until 3 years after imprisonment or applying the legit
- 3) Not separated from the service of the state for disciplinary reasons, unless he has been at least 3 years after the issuance of the decision.

This efficiency is derived from the verse) (the best one you can hire is the strong and the trustworthy) stories: 26 .

This is the verse slogan of the Ministry of Civil Service; because it include the most important traits in employee efficiency.

The commitment on workingtime:

In the civil service system / Article 11: The employee must allocate working time for the performance of the duties of his job.



This commitment is part of the honesty at the time; because the employee is intrusted at the time of his work, and the fare that he gets

At a result of spending time at work. Therefore the employee need to shall not take advantage of that time to spend on personal interests personal, or go out to work without the permission of the time; because otherwise the Secretariat, and exceptions have provisions.

Maintaining secrets:

In the civil service system: Article 12 / e: it prohibits private employee divulging secrets seen it by virtue of his job, even after leaving the service.

The employee SHALL comply with this duty, whether on the job or even after leaving the service. Intended functional secrets is such information or data that is seen by virtue of his job for the job, and that may remain hidden from the outsiders.

Good treatment with the reviewers:

1: In the civil service system: Article 12 the employee shall be kind with stakeholders related to in his work, and perform the required facilities to them and transactions within the competence of the system boundary.

Not to exploit the position:

In the civil service system: Article 12 / b: it prohibits private employee abuse of power functional, and influence peddling.

In article 12 / a: It is forbidden to use the employee his job and influence to its own interests authority.

These are legitimate and systemic violation of the most serious the risks to job cons, as they turn from the interests of the Muslim public service to the benefit of the employee service, and extorting public funds.

Duties:

Maintain the Arts

Article 11 / A of the Civil Service System: The employee must especially that rises above all what tuft position the honor and dignity, whether it's at work or outside.

This means that the employee is responsible for his actions in the workplace, but even in public , as worn in a government job shall be subject to the obligation to no harm to the reputation of this post or distorted. Thus, the office of the grievances punishes who honesty honor harms inside and outside the work place.



- **Commitment to the performance of the work :-**

Article 11 of the civil service system: a special employee must allocate working time to perform the duties of his job.

- **Good Behaviour :-**

Article 11 of the civil service system must take into account the special ethics of tact in his actions employee with the public, his superiors, and his colleagues, and subordinates.

- **Obedience to officials :-**

Article 11 / c of the civil service system: the employee must be implemented special orders issued to him accurately and within the limits of the secretariat of the regulations and instructions.

- **And the duties of the employer to the employee: -**

Article 32: The periodic reports on each employee according to a list issued by the Head of the Civil Service Board. The regulation is the "list of functionality," published in 1404 AH.

Rights:¹

As the employee has duties he has rights the civil system and its implementing regulations has ensured financial rights in exchange for the performance of the duties and responsibilities of the job, including what is permanent and continuous throughout service, some of which is paid for once or as a cut or suspended because of a certain Among the most important of these rights the following:

A) Financial rights and advantages:

Salary: is the physical opposite received by the employee at the end of every hijri month for what plays work in during his service as Article 12 of the Civil Service system :(worth employee salary as of the date of starting work (and the salary is determined by salary peace and ranked Occupied by the employee Excludes any other income, whether or other allowances except the premium since they are part of the salary.

¹ This paragraph quoting: alqamis / op, and Snaidi / Abdullah Rashid: the principles of the civil service and its applications in the Kingdom of Saudi Arabia (239-330) Adapted



Premium: The amount of money that is added to the employee's salary according to rank on a regular basis and accounted for part of the basic salary as Article 11 of the Civil Service system: (the employee is given the premium according to the pay scale attached to this system and transferred from the class held by the next class directly in the same place and this is the transport of the month of Muharram, the first of all Year).

B) Vacations:

The employee in the course of his service has a number of granted vacations if he meets the conditions and among these regular holding (ordinary employee shall be entitled leave of thirty-six days each year of service with a salary Full salary is paid in advance by the last salary received by the employee) in accordance with Article (28/1) of the executive regulations of the civil service system. If the employee's service ended without enjoying his vacation, he will be compensated on what is owed for him leave within six months.

Penalties:

There are disciplinary sanctions applied to the employee in the course of his career, and there are disciplinary sanctions applied after a career employee, he has cited discipline² personnel system two disciplinary sanctions that may be imposed the civil servants in the state except for members of the judiciary and the staff of legal persons - -

Public and public institutions in the course of his service.

Disciplinary sanctions that may be imposed on the employee in the course of his service:

and the employee are to punish one of the following sanctions contained exclusively in Article 32 of the system disciplining employees.

First, for the staff ranked tenth or less or equivalent:

- 1) Warning.
- 2) Blame.
- 3) Discount from net salary including salary does not exceed three months and no later than a month deducted one-third net monthly salary.
- 4) Denial of addition and one patrol.
- 5) Separation, and this punishment as noted is only signed by but the board of grievances.

² The system was issued in 1391 AH



Second: For employees who occupy the eleventh and above or equivalent:

- 1) Blame.
- 2) Denial of addition and one patrol.
- 3) Separation.

The former applies sanctions is also mentioned by some job categories that regulate their status and regulations that has its own disciplinary system, such as covered by regulation health functions³.

The Supervisory and Investigation board investigates the accountability of offenders personnel systems function with respect to the issues of honor, and abuse of power, and the limits of legality, and the Office of the Ombudsman is responsible on them.

³ alqamis / op, and Snaidi / op (353-388)