

CHARTERED 
INSTITUTE OF PROFESSIONAL CERTIFICATIONS

SAUDI ARABIA HR EMPLOYMENT AND LABOUR LAW

**Fully Accredited
By:**

Chartered Institute of
Professional Certifications

CPD
Certification Service



PROGRAM OVERVIEW

Since the introduction of Vision 2030, the number of **new HR regulations** has **increased by 40%**, making Saudi employment law among the most complex in the region. Companies must juggle **Saudization, gender inclusion, and new employment contract standards**, risking fines up to SAR 100,000 for non-compliance.

This certified program is tailored to help you gain comprehensive knowledge in Saudi Arabia's intricate HR Employment and Labour Law. Through this program, you will gain a deep understanding of the **2025 labour law reforms, digital compliance through Qiwa integration, and the strategic application of Saudization and Nitaqat frameworks**. You will develop the ability to **interpret complex employment contracts, manage lawful terminations, calculate statutory entitlements, and proactively mitigate HR-related legal risks aligned with the objectives of Vision 2030**.

This program will also discuss a wide spectrum of employment law topics, including **managing employment contracts, expatriate employment regulations and Premium Residency pathways, compensation structures and wage protection compliance, and disciplinary procedures** within legal boundaries. You will also look into best practices in **workforce planning and restructuring, HR governance frameworks, cross-functional compliance auditing**, and the use of HR technology platforms for documentation control and data privacy.

ACCREDITATIONS



4.8



4.6





PROGRAM OVERVIEW

One of the most important elements of this program is **dispute resolution and grievance management, addressing complaint handling procedures, lawful disciplinary actions, termination appeals, and engagement with labour courts and regulatory authorities**, where you will examine real case analyses of employment disputes and learn how to apply effective resolution techniques that can help you avoid costly litigation and reputational damage.

Upon successful completion of the program, you will attain the **Certification in Saudi Arabia HR Employment and Labour Law**, enhancing your professional credentials and demonstrating capability to lead HR legal strategy, ensure regulatory compliance, and safeguard employee rights in complex, multi-regulatory environments. Globally demanded and recognized, this certification holds lifelong validity and will offer a testament to your ability to deliver compliant, sustainable, and strategically informed HR outcomes in the Kingdom's dynamic labour market.

ACCREDITATIONS



4.8



4.6



KEY SKILLS YOU WILL GAIN

From This Program



**SAUDI LABOUR LAW INTERPRETATION
2025 REFORM COMPLIANCE
QIWA CONTRACT MANAGEMENT
WORKFORCE NATIONALIZATION PLANNING**

**NITAQAT TIER OPTIMIZATION
LEGAL RECRUITMENT COMPLIANCE
EXPATRIATE HIRING GOVERNANCE
PREMIUM RESIDENCY NAVIGATION**

**CONTRACT DRAFTING ACCURACY
PROBATION & RENEWAL MANAGEMENT
WAGE PROTECTION SYSTEM (WPS) CONTROL
PAYROLL COMPLIANCE AUDITING**

**COMPENSATION STRUCTURING
BENEFITS BENCHMARK ALIGNMENT
WORKING HOURS REGULATION
LEAVE ENTITLEMENT ADMINISTRATION
OVERTIME CALCULATION ACCURACY**

**GRIEVANCE HANDLING PROTOCOLS
DISCIPLINARY ACTION COMPLIANCE**

YOUR FACULTY DIRECTOR



Rawan Jalal

Distinguished Executive HR Director & Thought Leader

Rawan Jalal is a distinguished HR executive with **over 23 years of leadership across Saudi Arabia's most regulated sectors, specializing in employment and labour law compliance, Saudization strategy, and organizational governance.** She has held senior positions including Group CHRO at Halwani Brothers, HR Vice President at MenaBev, Director of Organizational Development at Bupa Arabia, and Head of People Development at National Commercial Bank, where **Saudi labour law, regulatory adherence, and employee relations were central to her mandate.** Rawan has successfully **designed and implemented compliance frameworks, disciplinary governance, and Saudization strategies that achieved "High Green" and "Platinum" classifications,** while also advising executive leadership on legal obligations, workforce rights, and HR risk mitigation.

With more than 15 years of experience delivering professional training, Rawan has conducted labour-law and compliance programs for Halwani Brothers, MenaBev, Bupa Arabia, NCB, and Dar Al Hekma College. Her academic grounding, a Postgraduate Certificate in the Psychology of Organizational Development & Change from CIPD and Heriot-Watt University, complements her deep practical expertise. She has **led organizations to Great Place to Work certification, pioneered award-winning talent programs, and currently serves as Chairman of the Nomination & Remuneration Committee at Dar Aletiman Alsaudi,** where she continues to provide high-level labour-law and HR governance insight.

OUR PARTICIPANTS

Over 70% of FORTUNE 500 Companies Have Attended Our Accredited Programs Before





PROGRAM AGENDA

MODULE 1 - INTRODUCTION TO EMPLOYMENT AND LABOUR LAW IN SAUDI ARABIA

- Evolution of Labour Law in Saudi Arabia: From Foundational Statutes to 2025 Reforms
- The Role of Employment Law in Shaping Strategic HR Practices
- Vision 2030, Saudization, and the Shift Towards a Compliance-driven HR Model

MODULE 2 - 2025 LABOUR LAW REFORMS

- Overview of New Amendments
- Impact on Employment Contracts and Dispute Resolution
- Compliance Timelines and Transition Strategies

MODULE 3 - EMPLOYMENT CONTRACTS AND QIWA INTEGRATION

- Fixed-term vs Indefinite Contracts
- Digital Contract Registration via Qiwa
- Renewal, Probation, and Termination Clauses

MODULE 4 - SAUDIZATION AND NITAQAT COMPLIANCE

- Saudization Quotas and Tier System
- Strategic Workforce Localization
- Reporting and Audit Requirements

MODULE 5 - RECRUITMENT AND ONBOARDING COMPLIANCE

- Legal Screening and Documentation
- Onboarding Procedures and Timelines
- Expatriate Hiring Protocols

MODULE 6 - COMPENSATION AND BENEFITS STRUCTURES

- Wage Protection and Minimum Wage Laws
- Allowances, Bonuses, and Incentives
- Payroll Compliance and Audits

MODULE 7 - WORKING HOURS, LEAVE, AND ENTITLEMENTS

- Standard Working Hours and Overtime Rules
- Annual, Sick, Maternity/Paternity Leave
- Public Holidays and Special Leave

MODULE 8 - EMPLOYEE GRIEVANCES AND DISCIPLINARY ACTIONS

- Complaint Handling Procedures
- Documentation and Escalation Protocols
- Legal Boundaries of Disciplinary Action

MODULE 9 - LAWFUL TERMINATION AND SEVERANCE

- Grounds for Termination
- Severance Pay Calculation
- Appeal and Dispute Resolution



PROGRAM AGENDA

MODULE 10 - EXPATRIATE EMPLOYMENT REGULATIONS AND PREMIUM RESIDENCY

- Sponsorship and Contract Formalization Under Traditional and Reformed Systems
- Visa, Residency, and Premium Residency Compliance
- Renewal, Exit Procedures, and Transition to Long-term Residency

MODULE 11 - HR POLICY DEVELOPMENT AND LEGAL ALIGNMENT

- Drafting Internal HR Policies
- Legal Review and Approval Processes
- Policy Communication and Enforcement

MODULE 12 - LEGAL RISK MANAGEMENT AND INTERNAL AUDITS

- Identifying HR Legal Risks
- Conducting Internal Compliance Audits
- Engaging With Regulators and Legal Counsel

MODULE 13 - HR TECHNOLOGY AND COMPLIANCE TOOLS

- HRMS and Digital Recordkeeping
- Qiwa and Other Government Platforms
- Data Privacy and Protection Laws

MODULE 14 - STRATEGIC WORKFORCE PLANNING AND LEGAL STRUCTURING

- Legal Considerations in Workforce Planning and Restructuring
- Role-based Employment Models and Contract Segmentation
- Aligning Workforce Strategy With Saudization and Labour Law

MODULE 15 - HR GOVERNANCE AND CROSS-FUNCTIONAL COMPLIANCE

- Building Governance Frameworks for Labour Law Accountability
- Cross-functional Roles in Policy Enforcement and Compliance
- Internal Policy Auditing and Documentation Standards

YOUR CHARTER DESIGNATION



Chartered Institute of Professional Certifications' programs are unique as they provide you with professional charter designations and marks that can be used across your lifetime once you have completed our programs.

Upon successfully attending this program, you will be awarded the **Certification in Saudi Arabia HR Employment and Labour Law** that can be used in your resume, CV and other professional credentials. This certification is industry-recognized with lifelong validity.

Globally demanded and recognized, this certification will amplify your professional qualifications and demonstrate your expertise in navigating Saudi Arabia's complex labour laws and regulations, ensuring compliance, and driving business growth, while effectively managing HR functions, employee relations, and strategic workforce planning in the Kingdom. Developed by **Chartered Institute of Professional Certifications**, the content of this program has been independently accredited by **CPD Certification Service** as adhering to the highest standards of continuing professional principles.

ABOUT US

49,525

Business Leaders Have
Attained Their Chartered
Certifications Since 2009

390

Certified and Fully
Accredited Programs

87%

Chartered Leaders Have
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and Enhancements

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All of Chartered Institute of Professional Certifications programs are fully accredited programs. The professional charters and designations are trademarked credentials that can only be used by professionals who have completed and passed our accredited program. It is also independently accredited by CPD as adhering to the highest standards of continuing professional principles.

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OUR FACULTY DIRECTORS

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CONTACT US TODAY

We Thank You for Your Ongoing Support
of Our Programs

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