

Policy Owner:	Vice President Finance and Administration			 جامعة خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في مؤسسة قطر Member of Qatar Foundation
Responsible Unit:	Human Resources Directorate			
Policy Name:	Anti-Discrimination and Equal Employment Opportunity Policy			
Policy ID Code:	HR-ER.03.001	Rev. 00	Page 1 of 4	

## Anti-Discrimination and Equal Employment Opportunity Policy

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	04/11/2025	09/11/2025	Initial Release	President

Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في المؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Human Resources Directorate			
Policy Name:	Anti-Discrimination and Equal Employment Opportunity Policy			
Policy ID Code:	HR-ER.03.001	Rev. 00	Page 2 of 4	

## 1. Purpose

This policy establishes Hamad Bin Khalifa University's standards, values, and principles of equal employment opportunity, and non-discrimination to reinforce a tolerant university culture and to provide an environment free from discrimination.

## 2. Scope

This policy applies to all employees of HBKU.

## 3. Terms, Abbreviations, and Definitions

The following terms and abbreviations used in this policy shall have the meanings defined below:

Term/Abbreviation	Definition
HBKU	Hamad Bin Khalifa University
Discrimination	Discrimination because of a protected characteristic including but not limited to race, color, religion, creed, national origin or ancestry, ethnicity, sex, age, physical or mental disability, citizenship, marital status, family status, employment status, political opinion, genetic information, or any other protected characteristic
Employee	Any person engaged to perform work for HBKU under HBKU's direction and supervision.
Equal Employment Opportunity (EEO)	Refers to the principle of providing equal opportunities for employment and career advancement without any discrimination. It means that employees experience fairness, impartiality, and equal access to employment opportunities at the University.
Equal Opportunity Employer	An employer that pledges to not discriminate against employees based on protected characteristics.
Good Faith Report	A "Good-Faith Report" means a report made with a belief in the truth of the report which a reasonable person in the reporter's position could hold based upon the facts. Such reports are initiated in good faith regardless of whether they are ultimately founded or unfounded. A report is not in good faith if made with reckless disregard for or willful ignorance of facts that would disprove the report.
Harassment	Harassment is an unwelcome conduct that is severe or pervasive enough to interfere with a person's work, access to education, or performance or to create an environment that a reasonable person would consider intimidating, hostile, offensive, or abusive. This involves unwanted conduct which has the purpose or effect of violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating, abusive, or offensive environment for another individual and impacts their learning and/or performance at work. Such acts include but are not limited to bullying and victimization.
HBKU Community	Refers to HBKU employees, contracted staff, and other third parties, such as contractors and vendors. It includes faculty, scientists, researchers, administrators, visiting faculty, consultants, postdocs, staff, affiliates, freelancers, volunteers, and visitors.
Protected Characteristics	Characteristics covered by applicable law.
Sexual Harassment	This includes unwelcome conduct of a sexual nature, or other harassment conduct based on sex and gender. Sexual harassment can be physical, verbal or written. It includes harassment that is not sexual in nature as well as any unwelcome sexual advances or requests for sexual favors.

Policy Owner:	Vice President Finance and Administration			
Responsible Unit:	Human Resources Directorate			
Policy Name:	Anti-Discrimination and Equal Employment Opportunity Policy			
Policy ID Code:	HR-ER.03.001	Rev. 00	Page 3 of 4	

## 4. Policy

### 4.1. General Principles

- 4.1.1. HBKU is an Equal Opportunity Employer and complies with all applicable employment laws, regulations, and fair practices.
- 4.1.2. The university employment-related guiding principles include the following:
  - Provide equal access to opportunities for employment and career advancement,
  - Selection and promotion of employees is based on merit,
  - Encourage diversity in employment,
  - Prohibit discrimination and any type of harassment,
  - Provide support for employee groups which can be shown to be disadvantaged,
  - Provide support for national employees as per the Qatarization national strategy and the Qatar National Vision 2030,
  - Treat employees with fairness and impartiality.
- 4.1.3. HBKU strictly prohibits and does not tolerate discrimination against employees, applicants, students, or any other person.
- 4.1.4. All HBKU employees and members of HBKU Community including staff, faculty, researchers, and other individuals who participate in HBKU programs and activities including students, postdoctoral associates and fellows, affiliates, visitors, freelancers, volunteers, and other third parties, such as contractors and vendors are required not to engage in discriminatory practices.
- 4.1.5. This policy applies to all aspects of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.
- 4.1.6. HBKU will reasonably accommodate qualified individuals with a disability as per the provisions of HBKU's Disability and Religious Job Accommodations Policy. HBKU will also, where appropriate, provide reasonable job accommodation for an Employee's religious beliefs or practices as per the provisions of HBKU's Disability and Religious Accommodation Policy.
- 4.1.7. University activities are underpinned by the following principles:
  - a. All individuals have inherent dignity and the right to be treated fairly,
  - b. Differences among members of HBKU Community are respected and valued,
  - c. Everyone has the right to an educational, research and work environment that is free from discrimination and Harassment including Sexual Harassment,
  - d. Individuals' needs are best met by inclusive practices and individual adjustments where required.

### 4.2. Discrimination and EEO Complaints and Grievances

- 4.2.1. If an individual is subjected to any conduct that violates this policy, the individual should follow the procedures set forth in the HBKU Anti-Discrimination, Harassment, and Retaliation procedure.
- 4.2.2. Additionally, any Employee or member of HBKU Community who observes conduct that violates this policy must report the conduct to the Human Resources Directorate so that an investigation can be made, and corrective or disciplinary action taken, if appropriate.
- 4.2.3. HBKU is committed to addressing discrimination, EEO, and retaliation complaints promptly, consistently and fairly. The university will make every reasonable effort to stop discrimination and retaliation immediately, to conduct a complete and thorough investigation of alleged acts of discrimination and retaliation in a timely manner, and to sanction the perpetrators of discrimination and retaliation as appropriate in accordance with HBKU policies and the applicable law.

Policy Owner:	Vice President Finance and Administration			 جامعة خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في مؤسسة قطر Member of Qatar Foundation
Responsible Unit:	Human Resources Directorate			
Policy Name:	Anti-Discrimination and Equal Employment Opportunity Policy			
Policy ID Code:	HR-ER.03.001	Rev. 00	Page 4 of 4	

### 4.3. No Retaliation

- 4.3.1 HBKU prohibits any form of discipline, reprisal, intimidation, or retaliation for Good Faith Reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations. For more information, refer to HBKU's Anti-Retaliation Policy or contact the Human Resources Directorate.

### 4.4. Violations of this Policy

- 4.4.1 Any Employee, regardless of position or title, whom HBKU determines has subjected an individual to discrimination or retaliation in violation of this policy will be subject to discipline, up to and including termination of employment in accordance with HBKU policies and the applicable law.

## 5. Associated Procedures, Guidelines, and Supporting Documents

Anti-Discrimination, Harassment, and Retaliation procedure

## 6. References and Related Policies

Disability and Religious Job Accommodation Policy  
Anti-Retaliation Policy  
Anti-Harassment Policy  
Complaint and Grievance Policy  
Corrective and Disciplinary Actions Policy

## 7. Source, Responsible Office, Authority

The Human Resources Directorate is responsible for the administration, implementation, and enforcement of this policy.