



Policy Owner:	Vice President Finance and Administration			<div><div>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY</div><div></div><div>عضو في مؤسسة قطر Member of Qatar Foundation</div></div>
Responsible Unit:	Human Resources Directorate			
Policy Name:	Anti-Harassment Policy			
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Anti-Harassment Policy

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

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1. Purpose

Hamad Bin Khalifa University (HBKU) values its students and employees and promotes a safe and healthy workplace and educational environment that ensures the right of all individuals to be treated with dignity and respect. This policy establishes principles and practices related to anti-harassment.

2. Scope

This policy applies to all HBKU employees including faculty, researchers, and other individuals who participate in HBKU programs and activities including students, postdoctoral associates and fellows, freelancers, affiliates, visitors, volunteers, and other third parties, such as contractors and vendors.


3. Terms, Abbreviations, and Definitions

Term/Abbreviation	Definition
EEO	Equal Employment Opportunity
Employee	Any person engaged to perform work for HBKU under HBKU's direction and supervision.
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	Employees and other individuals who participate in HBKU programs and activities including students, postdoctoral scholars, freelancers, affiliates, visitors, volunteers, and other third parties, such as contractors and vendors.
HBKU or University	Hamad Bin Khalifa University
Protected Characteristic	Any characteristic protected by 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.

4. Policy

4.1. General Principles

- 4.1.1. HBKU is committed to creating a positive working, research, and educational environment free from discrimination and Harassment, including Sexual Harassment.
- 4.1.2. HBKU strictly prohibits and does not tolerate Harassment against any individual.
- 4.1.3. Harassment based on a protected characteristic such as race, color, religion, creed, national origin, language, ancestry, sex, age, physical or mental disability, marital status, family status, citizenship, genetic information, or any other characteristic protected under applicable law is strictly prohibited.
- 4.1.4. The university will not tolerate all forms of Harassment including Sexual Harassment and sexual assault or retaliation in the workplace, educational, and research environments committed by a member of HBKU Community.

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4.1.5. Examples of harassment include:

- a. Unnecessary touching,
- b. Unwanted physical contact or physical attack,
- c. Offensive, suggestive or derogatory remarks, gestures, mockery, taunts, pranks, jokes, insults or ridicule; in person, on the telephone, by emails or social networking sites,
- d. Verbal abuse, threats or intrusive questioning,
- e. Insulting remarks based on the grounds of personal appearance or personal circumstances,
- f. Using an individual's known disability to demoralize them,
- g. Compromising invitations or gifts,
- h. Requests or demands for sexual favors,
- i. Circulation or displays of offensive, suggestive or degrading materials (such as pictures, graffiti or objects) in the teaching, learning, living or working environment,
- j. Ridicule for cultural differences such as appearance, dress, diet, religion or ethnic background,
- k. Derogatory or belittling remarks in front of others regarding appearance, work or personal attributes,
- l. Deliberately or repeatedly ignoring someone,
- m. Any comments which imply that gender, age, disability, race or ethnic or national origins, religious or other belief impairs the individual's ability to perform satisfactorily.

4.2. Sexual Harassment


4.2.1. Sexual harassment involves any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment, continued study, or participation in other activity associated with HBKU or is used as a basis for decisions regarding employment, performance, academic evaluation or advancement or other employment or academic related decisions.
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with the HBKU activities or performance of a member of HBKU Community by creating an intimidating, hostile, offensive, or abusive environment.

4.2.2. Harassing individuals based on the individual's sex or gender, regardless of the harasser's sex or gender is strictly prohibited.

4.2.3. HBKU will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually related comments or jokes, unwelcome sexual advances, or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform.).

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The above list is illustrative only and not exhaustive. No form of sexual harassment will be tolerated.

4.3. Other Types of Harassment

4.3.1. HBKU's Anti-Harassment Policy applies equally to harassment based on one or more of the protected characteristics listed above or any other characteristic protected under applicable law. Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments, or jokes).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying derogatory posters, cartoons, or drawings, or making derogatory gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform).

The above list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

4.4. Harassment Complaint

4.4.1. Harassment may seriously worsen working and social conditions for employees, students and the broader University community and therefore any incident of Harassment will not be tolerated, will be regarded extremely seriously, and may be grounds for disciplinary action including dismissal.

4.4.2. If a member of HBKU Community is subjected to any conduct that violates this policy, the member must report the conduct following the process outlined in the HBKU Anti-Discrimination, Harassment, and Retaliation procedure.

4.4.3. Additionally, any member of the 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.

4.4.4. HBKU is committed to addressing harassment complaints promptly, consistently, and fairly. The University will make every reasonable effort to stop the harassment immediately, to conduct a complete and thorough investigation of alleged acts of harassment in a timely manner, and to sanction the perpetrators of harassment as appropriate.

4.5. No Retaliation


4.5.1. No one will be subject to, and HBKU prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment of any kind, filing any harassment claim, or cooperating in related investigations. For more information on HBKU's policy prohibiting retaliation, please refer to HBKU's Anti-Retaliation Policy.

4.6. Violations of this Policy

4.4.1 Any member of HBKU Community, regardless of position, title, or role, whom HBKU determines has committed against an individual any Harassment 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 and/or reported to appropriate outside authority.

5. Associated Procedures, Guidelines, and Supporting Documents

Anti-Discrimination, Harassment, and Retaliation procedure

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6. References and Related Policies

Anti-Discrimination and EEO Policy

Anti-Retaliation 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.