



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 Retaliation Policy			
Policy ID Code:	HR-ER.03.003	Rev. 00	Page 1 of 4	

## Anti-Retaliation 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) is committed to operating with fairness and integrity and expects members of its community to act legally, honestly, and ethically. The purpose of this policy is to set forth rules and guidelines to protect members of HBKU community from retaliation.


## 2. Scope

This policy applies to all HBKU Employees and contracted staff including faculty, researchers, staff, freelancers, and other individuals who participate in HBKU programs and activities including students, postdocs, affiliates, visitors, volunteers, as well as other third parties, such as contractors and vendors.

## 3. Terms, Abbreviations, and Definitions

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

Term/Abbreviation	Definition
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.
Good-Faith Report	A report made in the honest belief that the information provided is truthful based on facts and existing information (Such reports are sometimes called "whistleblowing.") A report may be initiated in good faith regardless of whether it is 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.
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, students, consultants, postdocs, staff, affiliates, freelancers, volunteers, and visitors.
Protected Activity	Activity protected against retaliation includes filing or being a witness in a complaint against HBKU, reporting an EEO violation, participating in an HBKU investigation, resisting all forms of harassment, requesting a disability or religious Job Accommodation, or refusing to discriminate against others, even if directed to do so.
Retaliatory Action	All forms of adverse action taken against an Employee based on their protected activity, including a reprimand, negative performance evaluation, involuntary transfer, verbal or physical abuse, threats to prevent the reporting of complaints or increased scrutiny of performance.
Misconduct	Misconduct includes any activity by an Employee that is undertaken in the performance of the Employee's official duties, whether or not such action is within the scope of the individual's employment, and that is in violation of Qatari law or regulations or university policy, procedures, or codes, including but not limited to corruption, bribery, theft of university property, fraudulent claims, fraud, coercion, conversion, discrimination, all forms of harassment including sexual harassment, misuse of university property and facilities, or willful failure to perform duty.
University or HBKU	Hamad Bin Khalifa University

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## 4. Policy

### 4.1. General Principles

- 4.1.1. HBKU strictly prohibits and does not tolerate retaliation against any member of HBKU community including faculty, researchers, staff, freelancers, and others individuals who participate in HBKU programs and activities including students, postdocs, affiliates, visitors, volunteers, as well as other third parties, such as contractors and vendors.
- 4.1.2. Activity protected against retaliation include:
  - Filing or being a witness in a Complaint or Grievance,
  - Reporting a violation,
  - Submitting a Good-Faith Report of Misconduct,
  - Participating in an HBKU investigation,
  - Providing information on suspected violations of laws, regulations, and policies.
  - Resisting sexual or other forms of harassment,
  - Requesting a disability or religious accommodation, or
  - Refusing to discriminate against others, even if directed to do so.
- 4.1.3. All forms of retaliation are prohibited, including a reprimand, negative performance evaluation, lower academic grade, involuntary transfer, verbal or physical abuse, threats to prevent the reporting of complaints or increased scrutiny of performance. This list is illustrative and not exhaustive. All forms of unlawful retaliation are prohibited.
- 4.1.4. The university will make every reasonable effort to stop retaliation immediately, to conduct a complete and thorough investigation of alleged acts of retaliation in a timely manner, and to sanction the perpetrators of retaliation as appropriate.

### 4.2. Reporting of Retaliation

- 4.2.1. If an individual is subjected to any conduct that violates this policy, the individual must follow the procedures associated with HBKU's Anti-Discrimination, Harassment, and Retaliation procedure.
- 4.2.2. Any Employee who observes retaliatory conduct must report the conduct to HBKU Human Resources Directorate so that an investigation can be made, and corrective action taken, if appropriate.
- 4.2.3. Reports of retaliation should be made orally or in writing and as soon as practicable from when the Employee or individual filing the report first becomes aware of the matter. The earlier the report, the easier it is to investigate and take appropriate remedial action.
- 4.2.4. An Employee who, knowingly or intentionally, files a false report or provides false or misleading information may be subject to disciplinary action up to and including termination of employment.

### 4.3. Violations of this Policy

- 4.3.1. Any Employee, regardless of position or title, whom HBKU determines has engaged in retaliation in violation of this policy, may be subject to discipline, in accordance with HBKU policies up to and including termination of employment.


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

Anti-Discrimination, Harassment, and Retaliation procedure

## 6. References and Related Policies

Anti-Harassment Policy

Anti-Discrimination and Equal Employment Opportunity Policy

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Disability and Religious Accommodations 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.