



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:	Disability and Religious Accommodations Policy			
Policy ID Code:	HR-ER.03.004	Rev. 00	Page 1 of 3	

Disability And Religious Accommodations 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 promoting diversity and providing accessibility and an inclusive workplace for all employees and members of HBKU Community, as and when applicable. This policy establishes rules and guidelines for providing reasonable job accommodations for disabilities and religious practices.

2. Scope

This policy applies to all HBKU employees and contracted staff including faculty and researchers and others who participate in HBKU programs and activities including students, affiliates, visitors, volunteers, and 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
Accommodation	An adjustment to a job or work environment that makes it possible for an individual to perform their essential job duties and enjoy equal employment opportunities.
Direct Threat	A direct threat is a significant risk to the health or safety of others that cannot be eliminated by reasonable job accommodation.
Disability	A physical or mental impairment that substantially limits one or more major life activities.
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.
Essential Job Duties	Essential job duties are fundamental to the position. They are the reason the job exists.
HBKU or University	Hamad Bin Khalifa University
HBKU Community	HBKU Community refers to HBKU employees and contracted staff. HBKU Community includes faculty, scientists, researchers, administrators, visiting faculty, consultants, postdocs, staff, and freelancers.
Qualified Individual	A person who meets legitimate skill, experience, education, or other requirements of employment that he or she holds or seeks, and who can perform the Essential Job Duties with or without reasonable Accommodation.
Reasonable Accommodation	Accommodations are considered "reasonable" if they do not create an Undue Hardship or a Direct Threat.
Undue Hardship	A change that would cause a significant difficulty or expense if adopted.

4. Policy

4.1. Accommodation for Individuals with Disabilities

- 4.1.1. HBKU will provide reasonable Accommodations to any qualified individual with a disability in accordance with the requirements detailed in the Anti-Discrimination and Equal Employment Opportunity Policy, unless doing so would create an Undue Hardship.

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- 4.1.2. Accommodations may include specialized equipment, modifications to the work environment or adjustments to work schedules or responsibilities.
- 4.1.3. All members of HBKU Community are required to comply with HBKU's safety standards. Members of HBKU Community who pose a Direct Threat to the health or safety of themselves or other individuals in the workplace will be placed on leave in accordance with HBKU policies and the applicable law.

4.2. Religious Accommodations

- 4.2.1. HBKU respects the religious beliefs and practices of all members of HBKU Community and will make, upon request, an Accommodation for such observances when Reasonable Accommodation is available.
- 4.2.2. A member of HBKU Community whose religious beliefs or practices conflict with his or her job, work schedule, or with HBKU's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious Accommodation must follow the process for requesting an Accommodation and include the type of religious conflict that exists and the suggested Accommodation.
- 4.2.3. An Accommodation may be a change in job, a use of paid leave or leave without pay, allowing an exception to the dress and appearance code that does not affect safety requirements, or other job related Accommodations.
- 4.2.4. HBKU shall not discriminate any Employee on the grounds of religion.

4.3. Requesting and Providing Accommodations

- 4.3.1. Applicants who require Accommodation should contact the Human Resources Directorate or the head of their Entity/Unit regarding their particular needs. HBKU encourages applicants to include a description of the requested Accommodation, the reason for the need for the Accommodation, and how the Accommodation will help.
- 4.3.2. The Human Resources Directorate will evaluate the request and whether Reasonable Accommodation is available. Depending on the type of Accommodation, the Human Resources Director may confer with the Applicant's supervisor and/or the Head of the concerned entity/unit.
- 4.3.3. If the applicant rejects the proposed Accommodation, he or she may submit a formal complaint following HBKU's Complaint and Grievance policy and the Anti-Discrimination, Harassment, and Retaliation procedure.
- 4.3.4. The Human Resources Directorate will maintain high confidentiality of the requests. Details may be shared only with the parties involved in the Accommodation process.

5. Associated Procedures, Guidelines, and Supporting Documents

Anti-Discrimination, Harassment, and Retaliation procedure

6. References and Related Policies

Anti-Discrimination and Equal Employment Opportunity 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.