



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:	Employee Relations			
Policy Name:	Administrative Leave Pending an Investigation of Allegation Policy			
Policy ID Code:	HR-ER.03.009	Rev. 00	Page 1 of 4	

Administrative Leave Pending an Investigation of Allegation 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

The purpose of this policy is to set the rules and regulations related to the actions that may be taken by HBKU when a member of HBKU Community is subject of an investigation or subject of a pending investigation whether initiated from within or outside the University but related to the work. Such misconduct goes beyond the scope of the Professional Ethics Policy or violation of the academic code of honor.

2 Scope

This policy applies to all members of HBKU Community when becoming subject of an investigation or subject of a pending investigation for alleged Misconduct related to the work either within or outside the university premises.

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.
HBKU Community	HBKU Community includes all HBKU Employees and scholarship students. HBKU community include faculty, scientists, researchers, visiting faculty, postdoctoral fellows, staff, and scholarship pairing students
Misconduct	An alleged behavior or action that violates HBKU Code of Conduct, other applicable codes such as the academic code of honor, HBKU policies and procedures, or applicable laws and regulations of the State of Qatar. Such alleged misconduct should be related to the work and grave enough to merit an internal investigation if the misconduct is internal or by an official authority outside HBKU.
University or HBKU	Hamad Bin Khalifa University


4 Policy

4.1 General Principles

- 4.1.1 An Employee may be suspended, should the circumstances merit, in order to protect the integrity, safety, or security of workplace. Such suspension requires the approval of the Vice President for Finance and Administration and/or the HBKU President. The Employee may be requested to leave the University premises, accompanied by security personnel and permitted to take only their personal belongings.
- 4.1.2 A member of HBKU Community placed on administrative leave pending the results of an investigation is not allowed access to the University premises and denied access and use of University facilities, equipment, and systems.
- 4.1.3 A member of HBKU Community placed on administrative leave pending the results of an investigation may be suspended with pay or without pay. Suspension without pay shall not exceed five days per violation unless the suspension is related to criminal charges in such cases, the suspension without pay or with reduced pay may be extended until settlement of the criminal charge. However, without prejudice to the provisions of this policy, if the HBKU Member is proved innocent or the accusation is cancelled, the suspension shall be considered void and the member of HBKU Community shall be entitled to receive the wage for the period of suspension.

4.2 Administrative Leave for Internal Investigation of Alleged Misconduct

- 4.2.1 The President, in consultation with the Provost or the respective Vice President as appropriate, has the authority to place a member of HBKU Community who is subject to internal investigation for an alleged serious Misconduct on Administrative Leave for


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Investigation of Alleged Misconduct with or without pay until the conclusion of the investigation, subject to 4.1.3 above.

- 4.2.2 The President, in consultation with the Provost or the respective Vice President as appropriate, may also allow the person under investigation, should the circumstances merit, to remain in post during the investigation subject to any condition deemed appropriate by the President.
- 4.2.3 Upon conclusion of the investigation and depending on the outcomes of the investigation, the President has the Jurisdiction to:
- Reinstate the member to his work with or without sanctions or warning and with or without compensation for the unpaid leave, if the member was found guilty of the criminal charge. In any event, if the worker is proved innocent or the accusation was cancelled, the suspension shall be considered void and the member shall be entitled to receive the wage for the period of suspension;
 - Suspend without pay the member of HBKU Community for no more than five days per violation
 - Terminate the employment contract and if needed transfer the case to a responsible office in the country, subject to the applicable notice period and end of service payments, unless the Employee is convicted by a final judgment for crime involving moral turpitude or dishonesty;
 - Sanction, suspend, or terminate the contract of the complainant if there is evidence, as determined by the investigation, that the complainant did not advance the allegation against the Employee in good faith.

4.3 Administrative Leave for External Investigation of Alleged Misconduct

- 4.3.1 When a member of HBKU Community is the subject of an investigation or subject of a pending investigation initiated from outside the University which is related to the work, the President in consultation with the Provost or the respective Vice President as appropriate, may either:
- Place the HBKU Community member on administrative leave with or without pay for until the investigation concludes, subject to 4.1.3 above.
 - Allow the person under investigation, should the circumstances merit, to remain in post during the investigation subject to any condition that may be applied.
 - Suspend the employment during the investigation period, subject to 4.1.3 above.
 - Terminate the contract of the Employee, subject to the applicable notice period and end of service payments.
- 4.3.2 Upon conclusion of the investigation and depending on the outcomes of the investigation, the President has the Jurisdiction to:
- Reinstate the Employee to his work with or without sanctions or warning and with or without compensation for the unpaid leave, if the Employee was found guilty of the criminal charge. In any event, if the worker is proved innocent or the accusation was cancelled, the suspension shall be considered void and the Employee shall be entitled to receive the wage for the period of suspension.
 - Suspend without pay the Employee for no more than five days per violation.
 - Terminate the employment contract and if needed transfer the case to a responsible office in the country, subject to the applicable notice period and end of service payments, unless the Employee is convicted by a final judgment for crime involving moral turpitude or dishonesty.
 - Sanction, suspend, or terminate in accordance with the applicable law, the contract of the complainant, when applicable, if there is evidence as determined by the investigation that he/she did not advance the allegation against the Employee in good faith.

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5 Associated Procedures, Guidelines, and Supporting Documents

NA

6 References and Related Policies

Leaves Policy
 Anti-Harassment Policy
 Anti Retaliation Policy
 Anti-Discrimination and Equal Employment Opportunity Policy
 Academic Honesty and Code of Honor Policy
 Code of Conduct
 Professional Ethics 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.