



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 Resource Directorate			
Policy Name:	Employment of Relatives Policy			
Policy ID Code:	HR-TA.03.003	Rev. 00	Page 1 of 2	

## Employment of Relatives 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

This policy sets forth requirements for the employment of Employee's relatives at HBKU.

## 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
Employee	Any person engaged to perform work for HBKU under HBKU's direction and supervision.
Relative	Spouse, parent, son or daughter, brother or sister, grandparent or grandchild, aunt or uncle, niece or nephew, cousin, guardian or sponsor, step, half, or in-law relation, a person living in the same household, any other person with such a close bond as to suggest a conflict in the employment relationship.

## 4. Policy

- 4.1. HBKU recognizes that Relatives of current Employees may seek employment at HBKU and the university is committed to a policy of employment based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of Relatives.
- 4.2. When two Relatives including persons living in the same household, work at HBKU, one must not supervise, direct work, evaluate work, or influence the evaluation of the work of his or her Relative.
- 4.3. All decisions affecting any aspect of employment (e.g., compensation, promotion, transfer, involuntary termination, position elimination, or layoff) of an Employee must be made by disinterested (i.e. non-Relative) and qualified supervisory personnel.
- 4.4. HBKU reserves the right to reject a job applicant who is a Relative of an Employee if the hiring would result in one being able to exercise direct or indirect control over the working conditions or salary of the other.
- 4.5. HBKU reserves the right to reject the reassignment or transfer of an Employee if the reassignment or transfer would result in a situation where an Employee would be able to exercise direct or indirect control over the working conditions or salary of one of their Relative.
- 4.6. If two Employees marry, cohabit, or become otherwise related, so as to qualify as Relatives under this policy's definition, they must report the change in status to the Human Resources Directorate within 30 calendars days of the change in status. The Human Resources Directorate will work with the concerned individuals to devise a working solution to ensure compliance with this policy.

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

NA

## 6. References and Related Policies

Employment Policy  
Employment Categories Policy  
Faculty Employment Policy

## 7. Source, Responsible Office, Authority

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