

Ramadan 2022 in the Workplace

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For Employers

- ✓ Strike up a conversation and understand the needs of Muslim staff, during the summer months, with fasts lasting 17 hours, approaching with empathy as a starting point, and consider broader flexibility, especially around prayer times.
- ✓ Consider the energy levels of staff, and where possible, schedule meetings earlier in the day, owing to fatigue by the afternoons, and equally, avoid evening meetings or work events where possible.
- ✓ For staff that work unusual hours, consider ensuring they have access to foods that meet their dietary requirements on site as they may not have time to prepare meals.
- ✓ Guidance from ACAS and the EHRC provides employers with a range of best practices during the holy month of Ramadan – for example, allowing Muslim staff longer on Fridays for Jummah prayers by arriving or starting their working day earlier. ACAS provides an example of a Muslim teaching staff able to work elsewhere instead of monitoring the lunch hall.
- ✓ Be considerate and fair in the distribution of additional rest breaks.
- ✓ Requests for annual leave may vary, with staff understandably looking for days off to celebrate the end of Ramadan and Eid, so we ask that due consideration alongside existing annual leave policies, and understand that due to the lunar calendar, it has no fixed date.
- ✓ See the month as an opportunity to learn about their Islamic faith, consider creating space for staff to explain what their faith means to them to help cultivate empathy and understanding, and invite other faith groups, to discuss important events that fall in the same calendar month. For example, Jewish communities will celebrate Passover, Jains celebrate Mahavir Jayanti – the founder of their faith, Christians celebrate Easter and for Sikhs and Hindus, Vaisakhi ushers in the Solar New Year and spring harvest. If not already, we encourage employees to update or create interfaith and multicultural calendars, for staff to feed into and feel able to be their authentic selves when in the workplace.
- ✓ ***Remember: taking a positive and keen interest is a great way to build rapport and ensure everyone feels included***

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For Employees

- ✓ As above, it never hurts to ask and make reasonable requests in good time and to be flexible with your work patterns, especially around prayer times. Familiarise yourself with the company annual leave policies when requesting time off for Eid, and be sure to request additional breaks and chances to be flexible in the hours worked.
- ✓ What is discrimination? The EHRC defines direct discrimination as unfavourable treatment due to a protected characteristic (your ethnicity, religion or belief, sexual orientation, transgender identity, or disability) which “must be similar enough to the circumstances of the person being treated better for a valid comparison to be made”.
- ✓ Whereas, indirect discrimination concerns a broad policy for everyone but in actuality disadvantages those who share a protected characteristic and therefore, a person or employer must demonstrate there is a ‘good reason’ for it (known as objective justification).
- ✓ Mutuality and respect are critical in any workplace and working relationship, and to ensure discrimination, in indirect and indirect forms, we encourage you to download our anti-discrimination tool kit for the workplace – which you can find here.

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