

Ramadan in the Workplace

Supporting Managers, Employees and Organisations during Ramadan



Agenda



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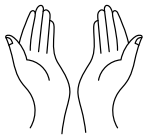
Introduction

Ramadan is a sacred month in the Islamic calendar, observed by Muslims worldwide through fasting, prayer, reflection, and community.

Ramadan marks the month in which the Quran (the holy book of Islam) was revealed.

This year, Ramadan will run from the **Evening of Friday 28th February 2025** to **Sunday 30th March 2025**.

The Significance of Ramadan - The 4th of the 5 pillars of Islam



Shahadah

Declaration of faith



Salah

Daily (5) prayers



Zakat

Purification of wealth (2.5% of annual savings go to the poor)



Siyam

Fasting during Ramadan is obligatory to all adult Muslims except those who are exempt



Hajj

Pilgrimage to Makkah, for those who are physically and financially able

What is Fasting?

Physical Aspect

- Refrain from food, drink and intimacy during fasting hours
- Depending on location and season, it can vary from 12hrs to 17hrs

Spiritual Aspect

- Refrain from blameworthy thoughts and acts e.g. foul language, vain talk, hurtful behavior, during all hours

Who Fasts?

- All Muslims except children, unhealthy adults (mentally or physically), adults travelling long distances, and women who are menstruating, in post-childbirth care, pregnant or breast-feeding

Key Considerations for Organisations

UK Employment Law Considerations

Under the Equality Act 2010, employers should make reasonable adjustments for employees observing Ramadan.

Employers should avoid indirect discrimination by ensuring workplace policies are inclusive and fair.

Global Best Practices:

Offering flexible working hours or remote options where possible.

Avoid scheduling critical meetings or events early in the morning or late in the afternoon when energy levels are lower.

Encouraging cultural awareness in international workplaces.

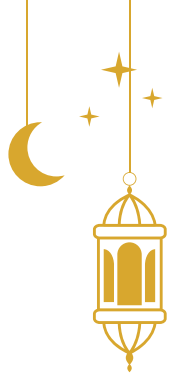
Inclusive Environment

Create an inclusive workspace by being mindful of cultural sensitivities, such as:

- Refraining from organising non-essential events involving eating or drinking during the day.



Supporting Managers



Lead with Empathy

Train managers to be sensitive to the needs of fasting employees, including changes in energy levels and concentration.

Encourage open communication to discuss individual needs during Ramadan and address any discrimination, make sure teams are mindful and considerate.

Prioritise Workload

Help managers identify essential tasks and adjust deadlines to reduce stress on employees.

Delegate non-urgent tasks or reschedule high-pressure deadlines after Ramadan.

Foster Team Understanding

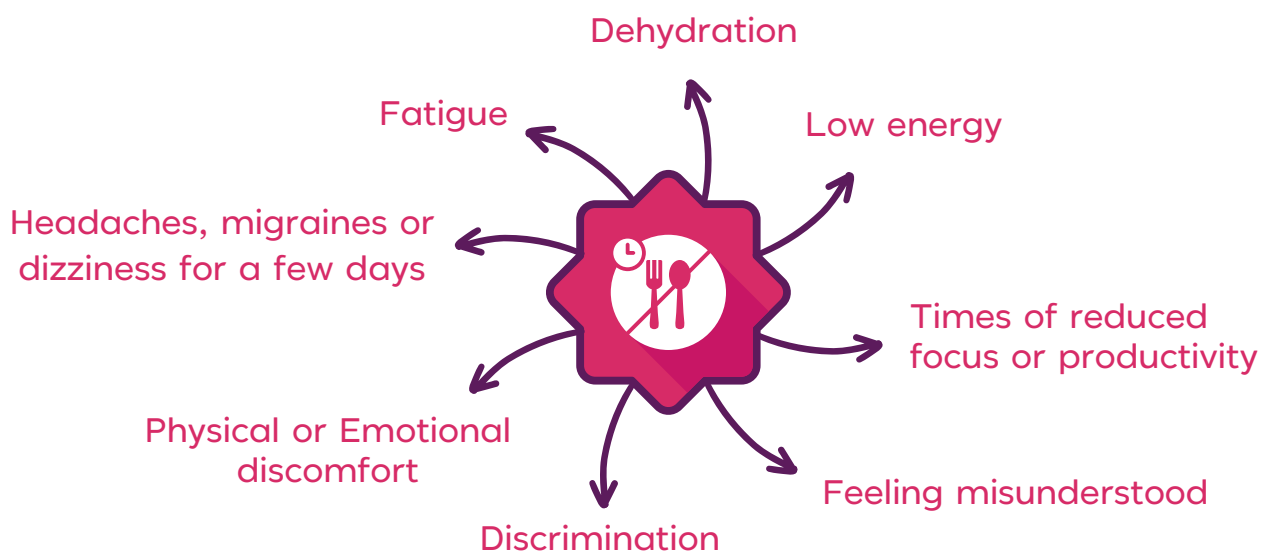
Encourage managers to educate teams about Ramadan and the significance of fasting to promote cultural awareness and respect.



The Ramadan Effect

‘The Ramadan Effect’ reflects the changes and challenges that fasting brings to both Muslim employees and their workplace

Muslims in the workplace often appreciate support during Ramadan, especially understanding of their experiences. While fasting affects everyone differently, the following impacts are commonly seen in the workplace:



Being mindful of these factors and offering the right support can benefit both employers and employees, as Ramadan brings positive impacts that can enhance workplace productivity and unity.

Note: Pregnant women, those on their menstrual cycle, experiencing postnatal bleeding, or breastfeeding are exempt from fasting. Exemptions also apply to individuals who are traveling, unwell, elderly, or facing other challenging circumstances.

Supporting Employees



For Fasting Employees

Self Care tips

Encourage employees to hydrate and eat balanced meals during **Suhoor** (pre-dawn meal) and **Iftar** (meal to break the fast).

Communication

Encourage employees to inform their managers if they need adjustments to their workload or schedule.

Supporting Productivity

Optimise Energy Levels

Schedule mentally demanding tasks earlier in the day when fasting employees are more alert.

Limit meetings during mid-afternoon when energy levels tend to dip.

Focus on Outcomes

Shift from a time-based approach to an outcome-based approach, focusing on the completion of tasks rather than the number of hours worked.

Encourage Breaks

Encourage all employees (fasting or not) to take regular breaks to recharge and maintain focus. Another consideration is to shorten lunch breaks in exchange for an earlier finish.

Promoting Wellbeing During Ramadan

Cultural Sensitivity

Offer Ramadan greetings such as "**Ramadan Kareem**" or "**Ramadan Mubarak**" to show respect and inclusivity.

Avoid enforcing events involving food or drink during fasting hours.



Workplace Facilities

Provide designated prayer rooms or quiet spaces for employees to pray during working hours.

Ensure those not fasting have access to discreet eating areas away from shared spaces.



Eid Preparations

Plan for reduced productivity closer to Eid, as many employees may take leave to celebrate with their families.

Be mindful of the additional workload on non-Muslim employees if colleagues are away.

Ramadan ends with the festival of Eid-ul-Fitr, day of celebration and gratitude.

Eid activities include: Eid prayer in the morning, visiting family, friends, neighbours, the sick, elderly etc, enjoying festive meals, modest gift giving especially to children and the greeting on that day is "**Eid Mubarak**"



Advice for Employers

Encourage Education and Awareness

Organise workshops or distribute information on the significance of Ramadan to foster understanding and inclusivity.

Reward and Recognise

Acknowledge employees' efforts during Ramadan with small gestures such as Iftar meals, flexible schedules, or words of appreciation.

Compliance with Local Legislation

Ensure compliance with Ramadan working hours and other labour laws to avoid penalties and maintain employee trust.



Ways to Support and Participate in Ramadan as a Colleague

Join the Ramadan Challenge

Take part in the **Ramadan Challenge** to experience fasting and show solidarity with Muslim colleagues. This initiative helps foster inclusivity and understanding in the workplace.

Way to Get Involved

There are different ways to participate, depending on what works for you:

- ✓ Try fasting for a day
- ✓ Drink water but skip meals
- ✓ Use lunch breaks to reflect and learn about Ramadan
- ✓ Donate the cost of a meal to charity

Show Support

Create a space (e.g. chat group) for participants to share experiences and offer encouragement throughout the day.

Join Iftar

Break the fast together at sunset to experience Iftar, the meal marking the end of the fasting day.

Reflect and Engage

Encourage conversations after the challenge to share insights and experiences, fostering greater understanding and inclusion.

Get Involved!

Whether you take part by fasting, learning, or supporting your colleagues, your involvement makes a difference. Speak to your team, start a conversation, and help create a more inclusive workplace this Ramadan!

Quick Ramadan Do's and Don'ts



| Do | Don't |
|--|--|
| <ol style="list-style-type: none">1. Provide flexibility where feasible to those who are fasting with their work schedules2. Show empathy and respect for fasting employees3. Provide quiet spaces for prayer4. Offer greetings such as “Ramadan Kareem” or “Ramadan Mubarak” | <ol style="list-style-type: none">1. Do not eat, drink, or smoke in front of fasting employees2. Avoid scheduling social events involving food during fasting hours3. Refrain from making assumptions about who is fasting and who isn't |



This guide aims to help managers, employees, and organisations navigate Ramadan with respect and empathy while maintaining workplace harmony and productivity.

By fostering an inclusive environment, organisations can support their diverse workforce while aligning with the UK's cultural expectations and legal framework.

Have a blessed month, Ramadan Kareem!

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