

Supporting colleagues during Ramadan

During the month of Ramadan, millions of Muslims across the world fast from sunrise to sunset and focus on their spirituality through prayer, reflection and acts of charity.

In the workplace, a few simple actions can help employers to be more considerate of colleagues' experiences during Ramadan. A proactive approach will help create an inclusive environment where all employees feel appreciated and better understood.



Communication — things to consider

- It's a good idea to send a reminder to all employees in the week leading up to Ramadan. This might include some FAQs to increase understanding and encourage employees to be considerate during this time.
- Don't assume. It's important to be open minded about how different people express their faith, so encourage employees to communicate their experiences openly. This can help your organisation to learn and adapt.
- Managers should be tolerant of differing productivity levels — energy may be lower at certain times of the day, but employee feedback can help line managers make adjustments to help their people perform at their best.





Scheduling time off

Religious holidays are often a popular time to take annual leave and Ramadan is no exception. Have a clear and fair policy which accommodates requests for time off wherever possible.

To avoid placing additional stress on colleagues, plan ahead to arrange cover and try to schedule workloads with reduced capacity in mind.

Meetings

During Ramadan, employees may want to avoid meetings very early or late in the day depending on their schedule, but it's always best to ask each individual and try to accommodate their preferences.

Try to avoid bringing food into meetings or scheduling 'lunch and learn' sessions during Ramadan. Full training days may also be difficult for those who are fasting.

Breaks

Try to be flexible with break times and allow employees to adjust their breaks to fit their schedule.

People might want to take shorter or more regular breaks to account for prayers, for example by splitting their usual lunch break throughout the day.

