

## **UDST Employee Guide for Conduct in Qatar**

**Updated March 24, 2022**

### **Background**

UDST employees working at the UDST campus, are expected to respect cultural, religious and social customs, and to obey the laws of the State of Qatar. Your behavior, or the behavior of anyone under your sponsorship including your spouse and/or children, can affect the University's reputation and can have an impact on its future in Qatar.

Laws with respect to matters of behavior and morals are stringent and comprehensive, and some penalties are severe. It is easy to "forget where you are" once you've settled into life in Qatar. Trouble can be avoided if you use common sense and act respectfully.

Individuals who choose to ignore these behavioral expectations are taking risks that can have serious consequences. Your sponsorship and/or work permit may be revoked which means you must leave the country immediately and your employment with/work at UDST cannot continue. We are guests in this country and should remember that we are ambassadors of both our home countries and UDST so we must respect the local culture.

Below is a list of general expectations for UDST employees while both on and off duty in Qatar. Please note this list is not absolute.

### **Appropriate Dress**

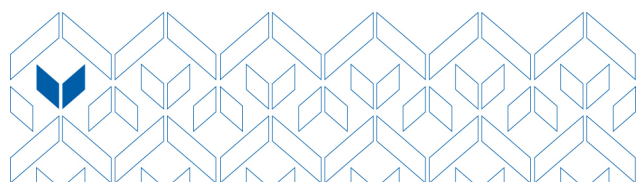
While the University has a specific dress code, UDST employees should dress conservatively when outside the University. This means keeping the knees, torso, and upper arms covered whether you are male or female. Women should also avoid revealing, tight-fitting and figure- defining clothing.

### **Communication**

Freedom of speech is subject to restrictions. UDST employees should be cautious when using forms of communication to ensure that the content is culturally and/or legally appropriate.

#### **The following behaviors are prohibited:**

- Defaming someone, face-to-face and not in public, or by phone, or in a written letter, or in another indirect way, such as through an information network, or any means of information technology such as social media.
- Criticizing or challenging, by any public means, the authority or rights of the Emir (or criticizes his



person)

- Publicly defaming the University, harming its dignity or exposing it to public disdain or malice
- Broadcasting or publication of rumours, statements, false news, or propaganda with the intention of harming national interests, stirring up public opinion or harming the social or public order of the State of Qatar.
- Insulting or offending God.
- Offending, violating or distorting the meaning of the Holy Quran.
- Offending the Islamic religion or any of its rites and dictates.
- Cursing any of the divine religions (those recognized by Islam such as Christianity and Judaism).
- Insulting any of the prophets through writing, drawing, gesturing or in any other way or through any other means.
- Using foul language/lewd hand gestures
- Opposing or doubting the basic tenants of Islam, or promoting another religion or religious concept
- Causing harassment or inconvenience to others or utters phrases contrary to morals by using wire or wireless communication devices, electronic media, or any other way.
- Capturing or transmitting photos or video clips of an individual or individuals in a private place, using any device of any kind without their consent.
- Taking or transmitting photos or video clips of an individual or individuals in a public place, via a device of whatever type, with the intent to use them in offense or defamation.
- Taking or transmitting photos or video clips of those injured or deceased in accidents, via a device of any kind, in other than the cases authorized by law.
- Taking photographs of sites that may have political, military or religious significance. Examples may include buildings of foreign embassies in Qatar. You should take note of any applicable signage displayed on the building or location

You should always ensure to receive permission before taking photographs of others and posting their pictures on social media (Arab women and many older people strongly object to being photographed).

When it comes to greetings, not everyone will shake hands, so you should wait to see if they extend their hand first. A hand on the chest is another form of greeting.

### **Off-Duty Behaviour**

#### **Alcohol and Drugs**

- Consumption of alcohol is permitted in licensed areas (bars and restaurants, etc.) and private areas, subject to the owner holding the requisite license.
- A liquor permit is required for the purchase and possession of alcohol. Alcohol should not be transported within the country, except to take it home from the warehouse on the day of collection. Any alcohol bought must be hidden from view and taken straight home. Alcohol may only be consumed at home and you may not sell or give away alcohol.
- Driving under the influence of alcohol and/or drugs is strictly prohibited. Consequences can be imprisonment and/or hefty fines.
- All drugs (other than medicinal ones) are banned and their use, purchase, and sale are harshly dealt with. Some medicinal drugs from other countries are prohibited as well.

Individuals are advised to check with their physician in their home country for more information.

- Loud behaviour or public drunkenness is not acceptable.
- Importation of pork or pork products, alcohol, narcotics and pornography into Qatar is prohibited.

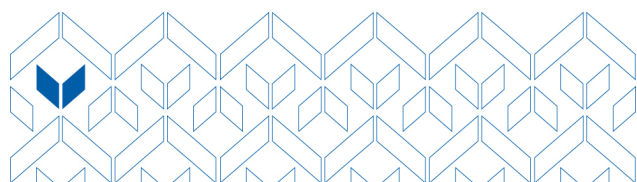
### **Other Behaviour**

- Sabotaging, breaking, damaging or violating sites or their contents if they are made to perform religious rites for one of the divine religions is prohibited
- Assault, which is illegal, may be more broadly defined to include pushing, shoving, spitting, etc. There is a cultural tendency in many parts of the Middle East to involve police and the authorities in personal disputes.
- Living with someone of the opposite sex unless you are married, and have documentation to prove that, is prohibited as is co-habitation, even temporarily, with someone of the opposite sex who is not a family member.
- Gestures of excessive affection in public should be avoided. Examples may include kissing or hugging someone of the opposite sex.
- Homosexuality is a criminal offence.
- During Ramadan, it is prohibited for any resident of Qatar (regardless of religion or nationality) to engage in eating, drinking any beverage including water, or smoking in public from sunrise to sunset. Exceptions may prevail for children and people with health issues. Loud music is also not appropriate during daylight hours.

### **Accommodations Guidelines**

UDST employees who are living in University provided accommodations are expected to be considerate of their neighbors and colleagues. You should conduct yourself in a way such that you do not interfere with the quiet enjoyment of your neighbour's property. The following outlines some information to ensure you are comfortable in your accommodation.

- Use the accommodation solely as a residence for yourself and immediate family members. Private businesses within the homes are not permitted. This act is considered a violation to the law of Qatar if there is no prior approval/permit(s) from the related State agencies.
- Subleasing of accommodation units, or any of its portion allotted in your name as a benefit, is illegal and prohibited.
- Do not remove or relocate furniture or appliances from the accommodations without the express written consent of the landlord.
- Do not alter or add to an accommodation's structure or change the exterior or interior of an accommodation without the express written consent of the landlord. (This includes wall/floor coverings, structural wall or furniture paintings, hard/soft landscape)
- Be courteous about the noise you create and abide by the Quiet Hours, as outlined in the policies for your accommodations.



- Refrain from driving at excessive speeds in the compounds. The recommended speed limit is 20 km/hr.
- Ensure responsibility for children, pets, etc. Individuals must follow the applicable policies in their accommodation with respect to owning pets.
- Respect public areas such as pools, gyms, clubhouses, etc. Examples include not using these areas for private events unless communicated to the community or by following the policies for your accommodation.
- Refraining from feeding, or enticing to stay, any feral (stray) animal which may be present on University owned, operated, or leased property.

UDST employees must ensure that the accommodation unit/apartment is returned to its original condition (taking into account normal wear and tear) prior to vacating (painted walls returned to original color, ensuring furniture received during entry is present). If the same is not carried out before vacating, expenses incurred thereto by the University for undertaking the said restoration and/or work, as well as expenses resulting from the violation of any of the above referenced guidelines, will be deducted from the UDST employee's final payment.

Should UDST employees experience challenges with a neighbour, they are strongly encouraged to communicate directly with that person to resolve any issues. If the matter is not resolved, the individual should approach the respective security/landlord of the accommodation for further direction.

The following procedures should be followed if UDST employees are experiencing maintenance or other issues with their accommodations:

- All accommodations – Place a request for service using the maintenance management system at your accommodation (please approach your respective landlord for this information). Contact information is as follows:
  - Les Maisons Blanches (Lusail): [Lusail.reception@aafmq.com](mailto:Lusail.reception@aafmq.com)
  - Viva Bahriya Tower 26 (The Pearl): [rp6reception@alasmakhrealestate.com](mailto:rp6reception@alasmakhrealestate.com)
  - Viva Bahriya Tower 6 (The Pearl): [rp5reception@alasmakhrealestate.com](mailto:rp5reception@alasmakhrealestate.com)

In the event that accommodations issues are not resolved, please contact the UDST Facilities Helpdesk.