

# Workplace Ramadan Toolkit

## What is Ramadan?

Ramadan, the ninth month of the Islamic calendar, commemorates the first revelation of the Qur'an to Prophet Muhammad. Its dates change yearly due to the lunar calendar, and different Islamic sects may observe it on slightly different days. This year, Ramadan begins on the evening of **February 28** and ends on the evening of **March 30**, marking the start of **Eid al-Fitr**, though the exact end date may vary based on moon sightings.

More than just fasting, Ramadan is a time for prayer, reflection, and community. Traditions and celebrations differ across cultures, so it's important to be flexible and mindful. Use our tips to support colleagues observing Ramadan.

Join your colleagues by wishing them Ramadan Mubarak! (Moo-ba-ruk).

## Building Awareness

Building awareness and community is key, but can be challenging for multi-office organisations. In-person events are great but not always accessible and can be resource-intensive. When planning, ensure events are:

- Impactful – Define clear goals
- Wide-reaching – Engage as many people as possible
- Accessible – Include virtual participation

## Working Patterns

With the commitment to five daily prayers, fasting from sunrise to sundown and the often increased desire to spend more time with family and community, flexibility in work schedules is essential.

To support those observing Ramadan:

- Provide regular breaks for rest.
- Adjust working hours to start earlier or later if possible.
- Offer a dedicated space for prayer.

Here are some ways to create awareness during Ramadan:

Suggestion	Examples/Tips
Communicate regularly via established channels (e.g., Muslim Network).	<ul style="list-style-type: none"> <li>• Try alternative forms of comms such as podcasts and videos</li> <li>• Create social media content</li> </ul>
Add resources to your intranet page	<ul style="list-style-type: none"> <li>• Timeline of the day of someone celebrating Ramadan (showing prayer times, Iftar, Suhoor etc.)</li> <li>• Timeline of the key dates in Ramadan so managers and colleagues can accommodate</li> <li>• Greetings to say to those celebrating Ramadan</li> </ul>
Accommodate virtual attendance to all events	<ul style="list-style-type: none"> <li>• Record and live stream events where possible, and enable virtual engagement through questions and discussions.</li> </ul>
Host in-person events across your offices	<ul style="list-style-type: none"> <li>• Host events across offices rather than focusing on one location, and encourage employees to travel when possible.</li> </ul>



## Activities and Events

Ramadan is a time for prayer and reflection, so consider energy levels and prayer times when planning meetings or events.

To accommodate those observing:

- Schedule meetings earlier in the day, but not first thing in the morning.
- Avoid scheduling during prayer times.
- Provide a non-food-focused space for Muslims.
- Avoid key evening events so those fasting can break their fast with family/loved ones if they choose.

Suggestion	Examples/Tips
Fast for a day challenge	<ul style="list-style-type: none"> <li>• To give people the experience of fasting for a day</li> <li>• To encourage the understanding of fasting within the spiritual and religious context of Ramadan and the Islamic faith</li> <li>• To create empathy for those celebrating Ramadan</li> </ul>
Interfaith Iftar	<ul style="list-style-type: none"> <li>• To give people the experience of Iftar and how much of a wonderful celebration it can be</li> <li>• To allow non-Muslims to see the joys of Ramadan</li> <li>• To give Muslims an opportunity to celebrate Iftar as part of the BOI community if they wish</li> </ul>
Company calls giving guidance and information about Ramadan	<ul style="list-style-type: none"> <li>• To raise awareness</li> <li>• To give advice to those celebrating Ramadan on how to ensure that their desired accommodations for Ramadan are implemented</li> <li>• To advise and inform those not celebrating (at all levels, we advise doing calls for senior managers, line managers etc.) how to accommodate their colleagues that are celebrating</li> </ul>
Platforming Muslim voices via a series of talks/spotlight posts/panel discussions	<ul style="list-style-type: none"> <li>• Gives a storytelling element to the month of Ramadan through colleagues</li> <li>• To give non-Muslims a personal understanding of Ramadan</li> <li>• To establish community amongst Muslim employees</li> </ul>
Charity drive/Volunteering	<ul style="list-style-type: none"> <li>• To show that Ramadan is about more than just fasting</li> <li>• To highlight the charitable element of Ramadan and the Muslim faith</li> </ul>

## Leave Provisions

Ramadan is considered to be a time for community and everyone celebrates differently, therefore it's important to accommodate those partaking in any way you can.

Here are some ways can accommodate those who are celebrating:

- Accommodate annual leave if required for Eid celebrations at the end of Ramadan
- Allow colleagues to 'swap' other bank holidays such as Easter Monday for a day of their choosing
- Be understanding if annual leave is required for Eid celebrations at the end of Ramadan

## Conversations around fasting


Ramadan is considered by many to be a time for community and everyone celebrates differently, therefore it's important to accommodate those partaking in any way you can.

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- Allow colleagues to 'swap' other bank holidays such as Easter Monday for a day of their choosing
- Be understanding if annual leave is required for Eid celebrations at the end of Ramadan

## Conclusion

These tips offer valuable general guidance, but we strongly encourage you to engage with your Muslim colleagues or networks after reviewing this resource. Every workplace is unique, and the needs and preferences of Muslim employees during Ramadan may vary. It's important to approach these conversations in a way that respects their comfort level(s)—whether that's through a survey, focus group, or town hall. By personalising these recommendations to suit your organisation, you'll foster a more inclusive and supportive environment, helping Muslim colleagues feel a stronger sense of belonging during Ramadan and beyond.



This is a working document. If there's anything that you feel that we've missed please contact [admin@investinginethncity.org](mailto:admin@investinginethncity.org)

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