

## FAHR launches an updated version of the Guide to HR policies and procedures



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## Dr. Abdulrahman Al Awar: The UAE occupies a leading globally regarding gender equality



مجلس الإمارات للتوازن بين الجنسين  
UAE GENDER BALANCE COUNCIL

HE Dr. Abdulrahman Abdul Manan Al Awar, Director General of the Federal Authority for Government Human Resources (FAHR), confirmed that the UAE Gender Balance Council, led by Her Highness Sheikha Manal bint Mohammed bin Rashid Al Maktoum, wife of His Highness Sheikh Mansour Bin Zayed Al Nahyan, Deputy Prime Minister, Minister of Presidential Affairs, has made great achievements during the past few years, according to international reports and indicators. These achievements had a great impact in supporting the State's efforts to empower the Emirati women, and strengthen their role in achieving higher development levels.

Referring to the Cabinet Resolution to restructure the UAE Gender Balance Council, HE added that the support given by the wise leadership has contributed to the UAE's leading position in gender equality.

The Director General of the Authority said: "The UAE Gender Balance Council launched since its inception many initiatives, policies and legislation that support Emirati women generally, and working

women in particular. His progressive approach had greatly contributed to the leading position of the UAE among other countries of the world in supporting and empowering women."

HE added: "It should be noted that the UAE recently made a great achievement in gender balance, ranking 18th in the world UN Equality Index and achieving the first place in the Arab world."

## Amending the procedures to address COVID-19 pandemic in the Federal Government

The Federal Authority for Government Human Resources (FAHR) issued today a circular addressed to all ministries and federal entities, concerning the amendment of some procedures taken previously to address COVID-19 pandemic at the Federal Government level, in light of coordination with the Ministry of Health and Prevention.

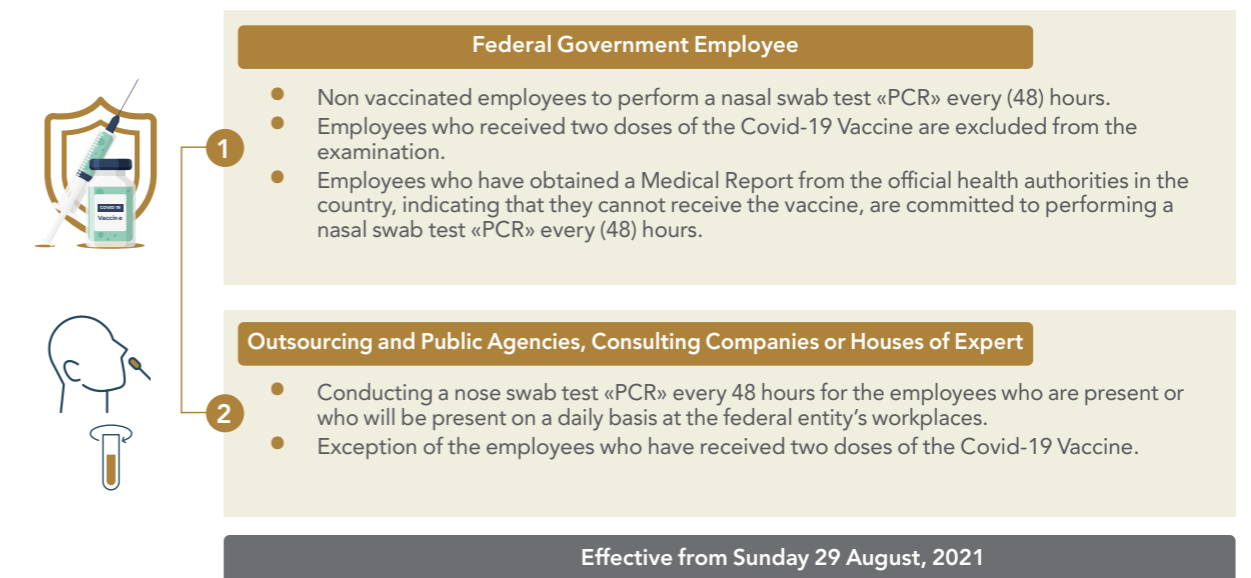
The Authority explained that some procedures to address the pandemic at the Federal Government level have been modified, to be implemented as of Sunday, August 29, 2021. It required all Federal Government employees to perform a nasal swab test every (48) hours, with the exception of employees who received two doses of the vaccine.

Employees who have obtained a medical report from the official health authorities in the country, indicating that they cannot receive the COVID-19 vaccine, due to their health condition, are also excluded from the new procedures, provided that the employee is committed to performing a nasal swab test every (48) hours.

The circular stressed that all outsourcing companies, public service companies, etc, that are contracted with Federal Government entities (currently and in

the future), must conduct a nasal swab test for their employees who are present or who will be present on a daily basis at the federal entity's workplaces, every (48) hours at the expense of those contracted companies, with the exception of the employees who have received two doses of the vaccine.

The Authority's circular states that consulting companies or houses of expertise and the like which are contracted with the federal entities and wish to send their employees to the federal entity's workplace to attend meetings or any other events according to the contract, the federal entity must ensure that the employees of these companies produce a nasal swab test result valid for a period not exceeding (48) hours, with the exception of employees who have already received two doses of COVID-19 vaccine.



# FAHR launches an updated version of the Guide to HR policies and procedures

The Federal Authority for Government Human Resources (FAHR), recently launched the updated version of the Guide to Human Resources Policies & Procedures in the Federal Government, which was launched for the first time in 2014. The Guide is considered as an important reference for the policies and procedures set to support stakeholders and HR professionals implementing HR legislation, regulations and programs approved at the Federal Government level.

In this regard, HE Aisha Khalifa Al Suwaidi, Executive Director of Human Resources Policies Sector at the Authority, explained that the launch of the updated version of the Guide is part of a series of tireless efforts made by the Authority to raise awareness among the ministries and federal entities about the HR policies, legislation and procedures applied at the Federal Government level, to ensure the optimal implementation.

She said: "Updating the Guide reflects the Authority's keenness to periodically review the HR policies, legislation, systems and manuals approved in the Federal Government, as well as its interest in clarifying and simplifying HR procedures implemented by employees and officials of HR departments in ministries and federal entities, via the Federal Government's HR Management Information System 'Bayanati' and other electronic systems under its umbrella.

"On the other hand, the Guide is aimed at regulating the relationship between employees and the administration or the federal entity, as it constitutes an important reference for HR departments while implementing human resources legislation and

policies at the Federal Government level, and improving the efficiency of these departments in various ministries and federal entities."

"What distinguishes the Guide", HE Aisha Khalifa Al Suwaidi continued, "is that it translates policies and procedures into an integrated system that links and regulates all HR systems implemented in the Federal Government, and sets a flexible framework that defines priorities, organizes operations and coordinates procedures. The aim to eliminate overlap and duplication of HR management efforts and responsibilities at various departments and unit across the Federal Government."

The Executive Director of HR Policies Sector praised the Guide as a tool that enables officials and employees of HR departments in the ministries and federal entities to properly implement the HR legislation and systems as per the Human Resources Law in the Federal Government and its executive regulations. She also pointed to its key role in enhancing the work system in the ministries and federal entities, and improving the performance of HR departments, by allowing them to focus on the



Aisha Al Suwaidi



entities' strategic initiatives.

For his part, Hamad Bu Ameem, Director of Policies and Legal Affairs Department stated that the Guide to Human Resources Policies & Procedures in the Federal Government provides, a detailed description of the policies and procedures implemented as part of the basic HR processes and the mechanisms related to coordination and quality assurance. "All ministries and federal entities should follow such policies and procedures in order to perform in a manner that meets the aspirations of the UAE's wise leadership", he said.

He added: "The Authority is in the process of holding 3 virtual awareness workshops for officials and employees of the human resources and legal affairs departments in the Federal Government, to explain the details of the Guide and its working mechanisms, and to review the key of its updated version."

Asia Al Balushi, Head of Policies and Research Department, explained that the Authority provides its various services to all Federal Government employees and customers through a set of smart and electronic channels, including: "Bayanati"

System, the Smart App. (FAHR), Customer Happiness System, and the Virtual Assistant for the Authority's Customers "Hamad". All these services can be accessed at any time, and from anywhere in the world, Al Balushi said.



HAMAD BUAMIM

She further explained that the Authority provides many valuable services to Federal Government employees, including those related to legal advice and performing their own HR transactions through "Bayanati" system, without the need to refer to their HR departments. According to her, the Guide allows them to perform their tasks easily and comfortably, which helps them in providing quality services and also contributes to creating a strong legal culture about these systems and legislation, as well as increasing employee loyalty and happiness the Federal Government level.

The Guide to Human Resources Policies & Procedures in the Federal Government is available on the Authority's website under the list of guidelines & manuals: <https://cutt.us/zcLVo>.

# “Hayat” Program to protect Federal Government employees’ mental health

The conditions dominating the world due to the outbreak of Coronavirus (COVID-19) pandemic, have affected various aspects of life. As a result there have been serious psychological pressures on societies as a whole, let alone our need for counseling and moral support, even in normal circumstances, to cope with our social and work relationships.

## برنامج المساندة والدعم النفسي والمعنوي لموظفي الحكومة الاتحادية Employee Assistance Program



The Authority seeks to reduce the consequences that may result from work stress. For this purpose Hayat Program has been launched in collaboration with life Works Corporation, to improve mental health of Federal Government employees and reduce the consequences that may result from work stress, trauma, anxiety, and depression.

Hayat Program aims to enable Federal Government employees have access to Life Works Center requesting support and psychological and moral advice through email or phone calls. It also aims to raise efficiency and productivity by reducing work stress and improving quality of life in the work environment, as well as job satisfaction at the Federal Government level, thus achieving the required work-life balance and supporting employee mental health.

Salwa Abdullah Director of Projects and Programs at the Federal Authority for Governmental Human Resources stressed that the need for such a program is more important now than ever before, given the exceptional circumstances the world is going through, due to spread of COVID-19 and the resulting psychological and mental pressures.

She said: “Hayat Program is based on several

pillars, most notably, raising awareness about the importance of employee mental health, stressing the need for aligning institutional goals with individual aspirations, on one hand, and work with social life. It is important to provide the necessary health care for all employees, and let them feel a kind of psychological well-being, intellectually, physically, and emotionally.”

Salwa Abdullah called on the employees in the ministries and federal entities to take advantage of Hayat Program which offers free consultations, by just communicating via e-mail or telephone, with fully guaranteed privacy and confidentiality of personal information.









“Every Federal Government employee has the right to request four free consultations from Life Works; and in the event a psychotherapist is required, he will be paying a reduced price, to get the necessary advice and support,” she noted.

She added that a Federal Government employee can contact Life Works Center requesting support and psychological and moral advice through one of the following approved communication channels: email: FAHR@lifework.ae, toll-free number: 800 - 543396757, and WhatsApp: 052 939 6126).

# FAHR Smart App Featured Services



Services  
around  
the clock

-  Requesting & Approving Leaves
-  Requesting to Whom it May Concern & Experience Letters
-  Reviewing Salary Details
-  Updating Personal Data
-  Preparing the Individual Development Plan
-  Reviewing and Approving Performance Document
-  Attendance Registration
-  Nominating for Rewards & Incentive System

# The HR Club reviews ways to overcome the psychological impact of COVID-19 on employee

The Federal Authority for Government Human Resources (FAHR) recently held the Human Resource Club's fourth virtual session 2021, under the title "Psychological Well-being and Coexistence with COVID-19". The event, which was hosted by Ms. Salma Mahmoud, psychologist at the LifeWorks Holistic Counseling Centre, attracted more than 14,000 Club associates and those interested in the field from inside and outside the country.

Salwa Abdullah, Director of Projects and Programs at the Authority, explained that the Human Resources Club held 4 sessions during 2021, followed by more than 40,000 people from around the world. She noted that the last session focused on familiarizing participants with maintaining mental health in the work environment, how to overcome the psychological risks caused by COVID-19 pandemic.

She revealed that all previous sessions of the HR Club are recorded and available in the visual library, on the Authority's website ([www.fahr.gov.ae](http://www.fahr.gov.ae)), for those interested to follow at any time.

Salwa Abdullah said: "The Human Resources Club, which was launched by the Authority in 2010, is an important intellectual and knowledge communication platform that brings thousands



Salwa Abdullah

of HR professionals and those interested in topics presented and discussed, including human resources, support services or general and emerging issues.

For her part, Salma Mahmoud, shed light on the concept of psychological well-being in the work environment, indicating that it is a state of happiness, satisfaction, setting and achieving goals, and the ability to build healthy relationships with others.

"If we apply this concept to the work environment, this means that the employee enjoys good health, happiness and motivation to complete his work, and has the ability to establish constructive relationships at work which positively reflects on his productivity," she noted.

Factors that hinder achieving psychological well-being at work

The key-note speaker reviewed the results of a recent study in which more than 7,000 people from around the world participated, to discuss the findings focusing on the most important obstacles facing psychological well-being in workplaces due to the pandemic. The study identified a number of challenges in this respect, most notably, the fear of contagion of COVID-19, economic and social consequences of the pandemic, and symptoms of traumatic stress.

She talked about the PERMA Model represents, which includes five core elements of happiness and well-being. This model consists of a set of elements that contribute to achieving happiness for individuals on both professional and personal levels: Positive Emotion, Engagement, Relationships Meaning, and Accomplishments.

Salma Mahmoud, alled on employees to direct

their energies towards things that they can change, instead of wasting time on things they cannot. They must maintain a healthy routine, as it contributes to restoring order and balance to employees' lives and also helps them organize their time and priorities.

How to manage and reduce anxiety and stress

She gave a number of tips that, if followed regularly, could reduce workplace stress. These include following the health and safety guidelines for the prevention of COVID-19, not responding to rumors because they negatively affect one's psychological health and thus their productivity at work, to obtain information from reliable sources instead.

She concluded: "It is highly important to create effective communication with co-workers, as social isolation and poor communication are among the biggest mental health challenges we face during this pandemic. Employees must take care of their mental health, and increase their energy and positivity."

# 10 UAE Principles for the Next 50 Years

**The First Principle:** The key national focus shall remain the strengthening of the union, its institutions, legislature, capabilities and finances. The development of the urban and rural economies throughout the nation is the fastest and most effective way to consolidate the union of the Emirates.

**The Second Principle:** We will strive over the upcoming period to build the best and most dynamic economy in the world. The economic development of the country is the supreme national interest, and all state institutions, in all fields and across different federal and local levels, shall bear the responsibility of building the best global economic environment and maintaining the gains achieved over the past 50 years.

**The Third Principle:** The Emirates' foreign policy is a tool that aims to serve our higher national goals, the most important of which is the Emirates' economic interests. The goal of our political approach is to serve the economy. And the goal of the economy is to provide a better life for the people of the Union.

**The Fourth Principle:** The main future driver for growth is human capital. Developing the educational system, recruiting talent, retaining specialists and continuously building skills will be key to ensuring the Emirates remains the most competitive national economy.

**The Fifth Principle:** Good-neighbourliness is the basis of stability. The geographical, social and cultural position of the country in its region is the first line of defence for its security, safety and its future development. Developing stable and positive political, economic and social relations with its neighbours is one of the most important priorities of the country's foreign policy.

**The Sixth Principle:** Consolidating the reputation of the Emirates globally is a national mission for

all institutions. The Emirates is one destination for business, tourism, industry, investment and cultural excellence. Our national institutions must unify their efforts, benefiting mutually from their shared capabilities, and work to build global enterprises under the umbrella of the Emirates.

**The Seventh Principle:** The digital, technical and scientific excellence of the Emirates will define its development and economic frontiers. The consolidation of its position as a global hub for talent, companies and investments in these sectors will make it a future global leader.

**The Eighth Principle:** The core value system in the Emirates shall remain based on openness and tolerance, the preservation of rights, the rule of justice and the law. We believe in the preservation of human dignity, the respect for cultural diversity, the strengthening of human fraternity, together with enduring respect for our national identity. The country will remain supportive, through its foreign policy, of all initiatives, pledges and international organisations that promote peace, openness and humanity.

**The Ninth Principle:** The Emirates' foreign humanitarian aid is an essential part of its vision and moral duty towards less fortunate peoples. Our foreign humanitarian aid is not tied to religion, race, colour or culture. Political disagreement with any country should not justify failing to provide relief to that country in cases of disasters, emergencies and crises.

**The Tenth Principle:** Calling for peace, harmony, negotiations and dialogue to resolve all disputes is the basis of the Emirates' foreign policy. Striving with regional partners and global friends to establish regional and global peace and stability is a fundamental driver of our foreign policy.

