

Code of Conduct

Valley Ranch Islamic Center

Revision History

Revision Number	Revision Date	Summary of Changes	Approved by
1	03/25/2019	First publication of VRIC Code of Conduct	Board of Trustees and Board of Directors: Faisal Shaikh, Ashraf El-Gharby, Ejaz Bakshi, Hassan Sheikh, Sahar Ayad, Shaukat Syed, Tahir Husain, Obaid Zafar, Zeba Khan, Abdus Samad Khalilullah
2	08/25/2024	Providing clarifications and details to the consequences. Also, added an appeal process	Board of Trustees and Board of Directors: Ehap Sabri, Abdus Samad Khalilullah, Sahar Ayad, Adeel Raza, Hasib Ahmed, Shafia Alam, Ifedolapo Sulyman Olanrewaju, Salim Anik, Waleed Rahman

1.0 Purpose

All Muslims, especially members of VRIC must uphold all Islamic values and conduct to the best of their abilities. The Code of Conduct for VRIC is maintained by the Board of Trustees and provides a set of standards for conduct in various situations. This Code of Conduct applies to everyone on VRIC premises or VRIC sponsored events off-premises.

2.0 Responsibility

The public and private conduct of Muslims can inspire and motivate people, but it can also scandalize and undermine the people's faith. Muslims must, at all times, try to be on their best behavior and demonstrate good character. Responsibility for adherence to the VRIC Code of Conduct rests with the individual. Members who disregard this VRIC Code of Conduct will be subject to remedial action. Corrective actions may take various forms, from a verbal reproach, revocation of VRIC membership and potential escalation to authorities depending on the specific nature and circumstances of the offense and the extent of the harm.

3.0 Improper Behavior

- VRIC provides a family-friendly and welcoming environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- VRIC members must hold each other accountable for maintaining the highest ethical and professional standards. Members have a duty to report any ethical or professional misconduct of others.
- No VRIC official, Imam, employee or any volunteer shall use his or her position to exercise unreasonable or inappropriate power and authority. Please refer to our Code of Ethics for Leaders.
- Use of alcohol and illegal substances is strictly prohibited on VRIC premises or VRIC sponsored events.'
- VRIC members must not engage in physical, psychological, written, or verbal abuse of VRIC. Imam, officials, volunteers, or other members should not tolerate such harassment by another VRIC member or official.
- Improper behavior encompasses a broad range of physical, written, social media or verbal behavior, including but not limited to:
 - * Physical or mental abuse

- * Improper, rude, profane or abusive language
- * Heated argument or quarrel
- * Physical assault or lack of respect for personal space
- * Racial insults
- * Derogatory ethnic slurs
- * Unwelcome sexual advances, comments, insinuations or jokes
- * Display of offensive or un-Islamic materials
- * Humiliate, ridicule, threaten, or degrading comments towards each other but in person or on social media.
- * Physical damage to VRIC property
- * False accusations or slandering

- Improper behavior can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating environment.

- Allegations of improper behavior will be taken seriously and should be reported immediately. When it appears that a member has violated this Code of Conduct or other religious, moral, or ethical principles, VRIC members and congregants should report the issue to the Imam, any member of the Board of Directors or the Board of Trustees.

4.0 Records

Only Board of Directors and Board of Trustees are authorized to access various records of VRIC on a need-to-know basis. However, VRIC Balance Sheet and all Financial Income Statements are published or made available on request.

- All VRIC financial and personal records are extremely confidential. Individual contribution records of VRIC shall be regarded as private and shall be maintained in the strictest of confidence. Information shall be divulged only on a need-to-know basis, even to office bearers.

5.0 Conflict of Interest

VRIC Members should disclose all relevant factors and inform all parties when a real or potential conflict of interest arises.

No member should take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.

6.0 Hearing Policy

The Board of Directors is the hearing and deciding body. A thorough investigation will ensue, which might include hearings from both parties and their witnesses when required. The proceedings will be recorded in the minutes of the Board of Directors' meetings."

7.0 Decision & Consequences

Following are the consequences if found guilty of violating the VRIC Code of Conduct:

Written warning, the revocation of VRIC membership and/or a temporary or permanent ban from all VRIC properties and offsite events, as determined by the Board of Directors. A ban is subject to the approval of the Religious Director.

Please note that depending on the severity of the offense / complaint , the Board of Directors has the authority to escalate to a ban and/or report to the appropriate authorities as needed without written warning.

8.0 Appeal Process

Decisions made by the Board of Directors can be appealed to the Board of Trustees (BOT). To appeal, email the BOT secretary with detailed reasons for the appeal. BOT decisions are final.