

Idaara Maarif-e-Islam (IMI)  
Hussainia Mosque & Community Centre

## **DISCIPLINARY PROCEDURE**

### **Policy Statement**

IMI recognises the need for a procedure designed to fulfil its obligation of fairness to its members and non-members alike, when there is a need to deal with a member who has violated, or abused the IMI Rules. This procedure is intended to set out the values, principles and policies underpinning this institutions approach to discipline, by clearly setting out the procedure and rules to be observed.

### **Aim of Procedure**

The aim of this procedure is to ensure that all individuals who use the IMI premises are treated fairly and given an opportunity to redress any allegations against them in the unfortunate event that it becomes necessary for the EC to take disciplinary action against them, and to ensure their rights as individuals are respected throughout the whole procedure.

### **Misbehaviour / Misconduct**

Please see attached list of offences that will invoke the following procedure the list is not exhaustive any offence which is not mentioned on the list will be reviewed on an ad hoc basis and added to the list if the executive deems it right to do so.

### **Grievance Procedure**

Any grievance relating to a member, non-member or executive committee (EC), should be raised with an unconnected member of the EC and subsequently put in writing. If you have difficulty in putting this in writing, then we can assist with this. Arrangements will be made to discuss your grievance in private and confidence. If the matter is not resolved to your satisfaction at this stage, then you may ask for it to be referred to the Executive Committee.

### **Disciplinary Procedure**

This process is it is designed so that all individuals are fully aware of their rights and the subsequent process to deal with any disciplinary matters. The EC will deal with all such matter as follows:

1. The individual will be given a formal verbal warning, or if the matter is of a serious nature a written warning will be given, describing the nature of the offence and the likely consequences of further offences.
2. Further misconduct or repeat of an offence will warrant a second written warning.
3. Should there be yet a further offence or misconduct, the individual will receive a third and written warning, containing a statement that any recurrence will lead to immediate revocation of membership and or dismissal from premises for a period deemed necessary by the EC or if there is no membership of the charity then dismissal from premises for a period deemed necessary by the EC.
4. In the case of offences constituting a gross misconduct or negligence which bring IMI into disrepute with members / non- members or the wider public, this will constitute an automatic termination of any membership for a minimum period of 12 months or if

there is no membership to cancel the right to be a member for a minimum term of 12 months.

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***Through all stages of this procedure, the individual has the right to be accompanied by a person of their choosing, but who must be reasonably available.***

***Occurrences need not be of the same nature.***

***There will be a right of appeal.***

signed:

date:

Procedure review date: