



Idaara Maarif-e-Islam

Hussainia Mosque & Community Centre

Code of conduct for executive members of Idaara Maarif e Islam (I.M.I)

Members of the executive are required to abide by the following guiding principles in this document.

1. Selflessness

Executive Members of IMI executive should act solely in the interest of IMI. They should not act in order to gain financial or other benefits for themselves, their family or their friends.

2. Integrity

Executive Members of IMI should not place themselves under any financial or other obligation to third party individuals or organisations that might seek to influence them in the performance of their duties.

3. Objectivity

In carrying out business, including making appointments, or recommending individuals for rewards and benefits, members of IMI should make choices on merit.

4. Accountability

Executive Members of IMI are accountable for their decisions and actions and must submit themselves to scrutiny that is deemed appropriate to their position.

5. Openness

Executive Members of IMI should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

6. Honesty

Executive Members of the IMI have a duty to declare any interests relating to their duties and which might be seen as a conflict of interest and to take steps to resolve any conflicts arising in a way that protects the interest of IMI.

7. Leadership

Executive Members of IMI should promote and support these principles by leadership and example.

8. Respecting each Other

Executive members should value and promote equality and diversity. Members must show each other respect and treat each other fairly and with courtesy, members have a duty to prevent discrimination. Members should draw the attention of the President or Secretary to suspected discriminatory acts, or cases of bullying and harassment.

9. Disclosure of Interests

If you have an interest in a matter arising at a meeting of IMI you should always disclose it, it is open to you to declare an interest in any work of the IMI. Having declared an interest, you may be asked to withdraw from the meeting during discussion if deemed necessary to so by majority of the remaining executive if opinion is divided and there is equality of votes the decision of the 'Chair' shall be final, members can at any point during a meeting declare an interest when it becomes apparent they have one. You should not allow the impression to be created that you are, or may be, using your position to promote a private or personal interest. You should at all times avoid any occasion for suspicion and any appearance of improper conduct. If in doubt about the need to disclose an interest, disclose it anyway and take the advice of the members on whether you should continue to take part in the business under consideration

Important information about confidentiality

As an Executive member of IMI you may occasionally learn of or acquire information which is restricted and confidential, prior to it being made public. **We regard any breaches of confidences as a betrayal of trust.** You should never disclose or use confidential information arising from the work of the executive for personal advantage, or to the disadvantage or discredit any group or individual. Any disclosures could also be deemed in contravention of the data protection act.

Sign here to confirm you have read and understand this statement: _____
Date of signature: _____ Print name: _____

All members of the executive committee will be required to agree that they will abide by the guiding principles outlined in this document by signing the disclosure below

Declaration

I agree to abide by the guiding principles contained within this document. In the event of any breach of these principles, I agree to accept any sanctions agreed by the executive committee

Name.....
Signed.....
Date.....