

**Code of conduct Fit and Proper
Person declaration for
Management Committee Trustees these rules do not apply for current Permanent Trustees**

Easton Jamia Masjid (CIO)

Our Code of Conduct is the example of our Noble Prophet, may Allah bless him and grant him peace. 'Abdullah ibn 'Amr (RA) said,
"The Prophet, may Allah bless him and grant him peace, was neither coarse nor loud. He used to say, "The best of you is the one who has the best character.""

This document is to be read, understood and sincerely agreed to by all who join the management committee.

It requires your signature and you should retain your own copy.

1. GENERAL

1.1 I will act within the governing document of Easton Jamia Masjid and the law, and abide by the policies and procedures of the organisation. This includes having knowledge of the contents of the Constitution and relevant policies and procedures.

1.2 I will support the objects and mission of Easton Jamia Masjid, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.

1.3 I will be an active member, making my skills, experience and knowledge available to Easton Jamia Masjid and seeking to do what additional work I can outside management meetings, including sitting on sub-committees.

1.4 I will respect both organisational and individual confidentiality.

1.5 I will develop and maintain a sound and up-to-date knowledge of Easton Jamia Masjid and its environment. This will include an understanding of how Easton Jamia Masjid operates, the social, political and economic environment in which it operates and the nature and extent of its work.

1.6 I will use Easton Jamia Masjid's resources responsibly, and when claiming expenses will do so in line with Easton Jamia Masjid procedures.

1.7 I will seek to be accountable for my actions as a Committee member of Easton Jamia Masjid, and will submit myself to whatever scrutiny is appropriate.

1.8 I accept my responsibility to ensure that Easton Jamia Masjid is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

2. MANAGING INTERESTS

2.1 I will not gain materially or financially from my involvement with Easton Jamia Masjid unless specifically authorised to do so.

2.2 I will act in the best interests of Easton Jamia Masjid as a whole, and not as a representative of any group – considering what is best for Easton Jamia Masjid and its present and future beneficiaries and avoiding bringing Easton Jamia Masjid into disrepute.

2.3 Unless authorised, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest I will ensure that this is managed effectively in line with Easton Jamia Masjid policy.

2.4 I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

3. MEETINGS AND BEHAVIOUR DURING MEETINGS

(a) Notice of Meetings of the Executive Committee and the provision of an Agenda will be by email or text message and 'What's App'.

(b) Effective meetings can be achieved if all individuals are committed to some simple ground rules for behaviour before and during meetings.

(c) All contributions should be addressed to the meeting via the Chair. All Participants are required to respect the ruling of the Chair.

(d) All Participants must accept that the time available for Easton Jamia Masjid meetings is finite. The Chair is therefore empowered to set the time a contributor is permitted to speak if this is necessary to support the conduct of business.

(e) Individual and personal disputes should not be allowed to affect conduct within the meeting but should be resolved elsewhere.

(f) Participants should respect each other's contribution and not interrupt when someone is speaking.

(g) In contributing to the meeting participants will ensure that the comments they make do not amount to a personal attack on another individual and should avoid using heated, emotional and value loaded language and behaviour.

3.1 I will attend all appropriate meetings and other appointments at Easton Jamia Masjid or give apologies.

3.2 I will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.

3.3 I will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict.

3.4 I will participate in collective decision making, accept a majority decision of the executive committee on issues presented and will not act individually unless specifically authorised to do so.

3.5 I will act appropriately and treat all people present with respect; never being derogatory (rude) in my speech or manner.

3.6 I will act in the interest of Easton Jamia Masjid, and not seek to gain any advantage for myself, my family or my friends;

3.7 I will act in a way that is fair and unbiased;

3.8 I will allow everyone to take part without interruption or intimidation and treat everyone equally;

3.9 I will declare any private interests or interests relevant to my involvement with the Easton Jamia Masjid and seek to resolve any conflict in the interest of Easton Jamia Masjid;

3.10 I will not disclose confidential information nor prevent anyone getting information they are entitled to;

3.11 I will not bring the Easton Jamia Masjid into disrepute;

3.12 I will not attempt to dominate the meetings for my own purpose.

4. RELATIONS WITH OTHERS

4.1 I will endeavour to work considerately and respectfully with all those I come into contact with at Easton Jamia Masjid. I will respect diversity, different roles and boundaries, and avoid giving offence.

4.2 I recognise that the roles of The Permanent Trustees, Management Committee Trustees, volunteers and staff of Easton Jamia Masjid are different, and I will seek to understand and respect the difference between these roles.

4.3 Where I also volunteer with the organisation I will maintain the separation of my role as a Management committee member and as a volunteer.

4.4 I will seek to support and encourage all those I come into contact with at Easton Jamia Masjid. In particular I recognise my responsibility to support the chair and those given authority by the chair on present and future projects.

5. RESIGNATION AND DISMISSAL

5.1 If I wish to cease being a Management Committee Trustee or Permanent Trustee member of Easton Jamia Masjid CIO at any time, I will act within the best interests of Easton Jamia Masjid, consult with and provide adequate notice to the Trustees depending on the circumstances at the time.

5.2 I understand that a breach of part of this code may result in my receiving a first written warning by the Trustees, and that this may be followed by a second and final warning where I continue to breach a part of this code. I understand that if I fail to meet the required standard after both warnings that this may result in procedures being put in motion that may result in my being asked to resign or to be dismissed from the Trustee Committee. Dismissal will be decided by the Permanent trustee panel.

5.3 I understand that a significant breach of part of this code (gross misconduct) may result in procedures being put in motion that may result in my being dismissed from the trustee board without any prior written notice(s). Dismissal will be proposed by a majority vote of the Trustee Board and approved by Permanent Trustees.

5.4 Should any of the above happen I will be given the opportunity to be heard. In the event that I am dismissed from the trustee board I will accept their majority decision and that of the Permanent Trustees and accept dismissal at the earliest opportunity.

5.5 If I wish to cease being a member of Easton Jamia Masjid at any time, I will inform the trustees in advance in writing, stating my reasons for leaving.

6. ISLAM AND SHARIA

6.1 I am a Sunni, Hanafi, Ahl Sunnat Wal Jamat, Muslim who understands the Aqeeda according to teachings of Imaam Ahmed Raza Khan Bareilvi.

6.2 I have given the committee permission to have a DBS check so that they can be sure I have no criminal convictions or anything that will bring the Masjid and it's community into disrepute including any bankruptcy and blacklisting. If this changes during my service I will notify the board.

6.3 I have nothing in my history and I am doing nothing presently and I commit to not doing anything in the future that will bring the masjid and it's community into disrepute or that is against Islam that can be used against the masjid and it's community and be seen as bringing the masjid into disrepute.

6.4 I have not engaged nor will I engage in any Haram act including the selling or use or distribution of Alcohol, pornography, adultery, drugs,

Criminality etc, nor will I trade in such material or any other material which may be deemed to be Haram according to shariah law based on Hanafi teachings.

6.5 I will notify the members and trustees of anything that can potentially effect my position in a negative way taking into account my position within the masjid.

6.6 I will voluntarily resign if ever the situation arose where I could be or could perceived to be in breach of my basic religious obligations, I understand a common sense approach will be need to be considered and the burden is upon me to protect the house of Allah ﷻ and myself from unnecessary issues that could result in a negative perception of the masjid Trustees and community.

7. CONFIDENTIALITY

7.1 I understand that any information (written, verbal or other form) obtained during the performance of my duties must remain confidential. This includes all information about the institution, management committee members, congregation, employees and other members, as well as any other information otherwise marked or known to be confidential including minutes and policies and all associated documentation to do with Easton Jamia Masjid's internal affairs.

7.2 I understand that any unauthorised release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality.

7.3 I further understand that any breach of the duty to maintain confidentiality could be grounds for immediate dismissal if so decided by the Permanent Trustees and/or possible liability in any legal action arising from such breach.

Name & Signature of Management Committee Trustee

Date

Signature of Permanent Trustee member

Easton Jamia
— MASJID —