

# CODE of CONDUCT POLICY

Effective Date: Sept 23, 2017

It is the policy of Islamic Culture Center of Northern California to require its board members, staff, volunteers, teachers, artists, performers, visitors, and all those who use its facilities to follow a code of conduct based on Quranic values and teachings of Prophet Muhammad (pbuh) and his family that includes mutual respect, compassion, inclusivity, cooperation, equality, and hospitality.

## Purpose

The purpose of this policy is to define and clarify the code of conduct that is expected from all those who work/volunteer at ICCNC or and use its facilities.

## Scope

This policy covers the code of conducts that are expected from:

- Members of ICCNC Board of Directors
- ICCNC paid staff and teachers
- ICCNC volunteers
- Artists and performers that use ICCNC space in any shape and form
- All those who rent and utilize ICCNC facilities

## Code of Conduct

All those who work/ volunteer at the Center or use its facilities are expected to follow the below code of conduct:

- Treat everyone with utmost respect and compassion
- Be hospitable and inclusive in dealing with others, especially the new visitors
- Follow and respect ICCNC general dress code of exercising modesty. Both men and women to wear dress/attire that covers all their body. Wearing headscarf (Hijab) is not mandatory for the women at the Center, with the exception of the Prayer Room.
- Cooperate with staff, BOD, and those that responsible for the events
- Keep ICCNC premises clean
- Protect ICCNC facilities from any physical damage
- Follow ICCNC safety rules and guidelines

All those who work/volunteer at the Center or use its facilities shall refrain from any of following conducts and behaviors:

- Use of improper, rude, profane or abusive language

- Engage in any physical altercation or assault
- Use of any racial insults or derogatory slurs
- Make any sexual comments, insinuations, or jokes
- Humiliate, ridicule, threaten, or degrade others
- Damage or improper use of the ICCNC facilities
- Smoke cigarette or e-cigarette inside the ICCNC building or its entrance hallways
- Consume alcohol or any type of substance abuse drugs anywhere
- Carry any types of weapon anywhere unless by police or authorized security guards

## Responsibilities

**ICCNC BOD** has the overall responsibility to make sure the policies of ICCNC are implemented by all. BOD Executive Committee responsible to answer questions and clarify issues covered by this policy.

**Team Members** are responsible to make sure that all volunteers and participants of the Center adhere to this policy.

**Office Manager, staff, and teachers** are responsible to make sure that all volunteers, participants, and students follow this policy and adhere to it throughout their activities.