

# MID-HUDSON ISLAMIC ASSOCIATION

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## MHIA CODE OF CONDUCT

### MHIA Arbitration Rules

#### 1.0 Purpose

All Muslims, especially members of MHIA must uphold all Islamic values and conduct to the best of their abilities. The Code of Conduct for MHIA provides a set of standards for conduct in various situations. This Code of Conduct applies to everyone on MHIA premises or MHIA 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, be at their best behavior. Responsibility for adherence to the MHIA Code of Conduct rests with the individual. Members who disregard this MHIA Code of Conduct will be subject to remedial action. Corrective actions may take various forms, from a verbal reproach to revocation of MHIA membership, depending on the specific nature and circumstances of the offense and the extent of the harm.

#### 3.0 Improper Behavior

MHIA provides a professional environment that is free from physical, psychological, written, or verbal intimidation or harassment.

- MHIA 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 MHIA official, Imam or any volunteer shall use his or her position to exercise unreasonable or inappropriate power and authority.
- Use of alcohol and illegal drugs is strictly prohibited on MHIA premises or MHIA sponsored events.
- MHIA members must not engage in physical, psychological, written, or verbal abuse of MHIA Imam, officials, volunteers, or other members and should not tolerate such harassment by another MHIA member or official.
- Improper behavior encompasses a broad range of physical, written, or verbal behavior, including but not limited to:

- \* Physical or mental abuse
  - \* Improper, rude, profane or abusive language
  - \* Heated argument or quarrel
  - \* Physical assault
  - \* Racial insults
  - \* Derogatory ethnic slurs
  - \* Unwelcome sexual advances, comments, insinuations or jokes
  - \* Display of offensive or un-Islamic materials
  - \* Humiliate, ridicule, threaten, or degrade children and/or youth. Use any discipline that frightens or humiliates children and/or youth. Use profanity in the presence of children and/or youth.
  - \* Physical damage to MHIA property
- 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, MHIA members should report the issue to the Imam, any member of the Board of Trustees or the Executive Committee member.

#### **4.0 Records**

Only Board of Trustees, Executive Committee members and various Committee Chairs are authorized to access various records of MHIA on a need-to-know basis. However, MHIA Balance Sheet and all Financial Income Statements are available on request.

- All MHIA financial and personal records are extremely confidential. Individual contribution records of MHIA 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**

MHIA Members and Officers should avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

- 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 Trustees will be the hearing and deciding body. If the guilty part is a member of the Board, he/she will be recused. A thorough investigation will ensue which will include hearings from both parties and their witnesses. The proceedings will be recorded in the minutes of the Board meetings. The decision of the Board will be Final.

## **7.0 Decision & Consequences**

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

1st Offense: Verbal reproach.

2nd Offense: Written warning, name posted on MHIA bulletin board and announced in Friday gathering.

3rd Offense: MHIA membership revocation for 2 years and not eligible for MHIA Elections for 2 years.