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CODE OF CONDUCT

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The Windsor Islamic Association's (WIA) policies, procedures and regulations are meant to assist in enhancing the spiritual and educational experiences of all attendees at the Windsor Mosque (Masjid). Everyone shares in the responsibility of adhering to these procedures to maintain a safe environment for all.

Violations of this code of conduct must be reported to the WIA Board immediately. All incidents will be investigated, and the proper course of action will be taken to protect the Masjid attendees and WIA properties. Violators of the code of conduct may be subject to disciplinary measures, including being banned from the Masjid.

Questions, feedback, comments, and suggestions are always welcome at windsorislamicassociation.com/contact

Jazaakum Allah Khairan for your cooperation!

PRAYER HALLS

The main prayer hall (2nd level) and the extension are primarily for brothers. The 3rd level prayer hall is for sisters. The prayer halls are designated for prayers, supplication, lectures, WIA-sponsored events, and more, including but not limited to:

- The five daily prayers, the timings of which change weekly and are as published on the TV screen inside the main prayer hall, WIA app, and WIA website. The full calendar of prayer times is available on the WIA website. The Administrator of Religious Affairs leads the prayer in the absence of the Imam. There is a group of designated individuals instructed to lead the prayers in the absence of the Imam and of the Administrator of Religious Affairs.
- Jum'ah prayers, which are offered at 11:45 am, 12:45pm, and 1:45pm in the wintertime and 12:45pm, 1:45pm, and 3:00pm DST.
- Funeral services and Janaza prayers. Further information is available on the WIA website: windsorislamicassociation.com/funeral-services
- The call to prayer (adhan), which is given by a designated individual (muezzin) for all prayers.
- Only pre-approved individuals are allowed to give announcements. No community member may use the microphone system without prior authorization from the WIA Board. All announcements must be pre-approved. Announcement requests must be submitted to the WIA Board at least one day before they are to be made.
- Guest speakers for lectures or programs, which require the pre-approval of the WIA Board through a formal request.

MASJID ETIQUETTES

WIA staff are responsible for the maintenance of the Masjid. Any issues with the facilities are to be reported to Maintenance and Security or to the WIA Board.

- Make wudu at home and dress modestly according to Islamic principles.
- Clean your shoes from dirt/snow before entering the Masjid.
- If needed, make wudu in the Wudu area without excessive use of water and paper.
- Clean up after yourself when using the Wudu area and/or the Washrooms.
- Remove shoes and place them on the shoe racks, before entering the prayer halls
- No one is permitted to tamper with the lights, fans, air-conditioning, or the sound system.
- No one is to obstruct the hallways, doorways, or access ramps.
- Children must be next to their parents at all times.
- No one is allowed to reserve any spot in the prayer halls.
- No food or drinks (other than bottled water) are allowed in the prayer halls.
- No filming or taking photographs is permitted without prior approval of the WIA Board.
- No removal of Qur'ans or other materials from the prayer halls. All Qur'ans and other materials are to be returned to their designated locations after being used. Should you require a personal copy of the Quran, contact the Imam.

- The prayer halls are strictly for worship (ibadah) and should not be the locus for debate and argumentation on religious, personal, or political topics. Conversations inside the prayer are to be kept to a minimum. All “meeting and greeting” functions should be held outside the prayer halls.
- Cell phones and other electronic devices must be switched to “SILENT” mode. Always use headphones with low volume so as not to distract others, when listening to any educational material.

CHILDREN

- The WIA welcomes families in the Masjid and its programs. Parents must keep their children by their side at all times and must supervise their children at all times.
- The Masjid does not assume liability for unsupervised children.
- Disruptive and unsupervised children may be asked to leave the Masjid, with their parents.
- Toys, game consoles, and gaming paraphernalia are not allowed in the prayer halls.
- If your child requires assistance, please exit the prayer halls immediately to attend to your child.
- WIA reserves the right to ban disruptive children from the Masjid.

EQUIPMENT & FACILITIES

- Exercise care when you use any WIA facility and equipment:
 - WIA equipment is not to be moved or removed from WIA facilities.
 - Damage to WIA facilities and equipment due to neglect or misuse is the responsibility of the user.
 - Please report any damage to Maintenance and Security.
- Bringing large personal equipment to WIA premises requires pre-approval by the WIA Board.
- No overnight stay is permitted on WIA premises, except during the yearly i’tikaf of Ramadan.
- Bringing food and beverages to the Masjid requires pre-approval by the WIA Board.
- Distributing materials, selling products, or collecting funds on the premises require pre-approval of the WIA Board.
- No smoking is allowed anywhere on WIA premises.
- *Gym use:*
 - The WIA gymnasium is reserved for WIA programs and WIA sponsored events only.
 - No gym use is permitted on Thursday evenings due to preparation for Friday prayers.
 - The gym is reserved for Muslim Youth Club (MYC) events on Friday and Saturday evenings for brothers and Mondays for Sisters. Changes will be communicated in advance.
 - When using the gym, Islamically appropriate attire must be respected.
- *WIA Internet Services:*
 - Internet services are reserved for educational purposes only.
 - No illegal downloading or file-sharing is permitted while using WIA internet.
 - Access to the internet is for WIA members only.
 - Children are not allowed access to WIA internet

- Wireless internet passwords are not to be shared with anyone. WIA reserves the right to change the wireless internet passwords without notice.
- WIA reserves the right to turn the wireless internet off at any time without notice. Wireless internet is disabled during the month of Ramadan.
- *WIA Security System:*
 - Security cameras are regularly monitored by the WIA Security staff. Only WIA Security personnel shall have access to surveillance cameras.
 - Playback security footage shall not be viewed or released.
- For lost and found, please contact the office. The WIA is not liable for any personal losses or damages.

SAFETY

- The WIA meets all fire codes and safety standards as set by the Fire Marshal, city and state regulations. All events held at Masjid must be in compliance with the city and fire department regulations and should follow WIA policies.
- No weapons of any type (guns, knives, etc.) are permitted inside any WIA facilities. All violations will be reported to law enforcement immediately.
- Suspicious packages will be handled by the security staff, with the assistance of law enforcement, when necessary. No personal items should be left unattended inside WIA premises.
- Any illegal activity, individuals, or groups will immediately be reported to law enforcement
- Individuals and parents/guardians of children with food allergies are personally responsible to verify that any food offered or sold to them at the WIA has no components they may be allergic to. The WIA does not assume liable of allergic reactions that may occur.

PARKING

Parking at the Masjid and at the WIA Centre (2555 McKay Ave, windsorislamicassociation.com/wia-centre) is reserved for community members attending prayer services and activities at the Masjid or the WIA Centre. The following apply:

- No double parking
- No parking in fire lanes
- No parking in reserved areas as designated by WIA
- No parking in areas designated for people with special needs (handicap) without the proper permit
- Overnight parking is not permitted. Vehicles parked illegally or parked overnight will be towed at the owner's expense and may be reported to local police.
- If the Masjid's parking lot is full, attendees are invited to park at the adjacent school parking and at the WIA Centre.
- Designated street parking is only allowed during Friday (Jummah) prayers. Members and guests must be respectful of our neighbours when parking offsite.

ABUSIVE BEHAVIOR

Abusive behavior can be a single severe incident or recurrent incidents causing property or personal damage and creating a hostile or unpleasant environment inside the Masjid. Abusive behavior may include but is not limited to:

- Harassment
- Improper, rude, profane, or offensive language
- Heated argumentation or altercation
- Physical assault
- Racial insults or comments
- Sexual advances, comments, insinuations or jokes
- Display of offensive or un-Islamic materials
- Physical or mental abuse
- Any act that frightens or humiliates children, youth, or adults
- Acts causing physical damage to WIA property. The WIA reserves the right to charge those who cause property damage. Parents will be held responsible for any damage caused by their children.

WIA staff and volunteers have the right to work in a safe environment. All forms of aggressive behavior (shouting, swearing, slamming items, etc.), abuse, or disrespect will not be tolerated at Windsor Mosque. The WIA reserves the right to ask disruptive visitors to leave the premises immediately or to have them removed from the premises by police.