



Non-Profit-Tax-Exempt Organization

6401 Independence Pkwy, Plano, Texas 75023 Tel: 972-491-5800 Fax: 972-208-6482

## IACC Code of Conduct Policy

IACC Staff, Shura Members, Members, and Volunteers are subject to the IACC Code of Conduct Policy.

This Code of Conduct policy means that no form of discriminatory or harassing conduct by or towards any IACC Staff, Shura member, Volunteer or community member, vendor, or other person in IACC premises will be tolerated. IACC is committed to enforcing its policy at all levels within the IACC. Any IACC Shura member, IACC Staff, IACC Volunteer, or Member who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment or removal from leadership role or volunteer role for a first offense or removal from IACC premises.

IACC Staff, Shura Members, Members, and Volunteers shall always abide by and conform to the following code of conduct. Anyone who has violated any of the items listed below has violated the IACC Code of Conduct policy and will be subject to disciplinary action and if applicable subject to criminal investigations by IACC Shura and IACC HR (Human Resources) Committee. Disciplinary action may include reprimand, warning, suspension, and/or dismissal.

1. Always obey all applicable federal, state, county and local laws and regulations and will provide full cooperation to IACC when requested to do so by those institutions and their persons set in authority as are required to uphold the law
2. Conduct the business and affairs of IACC in good faith and with honesty, integrity, due diligence, and reasonable competence
3. Exercise proper authority and good judgement in their dealings with IACC members, suppliers, and the general public and will respond to the needs of the IACC in a responsible, respectful, and professional manner.
4. Will not use any information provided by IACC or acquired as a consequence of the shura's service to the IACC in any manner other than in furtherance of his or her duties. Further, no one will misuse IACC property or resources and will at all times keep the IACC's property secure and not allow any person not authorized by IACC to have or use such property
5. Upon completion of service term, you will promptly return to the IACC all documents, electronic and hard files, reference materials, and other property entrusted to you for the purpose of fulfilling your responsibilities.

6. You shall dedicate yourself to leading by example in serving the needs of the IACC and its members
7. You shall not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the IACC to terminate, curtail, or not enter into its relationship to or with the IACC, or to in any way reduce the monetary or other benefits to the IACC of such relationship
8. You shall act in the best interests of the IACC and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, you will identify the conflict and as required, remove them from all discussion. Specifically, you will follow these guidelines.
  - a) Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of IACC; while the receipt of the incidental personal or third-party benefit may necessarily flow from certain IACC activities, such benefit must be merely incidental to the primary benefit to the IACC and its purposes
  - b) Shall not use IACC services, equipment, resources, or property for personal or third-party gain or pleasure
  - c) Shall not engage in any outside business, professional or other activities that would directly or indirectly materially adversely affect the IACC
  - d) Shall not engage in or facilitate any discriminatory or harassing behavior directed toward IACC staff, members, volunteers, attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the IACC
  - e) To not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the IACC without fully disclosing such items
  - f) Shall not provide goods or services to the IACC as a paid vendor to the IACC only after full disclosure to IACC
  - g) Shall adhere to proper attire in accordance with Islamic modesty and etiquettes
  - h) Shall not use narcotics, alcohol, drugs, or substance abuse on IACC premises, or being under the influence of the aforementioned items
  - i) Shall not engage in harassment, fighting, or engaging in disorderly conduct or retaliation against anyone who files the complaint

## **Reporting Code of Conduct**



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IACC is committed to taking all reasonable steps to abide by its code of conduct policy and will make every reasonable effort promptly and completely to address and correct any violation. However, the IACC cannot take prompt and effective remedial action unless each one of you assumes the responsibility of reporting immediately to IACC Shura or HR.

Every report of violation of code of conduct will be investigated promptly and impartially, with every effort to maintain its confidentiality. The complainant and the accused will be informed of the results of the investigation. If the IACC finds that its policy has been violated, it will take appropriate corrective and remedial action, up to and including discharge of offending person, and/or similarly appropriate action towards offending vendors, contractors, or members.

IACC will investigate any violation of code of conduct policy. IACC shall take ALL complaints seriously.

IACC Staff, Shura members, Volunteers, students, community members are requested to report all complaints of code of conduct violation, regardless anyone's opinion of the weight of the report and even if someone asks not to tell anyone.

Please send your report to [shura@planomasjid.org](mailto:shura@planomasjid.org) or [HR@palnomasjid.org](mailto:HR@palnomasjid.org)

**I ACCEPT AND AGREE TO THIS POLICY WITH FULL KNOWLEDGE AND UNDERSTANDING OF ITS CONTENT.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name