



Non-Profit-Tax-Exempt Organization  
6401 Independence Pkwy, Plano, Texas 75023 Tel: 972-491-5800 Fax: 972-208-6482

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## **ZERO TOLERANCE POLICY on HARASSMENT**

IACC Staff, Shura Members, Members, and Volunteers are subject to the IACC Zero Tolerance Policy while representing IACC within or outside of IACC premises.

This policy applies to all forms of harassment and discrimination. IACC absolutely prohibits harassment or discrimination based on sex, age, disability, perceived disability, marital status, personal appearance, sexual orientation, race, color, religion, national origin, veteran status or any other legally protected characteristic.

Examples of harassment include but are not limited to, racial or sexual slurs written or oral, name calling, racist or sexist jokes, negative stereotyping, physical assault, bullying, threats, demeaning pictures, posters and graffiti.

This zero-tolerance 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 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.

Anyone found engaging in the acts listed below has violated the IACC ZERO Tolerance policy for Sexual Harassment and will be subject to disciplinary action as mentioned above and if applicable subject to criminal investigations by the appropriate authorities.

1. Offensive and unwelcome sexual invitations or Sexual Assault
2. Unwanted touching, patting or leering
3. Spoken or implied quid pro quo for sexual favors
4. Inquiries or comments about a person's sex life

5. Offensive and unwelcome conduct of sexual nature, including sexually graphic spoken comments
6. Offensive comments transmitted by e-mail or another messaging system
7. Offensive or suggestive images or graphics whether physically present or accessed over the internet, social media, phones, text messaging
8. Possession of or use of sexually suggestive objects
9. Offensive and unwelcome physical contact of a sexual nature including the touching of another's body; the touching or display of one's own body, or any similar contact
10. Harassment, fighting, or engaging in disorderly conduct or retaliation against anyone who files the complaint
11. Inappropriate or unwelcome focus/comments on a person's physical attributes or appearance
12. Use of narcotics, alcohol, drugs, or substance abuse on IACC premises, or being under the influence of the aforementioned items

This policy will also be applicable to Visiting Scholars at IACC. If they have any kind of proven allegation mentioned in this policy will not be allowed to deliver Jumma Khutbas, Khatirahs, lead salat or any kind of religious program at IACC.,

## **Reporting Harassment**

IACC is committed to taking all reasonable steps to prevent harassment and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. However, the IACC cannot take prompt and effective remedial action unless each one of you assumes the responsibility of reporting any incident of harassment immediately to IACC Shura or HR.

Every report of harassment 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 internally investigate any allegation of harassment and will not hesitate to involve law enforcement at any stage of process. IACC shall take ALL complaints seriously.

Anyone who believes that she or he has been subjected to harassment of any kind has the responsibility to report it immediately to IACC Shura or IACC Human Resources.

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