Fraud Reporting Policy

1. Purpose

This policy is established to uphold the principles of honesty, trust, and accountability in accordance with Islamic teachings. It provides a clear process for reporting and addressing suspected fraud within IACC, ensuring that the mosque's resources are used solely for the benefit of the community and in service to Allah (SWT).

2. Scope

This policy applies to all individuals involved with the mosque, including:

- Board members and trustees

- Imams and religious leaders

- Employees and volunteers

- Donors and community members

- Contractors and service providers

3. Definition of Fraud

Fraud is any intentional act of deception for personal or organizational gain. Examples include:

- Misuse or theft of donations, zakat, or sadaqah funds

- Falsification of financial records or receipts

- Unauthorized use of mosque property or assets

- Conflicts of interest not disclosed

- Bribery or unethical influence in decision-making

- Dissemination of misinformation or fake news that harms the mosque (IACC) or its members

- Any form of falsification that causes material harm, damages social standing, or harms the reputation of IACC or its members

4. Islamic Ethical Foundation and Examples of Ethical Conduct

Fraud and dishonesty are strictly prohibited in Islam. The Prophet Muhammad (peace be upon him) said:

"Whoever cheats is not one of us." (Sahih Muslim)

This policy is rooted in the Islamic principles of Amanah (trust), Adl (justice), Ikhlas (sincerity), and Taqwa (God-consciousness). All individuals involved in the mosque are expected to uphold the highest standards of ethical behavior.

Examples of Ethical Conduct Include:

- Honest Financial Management: Accurately recording donations, expenses, and financial transactions without manipulation or omission.

- Transparency: Openly sharing financial reports and decisions with the board and community when appropriate.

- Avoiding Conflicts of Interest: Disclosing any personal or financial interests that may influence decisions or contracts.

- Respect for Confidentiality: Safeguarding sensitive information about donors, community members, and internal operations.

- Fair Procurement Practices: Ensuring that vendors and contractors are selected based on merit, transparency, and fairness—not favoritism or personal gain.

- Respectful Conduct: Treating all staff, volunteers, and community members with dignity and fairness, in accordance with Islamic manners (akhlaq).

- Timely Reporting: Promptly reporting any suspected wrongdoing or irregularities to the appropriate authority.

5. Reporting Fraud

Suspected fraud should be reported promptly through one of the following channels:

- IACC Office Manager

- IACC Ameer or Treasurer

- Confidential Email: [shura@planomasjid.org]

Reports should include:

- A clear description of the concern

- Dates, times, and any supporting evidence

6. Confidentiality

All reports will be treated with strict confidentiality. The identity of the person reporting will be protected to the fullest extent possible, in line with Islamic ethics and legal obligations.

7. Protection Against Retaliation

No individual will face retaliation for reporting suspected fraud in good faith. Any act of retaliation will be considered a serious violation of this policy and Islamic values.

8. Investigation Process

Reports will be reviewed by the Shura or a designated committee.

If senior leadership is implicated, the Board or an independent third party will oversee the investigation.

Investigations will be conducted fairly, respectfully, and promptly.

9. Recordkeeping

All reports and investigation records will be securely stored for a minimum of 5 years, in accordance with legal and religious accountability standards.

10. Education and Awareness

All staff, volunteers, and board members will receive training on this policy and the importance of ethical conduct in managing mosque affairs.

11. Policy Review

This policy will be reviewed annually by the Board or Shura Council and updated as needed to reflect best practices and community needs.