

Code of Conduct

Scope and Purpose

The purpose of this Code is to provide a source of guidance and a clear framework within which all individuals who use the services and facilities at Purley Islamic Community Centre (PICC) are expected to conduct themselves. This code applies to all users of Purley Masjid (PICC), which includes visitors, Members and staff (volunteers and management). It is not a contractual document and can be amended at any time by Purley Masjid (PICC).

Purley Masjid (PICC) is fully committed to safeguarding and promoting the well being of all individuals who use its services and facilities. In order to create a positive and enjoyable experience for all, Purley Masjid (PICC) believes that it is important that all individuals should, at all times show respect and understanding for the safety and welfare of others.

Purley Masjid (PICC) strives to maintain an environment in which honesty, integrity and respect for management, staff, third parties and the wider community of Purley Masjid (PICC), are constantly reflected in personal behaviour and standards of conduct.

Principles

The action and behaviour of individuals representing Purley Masjid (PICC) – whether this is attendance at the Masjid or for activities outside the Masjid, has an impact on the perception of Purley Masjid (PICC). Individuals representing Purley Masjid (PICC) are therefore expected to have regard for the impact of their personal behaviour on Purley Masjid (PICC) to ensure that: -

- Their personal conduct and behaviour is appropriate at all times
- They observe and follow the rules / guidelines established for the users of Purley Masjid (PICC)

It is essential that the community can have confidence that Purley Masjid (PICC) maintains the highest standards of conduct in any matters and seeks to maintain high standards of probity and ethical behaviour.

Dos and Don'ts

This Code covers some of the more important issues relating to personal conduct and gives a framework of standards and behaviour guidelines but is not intended to be exhaustive.

Do

- Comply with relevant laws and regulations
- Comply with Purley Masjid (PICC) policies and procedures, instructions, and notices that will apply from time to time
- Comply with any aspects of Health & Safety guidelines at Purley Masjid (PICC) and ensure that you carry out activities with the highest regard for Health & Safety of yourself and others at Purley Masjid (PICC)
- Behave in a manner that does not endanger yourself or others
- Conduct yourself in a reasonable and appropriate manner at all times, demonstrating best behaviours at all times
- Take care to use positive and constructive language in dealing with others
- Observe modest dress to ensure that it is not inappropriate and will not cause offence to those with whom you have contact within Purley Masjid (PICC)
- Show courtesy, respect and dignity for others, as you would like to be treated yourself
- Ensure that your own behaviour, whether intentional or unintentional, does not constitute harassment. This includes abusive or threatening emails, telephone or social network messages. Bullying of any type will not be tolerated
- Report any aggressive behaviour, either physical or verbal, to the Management immediately
- Show respect and care for property inside and outside the Purley Masjid (PICC) premises
- Keep Purley Masjid (PICC)'s building, courtyard and grounds clean by disposing of your litter properly and safely
- Report anyone seen to be damaging Purley Masjid (PICC)'s property to the Management
- Be environmentally conscious in conserving resources and protecting the environment in which Purley Masjid (PICC) operates
- Conduct yourself in a manner appropriate to safeguarding and protection of the Purley Masjid (PICC)'s reputation and image in the local and wider community
- Respect the peace and privacy of our neighbours, both residential and business
- Do park legally and responsibly, ideally in a designated car park and parking spaces. Be conscious of the needs of buses and other road users
- Raise any concerns about Purley Masjid (PICC) to the Management so they can be dealt with fairly, appropriately and effectively for all concerned preferably as an email to management@purleymasjid.com

Don't

- Shout or use foul, abusive or offensive language on the Purley Masjid (PICC) premises
- Discriminate against others
- Smoke, consume alcohol or drugs on Purley Masjid (PICC) premises. Electronic cigarettes are also not permitted
- Use physical violence, verbal aggression or threatening behaviour towards Purley Masjid (PICC) users as this will not be tolerated
- Damage or destroy any assets belonging to Purley Masjid (PICC), including but not limited to equipment, property and / or information data
- Use social media to post information or news about Purley Masjid (PICC) that is known to be false or that has not been verified
- Represent yourself or your actions with Purley Masjid (PICC) unless you have obtained written authority from Purley Masjid (PICC) Management to do so
- Conduct any marketing activities within Purley Masjid (PICC) premises (including leafleting, canvassing, conducting interviews or surveys) or sell any goods or services unrelated to Purley Masjid (PICC) unless you have obtained written authority from the Purley Masjid (PICC) Management to do so prior to the event

Breaches of this code

Breaches of any kind will be taken seriously and may result in any or all of the following:

1. Exclusion from the Purley Masjid (PICC) Community
2. Disqualification of Membership if you are a Member
3. Termination of contracts
4. Reporting to relevant authorities
5. Legal action