



# Professional Code of Conduct

For Board Members, Employees, Teachers, Administrators, and Volunteers

---

## Mission and Values

---

As participants in the vision and mission of Masjid Uthman, we are committed to upholding the highest standards of character and action. These standards are essential for the well-being and safety of our community and those in our care. They are also critical for furthering our mission to please Allah by promoting the highest human values.

The Prophet Muhammad ﷺ exemplified the pinnacle of morals, ethics, and standards. He said: **"The best among you are those who have the best manners and character."** (Bukhari). His life and teachings serve as our model for all actions and decisions as team members, whether we are board members, employees, teachers, administrators, or volunteers at Masjid Uthman.

This code of conduct outlines our principles and safeguards to ensure adherence to our values.

## Ethical Standards

---

### 1. Turning to Allah

Our work at Masjid Uthman is to please Allah and to uphold His deen. In this work, we acknowledge that success is in His hands and from Him alone. For this reason, we make dua for success from Him. When there is success, we humble ourselves by acknowledging His favor upon us. If there are deficiencies, we take responsibility for them and strive to improve ourselves. Our intention in all of our actions is to please Allah.

### 2. Honesty and Integrity

Honesty means to be truthful and accurate in our statements and communications and not to conceal material information. Being transparent is an aspect of honesty in which information is shared freely at

the right level and at the right time. Integrity means that in addition to being honest, we act morally and responsibly and adhere to our values even when it is difficult to do so.

- The performance of our organization is contingent on acting on correct information. Therefore, team members must always report information correctly, accurately, and with diligence. It goes without saying that there should be no manipulation of data and facts. Furthermore, when making statements, we should avoid negligence and exercise due care in providing accurate information. This applies to transactions and events including financial records and legal documents, and it also applies to recording and reporting on the performance of students and our subordinates. We will never falsify financial, legal, performance, or any other types of records. We should also exercise due care not to exaggerate in our statements.
- High performance is contingent upon anticipating and solving problems early. Whether related to financial or legal risk, or student performance, it is important to communicate problems, risks, and challenges early and transparently. This should be the case even when communicating difficult information.

### **3. Respect for Others**

We will treat all members of our community, whether members of the team (board members, employees, volunteers, teachers), members of our community, students, and even members of other faiths, with honor, care and respect.

- Communication: The words we use, as well as the volume and tone, should convey respect. Smile and use active listening. Avoid rude, vulgar, or offensive language, including with subordinates and students. If at times we need to be firm for purposes of tarbiyah, especially with students, our demeanor should always be calm and collected, and we should never cross boundaries to use insulting language.
- Respecting Boundaries: Protect the privacy and personal boundaries of students and colleagues. Unless there is a clear and unmistakable relationship of understanding with other individuals, it is inappropriate to ask probing and personal questions on personal, family, and financial matters, including with young students.
- Humility and Care: We consider others as better human beings than ourselves, even if they are younger or our subordinates. This attitude will make it easier for us to honor others. If others accomplish more than us, or receive blessings over us, we will be happy for what Allah has provided them. However, if Allah has placed us in a position of trust over others due to a skill or ability, we will faithfully exercise that skill and discharge that responsibility over those in our care, even while considering them as better than ourselves generally as human beings.

- **Creating a Positive Environment:** Foster inclusivity and respect, ensuring the workplace is free from discrimination, harassment, or bullying. Work with colleagues, students, and partners in a constructive manner. Engage in effective communication and problem-solving. Be patient as colleagues work to solve problems. Team members must avoid mutual disparagement, both within and outside work. However, communication by managers on performance and other important matters of organizational health, or reporting of violations of the law or standards and policies, is encouraged and not considered to be disparagement.
- **Conflict Resolution:** It is natural that there may be conflicts between team members. We should approach those conflicts amicably, with the intention of pleasing Allah, and considering the other party well intentioned. An appropriate method of conflict resolution is to escalate through the hierarchy of authority. If the decision of the authority accords with the Shariah and the standards and policies of the organization, we will resolve decision and conflicts through that authority.

#### **4. Modesty and Interactions with Minors and Persons of the Other Gender**

- **Dress and Appearance:** While working at the masjid or academy, please observe the same guidelines provided to students: Dress in loose, clean, picture free clothes without vulgarity. Men should wear a cap, and women should wear a loose hijab. Men should wear shalwar or pants above the ankle. Both men and women should groom and clean themselves appropriately.
- **Interactions Between Genders:** Follow strict and reasonable guidelines for male and female interactions to ensure professionalism and modesty.
  - Please use reasonable precaution to maintain physical and visual barriers with members of the other gender.
  - Communication between non related males and females shall adhere to the following:
    - (a) It should be related to work and be necessary for work purposes,
    - (b) If in-person, it should be as much as is reasonably possible with a visual barrier, in the presence of other adults, and at a Masjid Uthman location,
    - (c) If electronic in nature (such as a Teams meetings, phone, email or message), it should also be with a visual barrier, utilize the organization's devices and channels when available (such as Masjid Uthman email and Teams, an authorized phone, etc.), be open to audit upon request, and be between the times of 7 AM and 7 PM.
  - Communicating with team members of the other gender through non Masjid Uthman authorized social media channels is prohibited.
  - Explicit messaging or inappropriate conversation or physical interactions may result in immediate termination.
  - If an adult staff member opts for a legal polygamous nikah, if it is determined that such a nikah is legal, the following guidelines must be adhered to: (a) the nikah must be made public (no

hidden nikahs), (b) it may not be between a teacher and student or a manager and subordinate at Masjid Uthman, and (c) both parties involved must be 18 years or older.

- In matters of inter gender interaction, perception is also important. These policies reflect the importance not only of avoiding impropriety but also the perception of impropriety.
- Interactions with Minors: Adult interactions with minors (under 18 years old), including but not limited to the interactions of teachers with students and youth leaders or imams with youth, must adhere to the following standards. These standards are intended to protect both minors and adults.
  - An adult should never meet or stay with a minor or minors alone in any physical space, whether a room, a hall, a car, or a stairwell, within a Masjid Uthman location or outside of a Masjid Uthman location. At least one other adult, and preferably several adults, must be present. When meeting students for exams, please stay in an open hall or in an open room where other adults have continuous visual acuity. The door of a classroom (in which an adult is present with a class of students) that is continuously open to a common space where other adults are present or regularly pass by, is sufficient to establish the presence of other adults. However, an open space where reasonably possible is always preferred. The presence of a camera is not sufficient to avoid the need for multiple adults being present.
  - If communication with a minor is electronic in nature (such as a Teams or Google Meets meetings, phone, email or message), it should utilize the organization's devices and channels when available (such as Masjid Uthman email and Teams, authorized phone), be open to audit upon request, and be between the times of 7 AM and 7 PM.
  - Physical contact is restricted to basic greetings or congratulatory gestures like a handshake or a quick hug, and no further physical interaction is allowed.
  - Adults are not allowed to provide rides or transportation alone with a minor or minors, even upon request of parents.
  - Any kind of physical violence (whether with a minor or with an adult) is strictly prohibited, including striking, slapping, throwing objects, pulling parts of the body such as hairs, ears, and fingers, pushing and shoving, kicking, punching, or forcing others into a situation which leads to physical danger. Violation of these guidelines may result in immediate termination.
  - In matters of interaction with minors or subordinates, perception is also important. These policies reflect the importance not only of avoiding impropriety but also the perception of impropriety.

**5. Conduct Outside Masjid Uthman and Outside of Work:** As representatives of Masjid Uthman, our team members should also strive to display good conduct outside of work. Although certain policies and standards (such as dress code) may not apply in the same form outside of work, team members (board members, employees, teachers, and volunteers) should still strive to uphold

the general character of the Prophet ﷺ outside of work as well. Here are some broad guidelines for issues that are considered important even outside of work

- All team members are expected to avoid major sins outside of work, particularly zina (and acts close to it such as dating, attending venues where zina takes place, etc.), drinking of alcohol, gambling, and murder.
- All team members are expected to avoid major acts of impropriety, including but not limited to use of vulgarity in speech, lewd dressing and nudity, inappropriate social media usage especially in public, physical and sexual abuse even outside work, flirting with members of the opposite sex, and major deception, stealing, robbery, and fraud in business dealings. Board members will be held to a higher standard, and the perception of impropriety may be considered especially in the case of board members.

**6. Sexual Harassment Policy:** Masjid Uthman is committed to providing a workplace free from all forms of discrimination and harassment, including sexual harassment.

- Definition: Sexual harassment is defined as unwelcome conduct of a sexual nature, including but not limited to: Unwanted sexual advances or requests for sexual favors, verbal, non-verbal, or physical conduct of a sexual nature, creation of a hostile or intimidating work environment based on sex.
- Prohibited Conduct: All employees are prohibited from engaging in any form of sexual harassment, whether on Masjid Uthman premises, at Masjid Uthman-sponsored events, or in any work-related context.
- Consequences of Violation: Any employee found to have engaged in sexual harassment will face appropriate disciplinary action, up to and including termination of employment. Third parties engaging in such conduct may face corrective action, including termination of contracts or business relationships.

## **7. Professionalism and Amanah (Trustworthiness)**

- Punctuality and Commitment: Start classes, meetings, and events on time. Arrive early (e.g. 5 minutes or more if needed, depending on the nature of the event) to prepare. Fulfill promises and deadlines, ensuring high-quality work.
- Work Environment: Maintain cleanliness and orderliness. Return items to their rightful places. Use class and meeting times productively. Assist others in balancing work and personal responsibilities.
- Accuracy: Verify all information, including religious teachings, for authenticity. Avoid sharing unverified or weak sources. Make sure the information is validated by authentic and traditional ulema.

- **Compliance with Laws and Regulations:** All members of Masjid Uthman must abide by all academy policies, including those related to discipline, safety, and technology usage, and ensure they are familiar with the laws and regulations that apply to their work. Members must also adhere to all relevant laws, regulations, and ethical standards in their conduct and operations.
- **Quality Education:** Teachers and professionals must strive to provide high-quality education and support to students, continuously improving their skills and knowledge. Promote academic integrity by encouraging students to complete their own work and avoid plagiarism or cheating.
- **Respecting Confidentiality:** Safeguard sensitive information, such as student academic records or personal details, and use it solely for professional purposes. Do not disclose it to unauthorized parties or use it for personal gain.

## **8. Reporting Violations**

- **Mandatory Reporting:** All team members must report minor or major offenses upon discovery.
- **Non-Retaliation:** Protection is assured for individuals reporting misconduct in good faith.
- **Whistleblower Protection:** Masjid Uthman is committed to maintaining a culture of accountability. Members who report unethical behavior or violations of this code are protected from retaliation. Concerns should be reported through appropriate channels, and the academy will ensure all reports are handled confidentially and fairly.
- **Violations can be reported to the manager or lead of your area, or to HR.** To report violations to HR, email [HR@masjiduthman.org](mailto:HR@masjiduthman.org) or contact the Operations and HR manager directly.

By adhering to this Professional Code of Conduct, we aim to build a community that reflects the highest moral and ethical standards, seeking the pleasure of Allah in all we do.