



## **The Code of Conduct for MIA Employees and Executive Bodies**

As members of the Muslim community, employees and board members are responsible for sustaining the highest ethical standards. Individuals acting on behalf of Manitoba Islamic Association (MIA) have a general duty to conduct themselves in a manner that will maintain and strengthen the community's trust and confidence in the integrity of the MIA. Both employees and board members shall take no actions incompatible with their obligations to MIA and will conduct themselves in accordance with the principles set forth herein.

### **General Principles**

- Observe the highest standards of conduct at all times, and not let our actions be influenced by personal considerations.
- Avoid situations in which our personal interest conflicts, or appears to conflict, with the interests of the MIA.
- Obey and respect all laws in force in Manitoba, including MIA constitution, By-laws and policies, and comply with the provisions of The Freedom of Information and Protection of Privacy Act.
- Not engage in any activity that could damage the MIA's reputation, makes us unable to properly perform our responsibilities, causes others to refuse or be reluctant to work with us, or that hinders the MIA's ability to efficiently manage and direct its operations.

### **Responsibilities**

1. You must not accept any gift, favour, commission, reward, advantage or benefit of any kind from anyone who is directly or indirectly involved in any business relationship whatsoever with the MIA.
2. If you receive any monetary payment, goods or services, you must turn it over to HR Department Head for MIA use as the MIA Executive may determine.
3. You must not solicit gifts, money or prizes for any services offered by MIA.
4. You must not use your position with MIA to create and/or develop products or services that may provide monetary benefits to you.
5. You must not use MIA facilities, services or programs to yield any monetary benefits directly or indirectly.
6. You must not use, or request the use of, facilities, including surplus material, for personal convenience or profit, unless the property is also available for use by the community members,
7. You must not use for personal benefit any information you acquire as a result of your duties with MIA, unless the information is also available to the membership.
8. You must not actively campaign or solicit funds for a potential or declared candidate for elected office during any portion of the day in which you are required to work for MIA.

9. You shall not disclose information concerning the lawful business affairs or processes without the MIA Executive consent, except as authorized or required by by-law or this Code of Conduct.
10. You shall sincerely work for the local Muslim community and MIA with integrity and dedication.
11. You shall carry your duties in accordance to the Quran & Sunnah of the prophet; as well, and shall fully abide by the MIA constitution, by-laws and policies.
12. You shall avoid any situation that constitutes "conflict of interest" and shall not use MIA's resources for my own benefit or the benefit of those closely associated with me.
13. You must read and/or familiarize yourself with MIA's Conflict of Interest policy.
14. You shall fully carry your duties; attending regular meetings on time, maintaining confidentiality and following established procedures that were made known to you.
15. You shall immediately resign from your position if you are convicted of a criminal offense or professional misconduct. As well, you shall resign if you become incapacitated and not being able to carry your duties.
16. You shall treat all member of the community with the respect, regard and consideration regardless of their ethnicity, views or affiliations.
17. You shall welcome criticism and listen equally to opposing and agreeing views.
18. If you are an employee, you must not take part in any outside employment, business or other undertaking that directly or indirectly benefits you, if it:
  - a. Does, or is likely to, interrupt or interfere with the performance of your employment duties.
  - b. Requires your involvement or activity during any part of the day in which you are required to perform work for the MIA.
  - c. Provides you with a benefit, or appearance of benefit, as a result of your position with the MIA.
  - d. Will, or is likely to, influence or affect the way in which you carry out your duties with the MIA, or your impartiality.
  - e. Creates the appearance that you are acting on behalf of the MIA, or representing an opinion of the MIA.

## **Enforcement**

- If you believe that you are, or may be, in conflict with this Code, you must report the conflict or potential conflict, in writing to HR Department Head or the MIA Executive.
- If you are aware or believe that another employee may be in conflict with this Code, you are to notify the HR Department Head or the MIA Executive in writing. If you make your complaint in good faith, you will not be subject to reprisal, threat of reprisal or discipline as a result of filing the complaint.
- All notifications of real or potential conflicts will be investigated to determine if there is an actual conflict, and to determine what action should be taken. During the investigation, the employee in potential conflict may be required to withdraw from participation in the matter until it has been determined if an actual conflict exists.
- Any violation of this Code, including failure to report a conflict, may lead to disciplinary action, up to and including dismissal. Such action may be appealed in writing to the executive board.