



AL-Emaan Code of Conduct Policy

January 2025

*"Indeed, Allah commands you to uphold justice and to do good and to give to relatives. And He forbids immorality, bad conduct, and oppression."
(Surah An-Nahl 16:90)*

*"The believer is one from whom people are safe with their lives and wealth."
(Sunan An-Nasa'i, Hadith 4998)*

Introduction:

Al-Emaan Centre is committed to fostering a positive and respectful environment for its members, volunteers, staff, and all those associated with our organization. This Code of Conduct outlines the standards of behaviour and expectations we uphold to ensure a harmonious and inclusive community.

1. Respect and Dignity:

- Treat everyone with respect, kindness, and dignity, regardless of their background, beliefs, or role within the organization.
- Refrain from engaging in any form of discrimination, harassment, or bullying.

2. Integrity and Honesty:

- Conduct all activities with honesty and integrity, upholding the values and principles of Al-Emaan Centre.
- Provide accurate and truthful information in all interactions, including communications with donors, beneficiaries, and the wider community.

3. Professionalism:

- Maintain a professional demeanour in all interactions, whether within the organization or in the broader community.
- Uphold the confidentiality of sensitive information and respect privacy.

4. Inclusivity:

- Embrace diversity and foster an inclusive environment that values the contributions of individuals from different backgrounds.
- Avoid language or actions that may be exclusionary or offensive.

5. Collaboration and Teamwork:

- Collaborate effectively with fellow volunteers, staff, and members to achieve the organization's goals.

- Communicate openly and constructively, resolving conflicts through dialogue and understanding.

6. Responsible Stewardship:

- Use resources responsibly and ethically, ensuring that funds and assets are managed for the benefit of the organization's mission.
- Comply with all relevant laws and regulations governing charitable activities.

7. Religious Sensitivity:

- Respect and accommodate diverse religious practices and beliefs within the framework of Islamic principles.
- Refrain from imposing personal beliefs on others.

8. Safety and Well-being:

- Prioritize the safety and well-being of all individuals associated with Al-Emaan Centre.
- Report any concerns or incidents related to safety promptly.

9. Social Media and Communication:

- Exercise caution and discretion when using social media, ensuring that online interactions reflect the values and mission of Al-Emaan Centre.
- Clearly differentiate personal views from official organizational statements.

10. Continuous Improvement:

- Engage in self-reflection and seek continuous improvement in personal and professional conduct.
- Provide constructive feedback for the improvement of organizational practices.

Reporting Violations:

Any violations of this Code of Conduct should be reported promptly to the designated contact person within the organization.

Acknowledgment:

I acknowledge that I have read, understood, and agree to abide by the Al-Emaan Centre Code of Conduct. I understand that failure to comply with these guidelines may result in appropriate action, including termination of my association with the organization.

[Signature] _____ [Date] _____

For inquiries or concerns related to the Code of Conduct, please contact us at info@al-emaan.org.uk.

Version: 2.0
Document owner: Al-Emaan Centre
Date of approval: Jan 2025
Effective from: Jan 2025