



Jafaria Islamic Society Ltd

Policy & Procedure

Code of Conduct

Behaviour expected of Board members, members, volunteers and contractors

Version	Status	Adopted	Next review	Owner
1.0	Board-adopted policy (Directors; Trustee oversight)	[date]	[+12 months]	Secretary

1. Purpose

To set the standards of behaviour expected of everyone acting for the Society, reflecting our faith values, our charitable purpose and our legal duties, and to maintain the trust of the community.

2. Scope

All Trustees, Directors, members, the Executive Team, the Alim, employees, volunteers and contractors.

3. Policy principles

- Act with honesty, integrity and in the Society's best interests at all times.
- Treat everyone with respect and dignity; no harassment, bullying, discrimination or violence.
- Maintain confidentiality of personal, financial and sensitive information.
- Use the Society's property, funds and name only for its charitable purposes.
- Uphold the sanctity and decorum of religious spaces and gatherings.

4. Requirements and procedures

Expected conduct

- Follow the Constitution, By-Laws and all policies, including Safeguarding.
- Declare conflicts of interest; never seek personal benefit, gifts or advantage from your position.
- Speak for the Society only when authorised; respect and support Board decisions once made.
- Represent the Society respectfully in the community, in interfaith settings and online.
- Comply with the Safeguarding & Child Protection Policy and screening/training requirements.

Reporting and breaches

- Report breaches, safeguarding concerns and wrongdoing through the proper channels (Complaints & Grievance Policy).
- No person is victimised for raising a concern in good faith.
- Breaches are addressed fairly and may lead to suspension or removal under the Constitution.

5. Roles and responsibilities



Jafaria Islamic Society Ltd

Who	Responsibility
All personnel	Read, sign and follow this Code.
Board	Model the Code; address breaches fairly and consistently.
Secretary	Hold signed acknowledgements; advise on the Code.

6. Records and review

Records made under this policy are kept in the Society's central system and retained per the Records Management & Retention Policy. This policy is reviewed at least every 12 months by the Board of Directors (changes require Trustee approval), and sooner if law, risk or operations change.

7. Related documents

Safeguarding & Child Protection Policy · Conflict of Interest Policy · Complaints & Grievance Policy · Constitution

8. Adoption

Adopted by resolution of the Board of Directors of Jafaria Islamic Society Ltd, with the oversight of the Board of Trustees.

Resolution / meeting date	Chairperson — sign & name	Secretary — sign & name
[date]		