



# Islamic

Educational & Recreational Institute

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## **TRUSTEES CODE OF CONDUCT**

As a Trustee of Abu Bakr Mosque ("the mosque"), I promise to abide by the fundamental values that underpin all activities of this organisation. These are as follows:

### **Our values**

#### **Accountability**

Everything the Mosque does will be able to stand the test of scrutiny by the public, the media, the Charity Commission, members, stakeholders, funders, parliament and the courts.

#### **Integrity and Honesty**

These will be the hallmarks of all conduct when dealing with colleagues within the Mosque and equally when dealing with individuals and institutions outside it.

#### **Transparency**

The Mosque strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and parliament.

Additionally, I agree to the following points.

#### **Law, Mission, Policies**

I will act within the governing document of the Mosque and abide by the policies and procedures of the organisation.

I will not break the law or go against charity regulations in any aspect of my role of Trustee.

I will support the objects and mission of the Mosque and act as its guardian and champion.

I will develop and maintain an up-to-date knowledge of the Mosque and its environment.

### **Conflicts of interest**

I will always strive to act in the best interests of the organisation as a whole and not as a representative of any group, considering what is best for the mosque and its present and future beneficiaries.

I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.

I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

### **Person to person**

I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact within my role as Trustee.

I will strive to establish respectful, collegial and courteous relationships with staff, volunteers and all other users of the mosque.

I deplore all forms of personal harassment and I will strive to ensure that the working environment in the Mosque and also in the community outside is a safe and nurturing environment for all those who work within its premises or those who use its services or are involved in the running and management of the Mosque and the associated Girls School Ayesha Siddiqua.

Where I also volunteer with the mosque, I will keep separate and apart my role as a Trustee and that of a volunteer and will at all times act in the best interests of the Mosque in order to safeguard and protect its name and reputation.

### **Protecting the reputation of the Mosque**

I will not make public comments about the mosque unless authorised to do so.

I will not engage in any form of personal harassment or vendetta against any fellow Trustee or employee or volunteer or attendee of the Mosque. I accept that if I believe I have a valid complaint I must pursue it through the proper channels and not indulge in

- (i) Insensitive jokes and pranks or tasteless comments.

- (ii) Lewd or abusive comments about any employee or colleague or fellow Trustee
- (iii) Deliberate exclusion from conversations
- (iv) Displaying abusive or offensive writing or material in the form of letters or circulating derogatory comments on social media sites with the clear intent to slander or bring the Mosque into disrepute or attack the integrity of fellow Trustees
- (v) Abusive, threatening or insulting words or behaviour.

I acknowledge and accept that these examples are not exhaustive and disciplinary action at the appropriate level will be taken against any Trustee guilty of such malpractices.

Any public comments I make about the mosque will be considered and in line with organisational policy, whether I make them as an individual or as a Trustee.

When I am speaking as a Trustee of the Mosque, my comments will reflect current organisational policy even when my own personal views are in conflict with the said policies

When speaking as a private citizen I will strive to uphold the reputation of the mosque and those who work in it.

I will respect organisational, board and individual confidentiality.

### **Personal gain**

I will not seek to derive a personal gain materially or financially my role as Trustee, unless I have made full and frank disclosure and there is complete transparency in my dealings and have been specifically authorised by the Mosque to do so, nor will I permit others to gain a financial benefit from the Mosque as a result of my actions or negligence.

I will use the Mosque's resources responsibly. I will document expenses and seek reimbursement according to procedure.

I will not accept gifts or hospitality without the prior consent of the Chair of Trustees and in all my dealings with the Mosque I will act honourably and with integrity.

### **In the boardroom**

I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the Mosque.

I accept my responsibility to ensure that the Mosque is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

I will abide by board governance procedures and practices.

I will strive to attend all board meetings and if I am unable to do so then I will give advance notice and express my apologies in good time to the Chair.

I will study the agenda and other information sent to me in good time prior to the meeting and will discharge my duties in a responsible and considered manner and will be prepared to debate and vote on agenda items during the meeting.

I will honour the authority of the Chair and respect his or her role as meeting leader.

I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude towards others and will allow them to express their opinions and views whilst exercising my right to be heard and to make a meaningful contribution to the debate and will not conduct myself at any meetings in a raucous ,disruptive, disrespectful , offensive or threatening manner.

I will not view such meetings as a personal platform to launch aggressive attacks on my fellow Trustees and will not seek to undermine the integrity of the Chair of Trustees or the Mosque.

I will accept a majority board vote on an issue as decisive and final.

I acknowledge and accept that all information acquired by me in the discharge of my duties as Trustee is confidential and I will not make it public or disclose it to the third parties without the express authority of the Chair of Trustees and will ensure that discussions in the boardroom will remain confidential and I will not broadcast information in relation to the said meetings unless authorised by the Chair or Board to publicise the information . I will not make statements to reporters from newspapers, radio, television or social media sites in relation to the Mosque without the express written authority of the Chair of Trustees.

### **Enhancing governance**

I will participate in induction, training and development activities for Trustees.

I will continually seek ways to improve board governance practice.

I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.

I will support the Chair in his/her efforts to improve his/her leadership skills.

**Leaving the Board**

I understand that any breach of this Code will be investigated on complaint being made and may result in my removal from the Board of Trustees. I have been provided and given opportunity to consider the Grievance Procedure and Complaints Policy and confirm that any valid grievance can be made through the proper channels.

Proprietors: Islamic Educational and Recreational Institute

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Dated: 23.8.2020

Reviewed: .....