

DISCIPLINARY POLICY AND PROCEDURE
Southgate Mosque and Community Centre (SMCC)

Failure to meet the standards and requirements set out in this Code of Conduct and any other related policies and procedures may result in disciplinary action being taken against you. Misconduct may result in dismissal, including summary dismissal for any act constituting gross misconduct. Acts that may constitute 'misconduct' and 'gross misconduct' are attached as Appendices to this Code at Appendix 1 and Appendix 2 respectively.

Disciplinary processes:

1. Incident Report:

- A formal complaint or report is filed, detailing the incident, the individuals involved, and any witnesses.
- The report should be made to a designated person from the mosque.

2. Investigation:

- The designated person will convene a team of three including the designated person to conduct an investigation to gather information and determine the facts of the incident.
- This may involve interviewing witnesses, reviewing evidence, and consulting with relevant parties.

3. Meeting with the Accused:

- The accused individual is informed of the complaint and the allegations against them.
- They are given an opportunity to respond to the allegations and present their side of the story.

4. Disciplinary Hearing:

- A formal hearing is conducted, where the accused individual can present their case and evidence.
- Witnesses may be called to testify, and the investigating authority will present their findings.
- The accused individual has the right to be represented by a support person or legal counsel.

5. Decision and Sanctions:

- The disciplinary committee or governing body reviews the evidence and determines the appropriate course of action.
- Possible disciplinary actions may include:
 - Verbal warning
 - Written warning
 - Suspension from mosque activities
 - Expulsion from the mosque community

6. Appeal Process:

- The accused individual may have the right to appeal the decision to a higher authority within the mosque.
- The appeal process should be clearly outlined in the mosque's disciplinary policy.

Additional Considerations:

- **Confidentiality:** The disciplinary process should be conducted with sensitivity and confidentiality, especially when dealing with sensitive issues like allegations of abuse or harassment.
- **Fairness and Impartiality:** The investigation and hearing process should be fair and impartial, ensuring that the accused individual's rights are protected.
- **Documentation:** All stages of the disciplinary process should be documented, including the complaint, investigation findings, hearing minutes, and the final decision.
- **Timeliness:** The disciplinary process should be conducted in a timely manner to avoid undue delay and stress for all parties involved.
- **Islamic Principles:** The disciplinary process should be guided by Islamic principles of justice, fairness, and forgiveness.

If there is anything in this Code that you do not understand, you should speak to the chairmen or a trustee.

MISCONDUCT

Misconduct includes, but is not limited to, the following:

- failure to conform to agreed working practices, where these are reasonably and properly required
- refusal or failure to carry out a reasonable instruction
- failure to complete contractual hours
- failure to observe policies and procedures, including, for example:
 - the correct recording of working time and attendance,
 - the reporting of sickness, and
 - requirements relating to time off work or release from duties (e.g. annual leave or domestic emergency)
 - the *mosques* Code of Conduct.
- persistent lateness to an activity
- unaccountable absences from the workplace or area
- failure to comply with appearance and dress codes or requirements
- using the mosque property, equipment, transport or other resources for private purposes without authorisation, or misuse of such property whether inside or outside of the workplace or working hours
- disclosing confidential information without authorisation
- failure to comply with the Mosque ‘No Smoking’ and “no intoxicants” on site policy or requirements
- any actions or inactions leading to a loss of trust and confidence, or which bring the mosque into disrepute

- persistent failure or refusal to comply with Islamic codes of conduct in the public space

Note:

- (1) The above list is neither exclusive nor exhaustive.
- (2) If sufficiently serious, or if repeated, the above may, in some cases, constitute gross misconduct.

GROSS MISCONDUCT

Gross Misconduct includes, but is not limited to, the following:

- serious abuse
- corrupt practices
- where an employee is charged with a criminal offence inconsistent with his/her position
- serious breaches of regulations, policies or procedures (e.g. the *mosque's* Child Protection Policy)
- theft, fraud and deliberate falsification of records (e.g. expenses claims)
- physical violence, threats, fighting, assault on another person
- serious bullying, harassment or discrimination
- deliberate damage to mosque property or another person's property
- removal or disposal of any mosque property without permission
- serious insubordination
- interference with safety devices or equipment putting other employees/workers, pupils, trustees or any visitors at risk at the mosque
- serious infringement of health and safety regulations, rules or practices
- serious misuse of the mosque property or name
- misuse of a disabled person's blue badge
- incapability whilst on duty brought on by alcohol or illegal drugs, the misuse of drugs or the possession of illegal drugs whilst at the mosque

- the supply and trafficking of drugs, money laundering activities, or the use, sale or distribution of illegal substances
- negligence which causes or might cause unacceptable loss, damage or injury
- serious breach of duty of confidence (subject to the Public Interest Disclosure Act 1998 and any amendments)
- deliberate or reckless damage, misuse or interference with or unauthorised use of the mosques computers and/or software or unauthorised entry to computer records
- serious misuse of electronic systems
- conviction of a criminal offence that is relevant to the employee's employment
- deliberate falsification of a qualification that is a stated requirement of the employee's employment or results in financial gain to the employee
- bringing the mosque into serious disrepute, and/or any actions/inactions leading to a serious breach of trust or confidence.
- Deliberate refusal to observe Islamic code of conduct in public place

The above list is neither exclusive nor exhaust

