



CODE OF CONDUCT

This Code of Conduct applies to Executive Committee members and employees of Perth City Musallah Association Incorporated. The Code of Conduct is a result of Executive Committee meeting resolution of 5 January 2018.

It outlines organisation's expectation regards to PCMA official or employee's behavior towards each other or the organisation to ensure that organisation reputation is not brought into disrepute in any manner.

The organisation expects full compliance with the Code of Conduct and it applies to every official and employee equally.

Act ethically and responsibly

1. The official or employee must conduct themselves ethnically and responsibly when dealing with organisation's finances, property or public image.

Conflict of Interests

2. The organisation expects that the official or employee to avoid any personal, financial or other interests that will hinder, harm or disrupt the function of the organisation.

Zero tolerance to discrimination and harassment

3. Each official or employee must respect each other and refrain from discriminatory, sexist or racist behavior, harassment or victimization of each other or towards members of the organisation OR the public.

Protection of organisation's assets

4. Officials and employees are duty bound to protect organisation's assets and property with great care and attention and avoid misuse of assets.

Protection of organisation's intellectual property

5. The official and employees are to protect organization's intellectual property such as trademarks, copy rights or patents and internal financial reports.

Act with integrity and professionalism

- 6. The official or employee is expected to demonstrate integrity and professionalism at all times.

Taking of bribes or theft and avoidance of corruption

- 7. The official or employee must never take bribe or steal for benefit of external or internal party in any form what so ever.

Team work and completion of task/s

- 8. The official or employee are expected to act as a team wherever possible and complete their duties with skill in a professional and timely manner

Disciplinary action for breach of Code of Conduct

- 9. The official or employee will be disciplined for serious breaches of Code of Conduct. Depending on the seriousness of the breach, the following disciplinary action will be taken:
 - a) Reprimand, this will be in an official letter with a warning but giving the official or employee and opportunity to explain them.
 - b) Suspension or immediate termination from the position for a more serious breach with possible sanction under the law.

Protection of PCMA member’s privacy and confidential information and refrain from spying on Muslim congregation

- 10. Official or employee must protect the privacy and confidential information of its members and users of prayer hall and this includes avoidance of spying on fellow citizens on behalf of foreign or domestic spy agencies which not only breaches human rights of Australian citizens but breaches Islamic principles and the Qur’an.

Name of official _____

Position _____

Date _____

Signature _____