



# CODE OF CONDUCT FOR MEMBERS

Date of Last Review: 6<sup>th</sup> February 2024

---

The purpose of the Code of Conduct for Members is to set out standards of behaviour expected from members of Chelmsford Muslim Society (CMS). All Members should ensure that they have read and comply with this Code of Conduct and any reservations made to be addressed to the Committee of Chelmsford Muslim Society (the Committee).

Members should maintain the highest standards of behaviour in the performance of their duties by:

- Following the charity's policies and procedures as well as any instructions or directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Raising concerns about possible wrongdoing from other members;
- Acting in a way that is in line with the purpose and values of the charity and that enhances the work of the charity;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to members;
- Reporting any health and safety concerns;
- Directing any questions regarding CMS's policies, procedures, support or supervision to the Committee;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with CMS's grievance procedures;
- Declaring any interests that may conflict with their role or the work of the charity (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, members may seek guidance from the Committee (e.g. business interests or employment or membership of any social or political organisations or entities);

- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with CMS returning any such documents, material in their possession;
- Seeking authorisation before communicating externally on behalf of CMS;
- Maintaining an appropriate standard of dress and personal hygiene;
- Disclosing the fact that they have been charged with, or convicted of a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the Committee.
- Abiding by the laws and regulations of the UK in relation to their conduct as CMS members

Members are expected NOT to:

- Bring the charity into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role;
- Act or carry on in a manner unbecoming of a Muslim or contrary to the principles of Islamic conduct;
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community);
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering;
- Provide a false or misleading statement, declaration, document, record or claim in respect of CMS, its members, employees or charity trustees;
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity while carrying out their role.
- Improperly disclose, during or after their involvement with CMS ends, confidential information gained in the course of their role with CMS.
- Wilfully defame (libel or slander) another Muslim within the community or in exceptional circumstances, outside of the community; or causing them, in any form and to any degree, reputational or material harm by way of action or inaction

Where a member is found to be in breach of the standards outlined in this Code of Conduct or any of CMS's other policies and procedures this may result in the member's membership being revoked.

The Committee will review the Code of Conduct for members at 3-year intervals or as appropriate. The Committee is responsible for ensuring that this policy is implemented effectively. All other staff and members, including charity trustees, are expected to facilitate this process.

CMS Committee