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<b>Document Number</b>	<b>MAB-POL-22-003</b>	<b>Document Name:</b>	<b>MAB discipline Policy</b>
<b>Effective Date</b>	<b>March 1<sup>st</sup>, 2022</b>	<b>Policy Owner</b>	<b>MAB</b>
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**Purpose:**

The MAB BOD outlines these provisions for smooth running of Masjid operations.

**Scope:**

This policy applies to MAB employees, MAB BODs and key volunteers who play a leading role for specific event/area.

**Policy details.**

• **Policy Elements:**

This policy is defined to cover the different areas/venues of communication such as:

- Streaming the process to resolve any dispute/allegation to any Masjid stake holder.
- Avoid unnecessary waste of time/ prolong any dispute with an aim to maintain the organization integrity.
- Defined process for dispute/allegation resolution.

**Complaint against employee/Volunteer:**

- In case of receiving a written complaint against any employee/volunteer by a community member/fellow employee.
- Within 48 hours, the MAB president/general secretary will respond by email for full comprehensive details within 5 business days.
- In case no response – A reminder will be sent giving another 5 business days.
- If still does not receive any response – A email sent to the community member / employee with following objectives.
  - Refrain to make any allegation without full details.
  - Avoid creating any unrest within the community.
- In case if the response received with in the time frame.
  - Immediate BOD meeting to review either to make decision or defined action items to address and close the complaint within 30 days of the BOD meeting.
- Final Step if needed - communication update with the community members within 48 hours after the closure of the case.

In case if MAB BOD raises any concern against any employee/key stake holder. The following steps must be taken to address the concern of the member of MAB BOD.

- Concern must be submitted to MAB BOD in writing with evidence.
- Meeting of MAB BOD with 3 days of the receipt of the written complaint.
- Committee formed to resolve the concern within 15 days.
- If BOD member is at fault – written reminder with explanation about final decision.
- If complaint is true, then stiff action must be taken by BOD and recorded with in 3 weeks of the receipt of complaint including written warning/dismissal.

#### **Complaint against MAB BOD Member by Community Member:**

- In case of receiving a written complaint against MAB BOD by a community member.
- Within 48 hours, the MAB president/general secretary will respond by email for full comprehensive details and evidences within 5 business days.
- In case no response by the person – A reminder will be sent by MAB giving another 3 days to provide detailed written evidence and report.
- If still does not receive any response – A letter sent to the community member with following objectives.
  - Refrain to make any allegation without full details.
  - Avoid creating any unrest within the community.
- In case if the response received with in the time frame.
  - Immediate BOD meeting to review either to make decision or defined action items to address and close the complaint within 15 days of the BOD meeting.
- Final Step if needed - communication update with the community members within 48 hours after the closure of the case.

#### **Complaint against MAB BOD Member by MAB Employee:**

- In case of receiving a written complaint against MAB BOD by an MAB employee.
- Within 24 hours, the MAB president/general secretary will respond by email for full comprehensive details and evidences within 3 business days.
- In case no response by the employee – A reminder will be sent by MAB giving additional 3 days with a meeting time with in 5 days to meet with the employee.
- If still does not receive written response – Meeting as scheduled with employee with 3 BOD members.
  - Written warning to be handed in to the employee.
  - Employee to write an apology letter with in 7 days of the meeting.
  - In case if employee do not write the apology letter, BOD meeting with 48 hours, decision for immediate dismissal/suspension.
- In case if the response received with in the time frame.
  - Immediate BOD meeting to review either to make decision or defined action items to address and close the complaint within 5 days of the BOD meeting.
- Final Step if needed - communication update with the community members within 48 hours after the closure of the case.

#### **MAB Stakeholder Core responsibilities guidelines:**

- MAB does not allow all MAB stake holders who perform a key role in any capacity to be in a similar role within another Masjid or Islamic center in Brantford and surrounding area.
- MAB directors and employees shall not be key stake holder in similar role of another Masjid or Islamic center in Brantford and surrounding area.
- MAB directors and employees shall not run any similar organization that is in similar scope of their MAB responsibility.
- MAB directors and employees shall not run any program or event in their personal capacity that is in similar scope of their MAB responsibility.

#### **Revision History:**

**Document Approval Date: February 16<sup>th</sup>, 2022**

**Revision: 1**



The Muslim Association  
Of Brantford

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