

Sammamish Muslim Association

Code of Ethics

Sammamish Muslim Association (referred to as SMA) places the highest priority on its relationship with the Muslim community of Sammamish and nearby areas. As part of this relationship, SMA responds to, serves, and supports the community by working to increase the organized capacity of people to care for one another.

SMA employees and board of directors should set an example for other nonprofit organizations by their high standards of performance, professionalism, volunteer and charitable & religious activities, and ethical conduct.

This Code of Ethics is the policy of Sammamish Muslim Association. Accordingly, this Code should guide the conduct of all employees, volunteers, and governing bodies (Board of Directors and Board of Trustees) of SMA, and is intended to foster an environment that promotes principled conduct in carrying out their responsibilities.

Personal Integrity

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. Sammamish Muslim Association board of directors and employees:

- Seek to understand before making assumptions
- Respect and seek out the truth to avoid misrepresentation
- Ensure fairness and objectivity in all activities and adhering to SMA principles (See appendix)
- Set an example, as employees and board of directors of a leading nonprofit organization, for high standards of professionalism
- Honor the right of privacy of all people, including co-workers, employees, contributors, board of directors and board of trustees and beneficiaries
- Exhibit respect and fairness toward all those with who we come into contact with SMA employees and governing bodies

Professional Excellence

As an employer, SMA promotes professional excellence and encourages open and honest communication among all employees and governing bodies to create an atmosphere conducive to personal growth and career development:

SMA Governing bodies (Applicable to Board of Directors only):

- Encourages employee development, and communicates with personnel to help them achieve their goals
- Evaluates employees on a fair and consistent basis, so that all employees know what is expected of them and how they are progressing toward fulfilling expectations
- Shows respect and empathy for employees, and is considerate while being mindful of managerial responsibilities
- Promotes a working environment where honesty, open communication and minority opinions are valued

SMA Employees:

- Strive to meet performance standards at the highest level
- Refuse to engage in or tolerate any fraud, misuse, abuse or waste of SMA resources
- Encourage growth and self-improvement in themselves and their co-workers
- Exhibit respect for co-workers and all those they come into contact with
- Examine all alternatives with the understanding that the easiest action is not always in the best interest of the organization.

Accountability

SMA has a responsibility to its members which include donors, maintaining SMA assets effectively and efficiently, users of SMA facility and resources, volunteers and the entire community. These have placed faith in SMA. To uphold this trust, SMA employees and governing bodies (Board of Directors and Board of Trustees):

- Make full and fair disclosure of all relevant information to all, who have a right to know how their dollars are spent
- Use SMA resources wisely, efficiently and objectively
- Are good stewards of all contributions that are utilized by SMA to pay operating expenses, salaries and employee benefits, and refrain from allowing expenditures of SMA funds that, by nature or amount, do not directly advance SMA vision and mission
- Observe and comply with all laws and regulations affecting Sammamish Muslim Association

Responsibilities to Volunteers

Volunteers who serve SMA through its Board of Directors or in other ways are crucial to the success of SMA. In order to assist volunteers to serve effectively and to obtain satisfaction from their service, all SMA employees and Board of Directors:

- Support volunteers so they can perform to the highest level of their contribution and personal satisfaction
- Treat all volunteers with fairness, equity and respect, providing appropriate mechanisms for their views and interests to be expressed
- Involve volunteers at appropriate levels of the decision-making process
- Assist in the development and the understanding of the roles of volunteers and employees, respectively; set clear standards of performance for volunteers; and appropriately recognize their contributions

Responsibilities of Volunteers

- Review the Code of Ethics of SMA and ensure that they adhere to the spirit of the Code when making policy or otherwise managing the affairs of the organization
- Refrain from taking any action or making any statement intended to influence the conduct of SMA in such a way as to confer any financial benefit on such volunteers, their immediate family members, or any corporation in which they or their family members have a significant interest as co-owners, stockholders, directors or officers
- Disclose all known conflicts or potential conflicts of interest in any manner before the Board of Directors, or any committee upon which they serve. The volunteer should withdraw from discussion, review and voting in connection with the matter
- The disclosure and withdrawal shall be recorded in the minutes of the meeting

Confidentiality

Confidentiality is the hallmark of professionalism. SMA employees, volunteers and governing body members (Board of Directors and Trustees):

- Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately
- Ensure that all non-public information of other persons or firms acquired by SMA personnel in dealing with outside firms and association on behalf of SMA is treated as confidential and not disclosed

Conflicts of Interest

As part of decision making, the Board of Directors and Volunteers can both make decisions. It is the SMA policy to allow decision making at all levels. As such, best efforts must be made to disclose and avoid any potential conflict of interests:

- Any duality of interest or possible conflict of interest on part of any board member should be disclosed to other board members and made a matter of record
- Any board member having a duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter, and he/she should not be counted in determining the quorum for the meeting, even where permitted by law. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation
- The foregoing requirements should not be construed as preventing the board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other board members since his/her knowledge may be greater assistance
- SMA Board of Directors make decisions for allocation SMA resources to volunteer program, hiring employees and services of various organizations – if SMA board members have any association (owner/relation to owners) with programs, organizations or service providers – SMA Board of Directors and Board of Trustees must adhere to above mentioned Guidelines.

Communications

Communication plays an extremely critical role in building an environment where differing opinions are respected and encouraged; it also helps in building a working environment for employees, governing bodies (Board of Directors and Board of Trustees). As such, SMA encourages following in while communicating within the governing bodies, employees and community members at large:

- Respectful with each other while attending internal meetings (Boards meeting, volunteers meeting, event planning etc)
- Ensure honesty and integrity in communicating with others and candid
- Accurate information must be shared, in a non-profit, community based organization – it's important to avoid hearsay and focus on factual data.
- Confidentiality must be adhere to with regards with all the information shared during meetings and communication
- Public communication must be with caution and ensure that it follows the above guidelines
- Avoid personal attacks during meetings and email communications
- The Board of Directors and Board of Trustees are expected to exhibit proper manners when dealing with the community and the general public. Improper manner of various forms such as fighting, shouting by board members reflects badly on the community and the board and must not be tolerated
- Must consultation with Imam early on key issues that need a religious leader's opinion

Disclosure

SMA employees, volunteers, and governing body members (Board of Directors and Board of Trustees) are encouraged to disclose any perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to a supervisor, or to the Board of Directors. Any reported breaches will be investigated and appropriate action, if needed, will be taken. Confidentiality will be maintained, unless the matter raises serious legal implications. SMA Board of Directors will not take any adverse action against employees solely for disclosing perceived breaches of the Code. SMA encourages all governing body members, employees and volunteers to be prompt, open and forthright in reporting perceived breaches of the Code of Ethics:

- All Code of Ethics violations must be reported to the SMA Board of Directors. SMA can make a decision on Code of Ethics violations by volunteers and employees with a simple majority
- In SMA Board of Directors meetings and other meetings with volunteers, attendees should identify and address Code of Ethics violations
- SMA President - as leader of the organization - must address the conflict and other code of Ethics violation within the governing body objectively and in a timely manner. In cases of the President involving him/herself in Code of Ethics violations, (s)he should seek an independent person to intervene
- In case of Code of Ethics violation by a Governing body members – depending on the violation, Section 8 of the SMA by-laws can be used to remove a governing body member (SMA Board of Directors and Board of Trustees)