

Tamkeen Code of Conduct



Tamkeen, a registered independent non-profit organization, is committed to providing a safe and Islamic environment for its members (*Tamkeeners*). As a part of this cohesive effort, Tamkeeners must behave respectfully, responsibly, and with integrity at all times.

Below are rules that must be followed by every individual that attends any part of Tamkeen's programs. Individuals and Tamkeeners who do not follow these rules may be denied access to halaqas and activities.

Pre-Halaqa:

- Bring your ID card
- Arrive early
- Try to come with wudu!
- Check-in with the registrar required at entry

During the Halaqa:

- Phones will be taken at the door
- Remain quiet and listen attentively during the halaqa
- Bathroom trips are regulated by the registrar, one child of each gender at a time
- Keep bathroom usage to a minimum and keep it clean
- Remain silent during the call for prayer (athan)
- Wait quietly and patiently after prayers to be split into groups for carpooling or activity

Carpooling:

- Treat the driver and car with respect
- If driver is leaving early, driver must inform admin ahead of time
- INFORM ADMIN AND *CHECK-OUT* IF YOU ARE LEAVING AT ANY POINT
- Return to destination with SAME driver (!)

During the Activity:

- Respect the facility, its rules, policies, and employees, on any and every site
- Represent Islam in a positive light with your manners and behavior in public
- Respect yourself and others
- Do not leave ANYWHERE without permission of an admin
- IF YOU LEAVE AT ANY POINT, TELL AN ADMIN TO *CHECK-OUT*

After the Activity:

- Clean up facility used
- Check out with the registrar or an admin

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General Guidelines:

- The age range for TAMKEEN members is 10-21 years old. Membership is subject to administrative approval. Members between the age of 8-10 years old must *a)* have an older sibling who is a member, *b)* come with his parent/guardian, and *c)* not be disruptive to the learning process, as assessed by the instructor and admins
- By September 30th, 2018 only registered members will be allowed to participate in Tamkeen programs, including but not limited to halaqas, activities, camps, etc.
- *Verbal and physical aggression*, which may appear in the form of but is not limited to; harassment or intimidation by words, gestures, physical contact in an angry, aggressive, or threatening way, threatening body language, or any type of menacing behavior is not allowed. Profanity and inappropriate speech is not tolerated.
- Tamkeeners must act and dress within the bounds of Islam at all times.

Tamkeen reserves the right to deny access or membership to any person who has been convicted of any crime. Tamkeen reserves the right to dismiss any participating individual for refusing to follow administrative requests.

Anyone who witnesses or suspects a violation of the code of conduct should immediately and privately report the incident to an admin, or in emergency situations a volunteer on duty at the time.

Violations of the rules listed on the Tamkeen Code of Conduct may result in suspension or termination of Tamkeener membership. If an incident is under investigation, the person's membership may be temporarily suspended pending a final decision.

Any amendments or changes to the Code of Conduct will be voted in by admins and posted as amendments to the Code of Conduct.

This Code of Conduct as documented has been reviewed and approved as signed by the specific Board of Directors listed below:

Reviewed By:

General Secretary _____

Date: _____

Treasurer _____

Date: _____

Approved By:

President _____

Date: _____

Vice President _____

Date: _____