



Code of Conduct for Islamic Council WA Office Bearers, Volunteers and Employees

1. Compliance

This code of conduct is binding upon all officials, volunteers and employees of the Islamic council.

2. Care, Skill and diligence

The Islamic Council WA (ICWA) office bearer, volunteer or employee has a duty to use reasonable care and diligence in fulfilling the functions of the office and exercising the powers attached to the office.

3. Good faith

Office bearer, volunteer or employee must act honestly, in good faith, and in the best interests of the Islamic council and for a proper purpose.

4. Proper Purpose

Officer bearer, volunteer or employee must use the powers of office for a proper purpose. The officer's, volunteer's or employee's primary responsibility is to the council.

5. No misuse of information

An official, volunteer or employee must not use information acquired as an officer improperly to gain advantage for the official or for someone else or to cause detriment of the Islamic council.

6. No misuse of position

An official, volunteer or employee must not use his or her position as an official improperly to gain advantage for the official or for someone else or to cause detriment to the council.

7. Conflict of interest

An official, volunteer or employee must not give preference to personal interests, or to the interests of any associate or other person, where to do so would be in conflict with the interest of the council. No official, volunteer or employee shall engage in, be employed in or advise anyone in any business similar to any of ICWA businesses. The official, volunteer, or employee must inform the council immediately if there is or appears to be any conflict of interests. Failure to do so shall result in the immediate dismissal of the official, volunteer or employee with recourse to any mediation.

8. Disclosure of interests

An official, volunteer or employee must disclose to all other officials any material person interest that he or she or any associate may have in a matter that relates to the affairs of the council. Including but not limited to membership of any other organisation that has the same or similar standing or claiming to be a peak representing body for Muslims in Australia.

9. Accountability

An official, volunteer or employee has a duty to account to the council for business opportunities which arise as a result of his or her being an official, volunteer or employee of the council and to use the council resources only for the benefit of the council. No official, volunteer or employee shall undertake to engage or assist any individual, organisation or company or disclose any

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business information ICWA had been conducting for a period of two years after ceasing to be a member.

10. Serious Misconduct

In the event of serious misconduct, the official, volunteer or employee will be expelled or dismissed with immediate effect. Serious misconduct means:

- Use of physical violence or threat of violence
- Sexual or racial harassment of council officials, volunteers, employees or members of public
- Use of vulgar language in council or representing council
- Failure to disclose material personal interests that directly or indirectly conflicts with the Islamic Council
- Misuse of council funds
- Any unlawful conduct under the law

11. Confidentiality

Confidential information received by an official, volunteer or employee in the course of his or her duties remains the property of the council and should not be disclosed to any other person without the prior written consent of the President of the council unless the disclosure is required by law. Personal information about staff, be they employees or volunteers including names, personal details, telephone numbers is not to be released or publicised without prior approval of ICWA Executive and individual concerned.

12. Business decisions

When making a business decision, an official, volunteer or employee must make the decision in good faith for a proper purpose and without material personal interest, inform himself or herself about the subject matter of the

decision, any rational person would believe the decision to be in the best interests of the Islamic council.

13. Reliance on information

An official, volunteer or employee may rely on information or advice from the council executive committee, officer and competent experts and advisors provided he or she does so in good faith and makes an independent assessment of the of the information or advice.

14. Delegation

When delegating powers, an official, volunteer or employee must enquire as to a delegate's reliability and competency and must reasonably believe in good faith that the delegate will act in the conformity with the official's, volunteers or employee's duties and Islamic council's constitution.

15. Compliance with Islamic Council's laws and regulations

An official, volunteer, employee should not engage in conduct likely to have an adverse effect on the reputation of the council. An official, volunteer or employee must comply with all laws and regulations and act in accordance with this Code of Conduct.

16. Attendance of Council meetings

Board members and subcommittee members are required to attend meetings of the board and appropriate committees, interact with fellow members in a courteous and respectful manner; and not to disclose any confidential information of the Islamic council.

17. Signing the Code of Conduct

As a member of the executive committee, volunteer or employee you are expected to read and sign the code of ethics if you are not happy to sign then you might have to reconsider your role on the management committee, subcommittee or council.

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18. Return of ICWA Property

When an employee or volunteer staff leaves ICWA they must return all information and documents (both hardcopies and electronic format) that relate to ICWA's operations to Executive Committee, subcommittees or council.

I have read and understood this Code of Conduct and agree with its regulations.

Name: _____

(Please print clearly)

ICWA

Official: _____

Employee/volunteer position:

Date: _____

Signature: _____