



FVAMC

Farmington Valley
American Muslim Center

Contents

FVAMC MASTER POLICY.....	1
POLICY A: FVAMC ANTI-HARASSMENT AND ANTI DISCRIMINATION POLICY	3
POLICY B: FVAMC ADULT-MINOR INTERACTION POLICY.....	3
POLICY C: FVAMC STUDENT BEHAVIOR EXPECTATIONS AND PARENT STATEMENT OF SAFETY POLICY.....	4
POLICY D: NON-MUSLIM HOLIDAYS.....	4
POLICY E: VIDEO SURVEILLANCE AND RECORDINGS	4
EXHIBIT 1: DEFINITIONS	5
EXHIBIT 2: ANTI-HARASSMENT AND ANTI-DISCRIMINATION GRIEVANCE & COMPLAINT PROCEDURE.....	9
EXHIBIT 3: FVAMC ADULT-MINOR INTERACTION GUIDELINES.....	11

FVAMC MASTER POLICY

INTRODUCTION

The Farmington Valley American Muslim Center (“**FVAMC**”) is committed to providing a safe, respectful, and welcoming environment for all **FVAMC STAKEHOLDERS**. Towards this end, **FVAMC** has created these policies and procedures to ensure that **FVAMC STAKEHOLDER** is treated with dignity and fairness. These guidelines are designed to address any concerns promptly and effectively, promoting a culture of inclusion and mutual respect. Our policies cover a range of areas including harassment, discrimination, and conflict resolution, and they are regularly reviewed and updated to reflect best practices and legal requirements. By adhering to these procedures, we aim to foster a positive and supportive atmosphere where our **FVAMC STAKEHOLDER** can thrive and contribute to our collective success.

SCOPE

These policies and procedures apply to all **FVAMC STAKEHOLDERS**.

ENFORCEMENT

Violations of this policy or associated procedures may result in appropriate disciplinary actions.

DEFINITIONS

Refer to “**EXHIBIT 1: DEFINITIONS.**”

APPROVAL

<u>{Signed}</u>	<u>{Dated}</u> _____	<u>{Signed}</u>	<u>{Dated}</u> _____
Khamis Abu-Hasaballah	Date	Rubina Ali	Date
President		Vice President	
 <u>{Signed}</u>	 <u>{Dated}</u> _____	 <u>{Signed}</u>	 <u>{Dated}</u> _____
Chaker Dridi	Date	Naseem Shaikh	Date
Secretary		Treasurer	

{Wet Signatures in Original Kept on File August 14, 2024}

PROPERTY OF FVAMC

POLICY A: FVAMC ANTI-HARASSMENT AND ANTI DISCRIMINATION POLICY

PURPOSE

This policy describes the rights and responsibilities of **FVAMC STAKEHOLDERS**, outlines the standards of behavior expected within our community, and establishes procedures for addressing complaints and incidents of harassment. This policy serves as a clear statement that harassment, discrimination, and any form of misconduct are not tolerated at **FVAMC**.

POLICY

1. **FVAMC** prohibits **HARASSMENT**, including sexual **HARASSMENT**, of any kind, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy.
2. FVAMC prohibits **CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS** between a supervisory employee and his or her staff or volunteers.
3. FVAMC addresses complaints related to **HARASSMENT** or discrimination through a formal and documented process (Refer to “**EXHIBIT 2 - GRIEVANCE & COMPLAINT PROCEDURE**”).
4. **FVAMC** prohibits retaliation or attempted retaliation in response to lodging a harassment or discrimination complaint or invoking the complaint process.

POLICY B: FVAMC ADULT-MINOR INTERACTION POLICY

PURPOSE

All **FVAMC STAKEHOLDERS** are required to serve as exemplary role models for young people, maintaining the highest standards of behavior when interacting with **MINORS**. This policy has been established to create a safe and nurturing environment that promotes the growth and development of **MINORS** at **FVAMC**, and to foster an environment based on Islamic ethics and principled cross-gender interactions.

POLICY

All interactions between adults and **MINORS** must be conducted in a safe and lawful manner. The guidelines outlined in “**EXHIBIT 3 - FVAMC ADULT-MINOR INTERACTION GUIDELINES**” offer a general framework to ensure appropriate and safe interactions. Any violations of this policy must be reported to **FVAMC** in accordance with the **GRIEVANCE & COMPLAINT PROCEDURE**.

POLICY C: FVAMC STUDENT BEHAVIOR EXPECTATIONS AND PARENT STATEMENT OF SAFETY POLICY

PURPOSE

It is acknowledged that **STUDENTS** may occasionally engage in rough play or use offensive language, whether intentionally or unintentionally, that could cause harm to their peers. Such behavior is contrary to Islamic values and undermines **FVAMC**'s mission to create a safe and welcoming environment. This policy outlines the acceptable and prohibited behaviors to minimize incidents of physical or emotional harm among **STUDENTS**.

POLICY

1. All **STUDENTS** participating in **FVAMC ACTIVITIES** are required to adhere to the **STUDENT CODE OF ETHICS** and the **STUDENT CODE OF CONDUCT**.
2. Parents must comply with the **PARENT STATEMENT OF SAFETY**.

POLICY D: NON-MUSLIM HOLIDAYS

FVAMC maintains a neutral stance on the celebration of non-Muslim holidays (e.g., Halloween, Thanksgiving, Christmas, birthdays etc.). The decision to observe such holidays is left to the discretion of each family in accordance with their individual beliefs regarding halal and haram.

POLICY E: VIDEO SURVEILLANCE AND RECORDINGS

FVAMC operates audio and video surveillance on its premises 24/7, with recordings retained for up to 15 days. These recordings are used solely for operational purposes and will only be released to law enforcement or the courts upon request. FVAMC treats these recordings as confidential, and they will not be provided to private individuals or entities.

FVAMC's video surveillance complies with local, state, and federal laws. Our organization doesn't allow surveillance where employees expect privacy, such as the restrooms.

EXHIBIT 1: DEFINITIONS

MINOR: A child sixteen (16) years of age or under.

FVAMC STAKEHOLDER: Board members, directors, employees, clergy, staff, contractors and vendors, volunteers, congregants, parents, students, visitors, and any person connected to FVAMC.

STUDENT: A minor enrolled in an **FVAMC ACTIVITY**.

FVAMC ACTIVITY. Any activity or service organized by FVAMC (in-person/virtual, onsite/off-site) involving an assembly of three (3) or more people. Examples include FVAMC Academy, Ijaza, Afterschool Quran Learning (AQL), Toddler Club, Babysitting, etc...

PARENT STATEMENT OF SAFETY: To ensure the safety of our **STUDENTS**, parents must supervise their children at all times while on **FVAMC** premises and classes not in session. Children under the age of 10 must not be left alone or allowed to roam the facility without parental supervision. Additionally, it is strictly prohibited for children 12 years of age and younger to leave the building unattended or without parental supervision for any reason. Adults are encouraged to notify **FVAMC** administration of any violations of these rules. For the safety of our **STUDENTS** and their families, FVAMC Academy employs traffic police during Sunday classes to facilitate safe drop-off, pickup, and traffic control. Parents are required to park their vehicles and walk their children to the building.

STUDENT CODE OF ETHICS: Adhering to the ethical and moral values of Islam as outlined in the Quran and exemplified by the practices and life of the Prophet Muhammad (peace be upon him).

STUDENT CODE OF CONDUCT: A set of behaviors that **STUDENTS** must observe during **FVAMC ACTIVITIES**, including but not limited to:

1. **Respecting Others and Property:** Respect others, the property of **FVAMC**, and the property of others.
2. **Prohibiting Disrespectful Behavior:** Do not engage in any behavior that displays disrespect for others, personal property, or the environment.
3. **Fair Treatment:** Refrain from any unfair treatment of fellow **STUDENTS**, including but not limited to teasing, goofing around, using negative or derogatory language, engaging in acts or using foul language that offend, degrade, abuse, insult, or discriminate against others, or any other behavior that may cause physical injury or emotional harm.
4. **Avoiding Gossip:** Do not engage in spreading rumors, backbiting, slander, or defamation.
5. **Avoiding Destructive Habits:** Do not engage in destructive or negative habits, including smoking, using tobacco products, using or possessing alcoholic beverages or controlled substances (except prescribed medication, of which the supervising adult should be made aware).
6. **Fire Safety:** Do not use fireworks or engage in unauthorized lighting of fires.

7. **Weapons Policy:** Do not bring firearms, live ammunition, knives with blades longer than 3 inches, axes, hatchets, or weapons to **FVAMC** without explicit permission.
8. **Following Directives:** Follow reasonable directives from **FVAMC** administrators and staff, including traffic police.
9. **Hands-Off Policy:** Unless participating in a contact game or greeting (e.g., shaking hands or hugging), **STUDENTS** should not touch each other. Avoid unnecessary or inappropriate physical roughness.
10. **Staying with the Group:** Do not leave an activity without permission, stray from the group, or fail to use the Buddy System when necessary.
11. **Equitable Treatment:** Treat all fellow **STUDENTS** and adult activity program participants fairly.
12. **Using Designated Walkways:** Use designated walkways outside and avoid walking on the lawn, vegetation, and plants.
13. **Supervision:** **STUDENTS** must not be unattended at any time and should remain in the designated activity rooms.
14. **Digital Media:** Do not disseminate any inappropriate information on digital media and do not engage in harmful speech against fellow **STUDENTS** on any public forum or social media platform.

HARASSMENT: For purposes of this policy, **HARASSMENT** is any verbal, physical, or sexual conduct, designed to threaten, intimidate, or coerce an **FVAMC STAKEHOLDER**. Prohibited under this policy is **HARASSMENT** by or against **FVAMC STAKEHOLDERS**. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal **HARASSMENT** includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, age, body appearance, and/or disability. This includes epithets, slurs, and negative stereotyping. Verbal taunting that impairs an **FVAMC STAKEHOLDER**'s ability to perform his or her job functions is included in the definition of **HARASSMENT**.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.
- Hostile work environment **HARASSMENT** creates an offensive and unpleasant working or worshipping environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or congregants. A hostile work environment can also be created by repeated texts, e-mails or letters to congregants denigrating any **FVAMC STAKEHOLDER**.
- Sexual **HARASSMENT** is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under **FVAMC ANTI-HARASSMENT AND ANTI DISCRIMINATION POLICY**. For the purposes of this policy sexual **HARASSMENT** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or

written conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment decisions or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working, volunteering, or worshipping environment. There are two types of sexual **HARASSMENT**:

- “Quid pro quo” **HARASSMENT**, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions and better working hours are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo **HARASSMENT**. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- Hostile work environment **HARASSMENT** consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcomed physical contact as a regular part of the work or worshipping environment which occurs anywhere on or off the property during **FVAMC ACTIVITIES**. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.
- Sexual **HARASSMENT** occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:
 - Is made explicitly or implicitly a term or condition of employment.
 - Is used as a basis for an employment decision.
 - Unreasonably interferes with a person’s work performance or creates an intimidating, hostile or otherwise offensive environment for employees, volunteers, or members.
 - Is used by a person in leadership authority over a person with less power.
 - Can take place between two members during worship or other activities.

Sexual **HARASSMENT** may take different forms. The following examples of sexual **HARASSMENT** are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual **HARASSMENT** includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of **HARASSMENT**, including that which is sexual in nature and unwelcome.
- Nonverbal sexual **HARASSMENT** includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and internet/social media postings; or other form of

communication that is sexual and/or offensive in nature. Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees and members, including men and women, that are appropriate in the congregation and acceptable to and welcomed by both parties are not considered to be **HARASSMENT**. Islamic ethical principles governing the propriety of interactions, especially between members of the opposite gender, shall exceed these policy requirements in most cases.

CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIP: Consensual romantic or sexual relationships between a supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) or volunteers because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, later, by the staff member as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion, or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be asked to terminate their relationship with **FVAMC**.

NOTE:

- (1) Exceptions may be made to this policy in situations where a clergy or member spouse is made an employee who reports to his/her spouse.
- (2) Nothing in this policy may prevent the congregation, the complainant or the respondent from pursuing formal legal remedies, mediation, or resolution through local, state or federal agencies or the courts.

EXHIBIT 2: ANTI-HARASSMENT AND ANTI-DISCRIMINATION GRIEVANCE & COMPLAINT PROCEDURE

Complaint Process. **FVAMC** will courteously treat any person who initiates a complaint procedure that falls under this policy and/or within policies of **FVAMC**. The center will handle all complaints swiftly and confidentially to the extent possible considering the need to take appropriate corrective action. Lodging a complaint will in no way be used against the complainant. Because of the damaging nature of **HARASSMENT** to the victims and to the entire mosque community, aggrieved employees, volunteers, and members are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Confidentiality. During the complaint process, the privacy of the information received, the privacy of the individuals involved, and the wishes of the complaining person will be protected to as great a degree as is possible. Complainants will be expected, however, to use their names at the time complaints are filed. The expressed wishes of the complaining person for confidentiality will be considered in the context of the egregiousness of the complaint, any legal obligation of the Center to act on the charge, and the right of the charged party to obtain information. The utmost care will be given so that persons experiencing trauma be protected from further emotional harm. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

Retaliation. No hardship, loss, benefit or penalty may be imposed on clergy, paid staff, or volunteers in response to:

1. Filing or responding to a bona fide complaint of discrimination or **HARASSMENT**.
2. Appearing as a witness in the investigation of a complaint.
3. Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment. Volunteers found to have violated any aspect of the policy may be asked to step down from service in specific roles, withdraw from leadership positions, and/or terminate relationship with **FVAMC**.

Procedure. **FVAMC** has herein established this procedure for lodging a complaint of **HARASSMENT**, discrimination or retaliation against paid staff or a lay member of the congregation. **FVAMC** will treat all aspects of the procedure confidentially to the extent that is reasonably possible.

An individual who feels harassed, discriminated or retaliated against may initiate the complaint process by filing a complaint in writing with the **FVAMC** Grievance and Complaint Committee

(GCC). Contact information of GCC is available on FVAMC website at: <https://fvamc.org/gcc>. No formal action will be taken against any person under this policy unless the GCC has received a written and signed complaint containing sufficient details to determine if the policy may have been violated. Within 30 working days of receiving the complaint, the President will notify the person(s) charged [hereafter referred to as “respondent(s)”] of a complaint and initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.

Representatives from the GCC along with the President of the Board may interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred. The complainant may choose to withdraw from the process by termination of membership and participation at any time without further review. In cases involving the General Policies and Procedures, then the Bylaws and Policies will govern.

PROPERTY OF FVAMC

EXHIBIT 3: FVAMC ADULT-MINOR INTERACTION GUIDELINES

(Adopted from the USC)

These guidelines outline the fundamental rules and expected behavior when interacting with **MINORs** at **FVAMC**. They provide a broad framework and are not exhaustive of all rules and appropriate behaviors.

1. All interactions, both in-person and electronic, between adults and **MINORs** must be observable and interruptible.
2. **Follow the Rule of Three:** No **FVAMC STAKEHOLDER** shall engage in private electronic communication with a **MINOR**. When necessary, electronic communications with **MINORs** must be open and transparent, meaning at least three individuals (e.g., a colleague, the **MINOR**'s parent/guardian, or other stakeholders) must be included in all communications.
3. **FVAMC STAKEHOLDER** should only communicate to **MINORs** in a group message or public forum. Any private, one-to-one communication initiated by a **MINOR** to a **FVAMC STAKEHOLDER** must be shared with the parent/guardian as well as the **FVAMC STAKEHOLDER**'s supervisor.
4. Do not communicate with **MINORs** using personal accounts, including personal email, phone, or social media accounts. Maintain professional boundaries by only using professional and/or programmatic accounts for communication with **MINORs**.
5. Always understand and model appropriate behavior.
6. Do not engage in any abusive conduct (or conduct that could be perceived as such) toward or in the presence of a **MINOR**. This includes, but is not limited to, hitting, kicking, shaking, slapping, restraining, degrading, threatening, shaming, humiliating, or withholding basic needs (e.g., water during physical activities).
7. Do not engage in any sexual activity, sexually explicit conversations, or share sexually explicit material (or assist in providing access to such material) with **MINORs**.
8. Do not touch **MINORs** in a manner that a reasonable person could interpret as inappropriate. Limit physical contact unless there is a clear, appropriate purpose (e.g., treatment of an injury), it is done in the presence of others, and consent of the **MINOR** and/or the parent/guardian is obtained first.
9. Do not comment on the physique or body development of a **MINOR**, make sexual comments or jokes in their presence, or talk about topics of a sexual nature with a **MINOR**.
10. Maintaining appropriate verbal interactions between **FVAMC STAKEHOLDERs** and **MINORs** is just as important as maintaining appropriate physical boundaries.
11. Do not take or post images (or other personally identifiable information) of **MINORs** on social media or elsewhere without prior parental consent. Protect the privacy of **MINORs** by obtaining proper consent before posting anything about them. Authorized posts should only be shared on professional or programmatic platforms and after waiting a few days before doing so to protect their safety.
12. Do not use, possess, or be under the influence of alcohol, illegal, or mind-altering drugs while interacting with a **MINOR** or when responsible for a **MINOR**'s welfare.

13. Do not have or use firearms or weapons of any kind while maintaining custody or care of **MINORS**.
14. Do not transport **MINORS** alone in any vehicle, except in an emergency. Additionally, personal vehicles should never be used for transporting **MINORS**. For offsite events, parents/guardians must be responsible for transportation.
15. Treat all **MINORS** and their families equitably and respectfully.
16. Do not discriminate against a **MINOR** based on gender, race, color, culture, place of birth, age, class, ability, health, or language.
17. All **MINORS** are individuals whose differences are to be valued, and they must always be treated equitably, fairly, and respectfully.
18. **FVAMC STAKEHOLDERS** must immediately report illegal, unethical or unprofessional behavior, including self-reporting, to their supervisor.

PROPERTY OF FVAMC