



Revised 9/22/2023

Operating Manual Rules, Policies and Procedures



The Islamic Center of North East Valley (ICNEV) was established in September of 1998 to serve the muslim community and to offer opportunities for religious, educational, and Islamic social activities. These include the five daily prayers, Friday prayer, Taraweeh prayers, weekend Islamic school, Islamic youth activities, community potluck suppers and Iftars, Eid prayers, halaqas (study circles), lectures, interfaith activities, charity projects, and other approved activities. ICNEV is led and managed by the elected Board of Trustees according to the by-laws. All activities are expected to comply with Islamic teaching, and all people visiting or using the masjid premises are expected to behave in accordance with Islamic teaching and etiquette. In order to safeguard and protect the masjid, and in order for activities to be conducted in an orderly and disciplined fashion in accordance with Islamic etiquette, all visitors to and users of the masjid are expected to observe the following policies, rules, and regulations. These rules, policies and procedures will be reviewed periodically and amended as necessary.



TABLE OF CONTENTS

1. Manners.....	5
2. Dress Code in the Masjid.....	5
3. Cell Phone.....	5
4. Smoking and Drug-free Environment.....	5
5. Cleanliness and Safety.....	7
6. Young Children.....	8
7. Parking Policy.....	8
8. Masjid (“Sanctuary”) Policy and Etiquettes.....	8
9. Masjid Overnight Stay.....	10
10. Imam Guidelines.....	10
11. Friday Prayer Guidelines.....	10
12. Masjid Speaking Policy.....	10
13. Announcements.....	11
14. Quranic and Islamic Teachings and Halaqas (Study Circles).....	11
15. Weekend School.....	11
16. Posting ads on and around premises.....	11
17. Selling.....	11
18. Use of Multi-purpose Room (MPR).....	12
19. Marriage (Nikah).....	12
20. Donated Items.....	12
21. Disability Accommodations.....	12
22. Limited English Proficiency.....	12
23. Complaints/Grievances Procedure.....	13
24. Document Storage and Retention Policy.....	14
25. Financial Policy.....	15
26. Conflict of Interest Policy.....	18
27. Procurement Policy.....	20
28. Sexual Harassment Policy.....	22
29. Anti-Discrimination Policy.....	23
30. Equipment Disposition Policy.....	26

12125 E. Via Linda
Scottsdale, Arizona 85259

Phone 602-456-0199 E-mail: icnev@islamcenter.com Website: www.islamcenter.com



Revisions:.....28



1. Manners

- Every Muslim shall be committed to justice and kindness and believe in equality strengthened by brotherhood.
- Every Muslim shall be responsive to the needs of others.
- Every Muslim shall exercise tolerance and respect for the rights and opinions of others.
- Every Muslim shall refrain from raising his or her voice and from speaking offensively of others.

2. Dress Code in the Masjid

- Men and women are expected to dress modestly according to Islamic teaching.
- Men and women are expected to wear clothes that cover their whole body in a non-revealing way. Women are expected to wear a headscarf.
- Shirts with animals, messages, etc. should be avoided at prayers.

3. Cell Phone

Cell phones must be set to Vibrate or Silent mode during all prayers.

4. Smoking and Drug-free Environment

- Smoking is not allowed on the whole masjid property (inside or outside the masjid).
- Smokers should avoid smoking prior to coming to the masjid (either for prayer or for all other activities) as the smell of cigarettes constitutes a health hazard in addition to disturbing people in the building, especially people with allergies.
- Smoking in the masjid neighbors' property is highly discouraged and is considered to be highly inappropriate as it projects a negative image of Islam and muslims.
- Drug-Free Environment ICNEV is committed to providing a safe and healthy environment for all employees, students, visitors, and contractors. We recognize the detrimental effects of drug abuse on individuals, their families, and the broader community. In alignment with our commitment

12125 E. Via Linda
Scottsdale, Arizona 85259

Phone 602-456-0199 E-mail: icnev@islamcenter.com Website: www.islamcenter.com



to safety and well-being, this Drug-Free Environment Policy is designed to ensure that drugs and controlled substances are not present or used on our premises or at any ICNEV sponsored events.

- This policy applies to all individuals within ICNEV's premises, including but not limited to employees, students, contractors, volunteers, and visitors.
- Prohibition of Drug Use: The use, possession, distribution, sale, or manufacture of illegal drugs, controlled substances, or prescription medications without a valid prescription is strictly prohibited on ICNEV property or while conducting ICNEV business. This prohibition extends to off-site events, conferences, and any activities affiliated with ICNEV.
- Alcohol Policy: Alcohol consumption is not allowed at ICNEV and the possession of alcohol by individuals at premises is strictly prohibited.
- Prescription Medications: Employees, vendors, contractors and students who are prescribed medication that may affect their performance or safety must notify their supervisor or a designated ICNEV representative. It is the responsibility of the individual to ensure that they are not impaired while at ICNEV or participating in ICNEV-related activities.
- Drug Testing: ICNEV reserves the right to conduct drug and alcohol testing as necessary, in accordance with applicable laws and regulations. Such testing may be performed in situations involving reasonable suspicion, post-accident investigations, and as part of pre-employment or random screening.
- Support and Resources: ICNEV is committed to providing support to employees and students facing substance abuse issues. We encourage individuals to seek help voluntarily and offer resources, such as counseling and employee assistance programs, to assist in rehabilitation and recovery.
- Consequences: Violation of this policy may result in disciplinary action, up to and including termination of employment or expulsion from programs, as well as legal consequences, as applicable under local, state, and federal laws.
- Reporting: Any individual, employee, student, or visitor who becomes aware of a violation of this policy should report it to the appropriate

12125 E. Via Linda
Scottsdale, Arizona 85259

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supervisor, manager, or ICNEV representative. Reports will be treated confidentially and without retaliation.

- ICNEV will periodically review and update this Drug-Free Environment Policy to ensure its effectiveness, compliance with relevant laws, and alignment with our organization's values and objectives.
- A drug-free environment is essential to maintaining a safe, healthy, and productive atmosphere for all individuals associated with ICNEV. This policy serves as a commitment to these principles and as a guide to ensure compliance. We expect all employees, students, contractors, and visitors to support and adhere to this policy.

5. Cleanliness and Safety

Every member, when present on the premises, shall feel responsible for cleanliness and safety of ICNEV property. Specifically:

- Food and drinks are not allowed in the main prayer halls, except for water during taraweeh.
- Users of the washrooms and wudu (ablution) areas are expected to leave these premises as clean and tidy as possible after use.
- Accompany your children while using the restrooms.
- Children should be supervised while playing in any area, inside or outside. Management will not be responsible for any injuries to kids
- Parents will be responsible for any damage caused to ICNEV property by kids, including getting it repaired.
- Any activity or game that can potentially harm/damage the masjid property (interior walls, light fixtures, etc) will not be allowed inside the masjid. Examples of such activities include, but not limited to, tennis, baseball, cricket etc. on the premise. Please use recreation areas/gym and outside for such activities.
- If you are the last person to leave the masjid please make sure you turn off the lights.
- Please follow housekeeping rules for cleanliness posted in the kitchen and dining areas.

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Scottsdale, Arizona 85259

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6. Young Children

- Young children are welcome and are encouraged to attend the masjid. However, they must be under the supervision of their parents /guardians or other authorized adults.
- It is the parents'/guardians' responsibility to keep a close watch over their children, to keep them safe, and to make sure that they do not disturb prayers or activities, or harm themselves.
- ICNEV Board shall not be held liable and / or responsible for children left unattended inside or outside on Masjid property.

7. Parking Policy

- Parking is only allowed in the designated areas.
- Vehicles blocking entrances or parked in prohibited areas will be towed away at owners' expense.
- Remember to park appropriately and not to block anyone especially at Friday prayer, Taraweeh, and Eid prayers, etc.
- No overnight parking is allowed without prior approval of Board. In addition, ICNEV Board will not be responsible for vehicles left overnight in its parking lot.
- Vehicles left overnight in the Masjid parking lot without prior approval of ICNEV Board will be towed away at owners' expense.
- Do not park in the neighbors' parking lots.
- ICNEV Board assumes no liability arising from damage sustained by vehicles in the masjid parking lot, nor will it be responsible for vehicles and their contents.

8. Masjid ("Sanctuary") Policy and Etiquettes

It is essential that high standards of personal conduct and courtesy be maintained at all times. Courtesy is a language that everyone understands and should be extended to all people, whether Muslim or non-Muslim. Good manners, cooperation and consideration for others are fundamental to the enhancement of the image of ICNEV.

- The prayer area will only be used in accordance with islamically acceptable norms and practices. No private gatherings or private

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educational classes will take place therein without prior permission of the Board.

- There is a separate wudu/bathroom area for brothers and sisters. Please make sure that these premises are used properly (they must be left clean and tidy after usage, light turned off, trash in the designated receptacles, etc.).
- Men and boys must sit when going to the washroom.
- Shoes must be removed and placed in the designated areas.
- No food or drinks are allowed in the main prayer halls, upstairs or downstairs.
- Only authorized persons are allowed to use the masjid microphone and sound system.
- Given that many people suffer from allergies, the use of perfume is discouraged.
- ICNEV assumes no liability from injuries sustained on the premises. All activities will be conducted at participants' own risk.
- Observe quietness inside the masjid, and complete silence during Friday sermons and all prayers. Cell phones must be set to Vibrate or Silent mode.
- Children are to be supervised at all times in the masjid.
- Accompany your children while using the restrooms.
- Return all books in an organized manner on the shelves.
- Make straight lines for prayer..
- Upon leaving the Masjid, do not walk in front of anyone making salat (prayer). Allow at least 4 feet of clearance.
- Do not block the entry or exit doors of the masjid.
- Cleanliness must be observed at all times and trash, food, boxes, dirt, etc. must be removed promptly.
- All personal items and belongings left in the masjid will be discarded and the masjid is not liable for any loss or damage of one's items.
- Jamaat Tabligh groups must seek prior permission to visit and stay at the masjid and a copy of the policy must be given to all Jamaat Tabligh groups.
- Cooking inside the masjid is prohibited.

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- Washing personal clothes as well as hanging personal clothes inside or outside the masjid are also prohibited.
- Moving things into or out of the masjid is not permitted unless it is by an official of the ICNEV or individuals appointed to help.
- Maintenance personnel must be allowed to complete their work without interference.

9. Masjid Overnight Stay

The masjid will be closed after Isha Prayer until Fajr Prayer except during religious holidays. No one is allowed to stay in the masjid overnight. Exceptions might apply as below, but not limited to, with the prior approval of Board.

- Last 10 nights of Ramadan including Zikr Night and Itikaaf
- Shelter in cases of natural disaster

10. Imam Guidelines

- The Imam conducts all the prayers.
- In his absence, any Board member who is present will assign someone amongst those who are attending the prayer. This assignment shall be done in accordance with the Sunnah.
- If no Board member is present, then people attending the prayer will select the most knowledgeable person present in accordance with the Sunnah.

11. Friday Prayer Guidelines

- All Friday Khutbas dates shall be pre-assigned and pre-approved by ICNEV Board.
- No person will be allowed to stand and give a talk at any time without prior approval of ICNEV Board (See Masjid Speaking Policy).

12. Masjid Speaking Policy

- Individuals or groups wishing to speak or address the congregation must seek and obtain prior permission from ICNEV Board. Such requests must be made at least 3 days in advance. In addition, these individuals or groups must submit to ICNEV Board a detailed plan of any talk, presentation, lecture, etc. they wish to make. Such a plan must be

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submitted and receive its approval at least 3 days prior to any talk, presentation, lecture, etc. to be delivered.

- ICNEV Board reserves the right to not grant its approval.
- ICNEV Board reserves the right to interrupt and/or cancel any activity it has approved if in its judgment, the activity deviates from the submitted plan; or if the content being delivered is found to be in conflict with ICNEV policies, rules or not to be in accordance with Islamic teaching or Islamic etiquette.

13. Announcements

- No one shall make any announcement, sponsor any gathering, distribute any literature on the property or display any literature on the bulletin boards of ICNEV without prior approval of Board
- All Juma announcement requests must be received before Thursday 5:00 p.m. Friday announcements maybe made by the Imam and/or designated member of the Board of Directors

14. Quranic and Islamic Teachings and Halaqas (Study Circles)

Quranic and Islamic teachings, and halaqas (study circles) are encouraged. However, brothers and sisters wishing to establish such activities must seek and obtain prior approval of ICNEV Board.

15. Weekend School

- See ICNEV Learning Center handbook

16. Posting ads on and around premises

- Approved flyers may be posted (upon request) on the bulletin board. However, due to space limitations, this will be done on a first-come, first-serve basis, and will be taken down after 4 weeks if needed.
- No advertising material (flyers, business cards, etc.) shall be placed inside the masjid or dropped off without prior approval of ICNEV Board.

17. Selling

- No one is allowed to sell or advertise anything on the ICNEV premise without prior approval of the Board.

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18. Use of Multi-purpose Room (MPR)

- The MPR will only be used for activities approved by ICNEV Board. All activities taking place in the MPR shall be in accordance with proper Islamic etiquette.
- The MPR may be rented for private functions provided a contract agreement is signed and the rental fee paid (contract agreements may differ depending on the nature of the function).

19. Marriage (Nikah)

Islamic marriage ceremonies shall be solemnized at the masjid by the Imam and with at least 2 witnesses.

20. Donated Items

Furniture, clothes, food or other donated items must not be brought to the masjid unless prior approval has been sought and obtained from ICNEV Board.

21. Disability Accommodations

- Wheelchair Accessibility: ICNEV facility is equipped with ramps and an elevator to accommodate individuals who use wheelchairs or have mobility impairments. This includes accessible entrances, pathways, and prayer areas. Restrooms have wide stalls and accessible features such as grab bars.
- Reserved Seating: Designated spaces and chairs are available for individuals with limited mobility or disabilities to sit during prayer services. These spaces are located near entrances with easy access.

22. Limited English Proficiency

To ensure that individuals with limited English proficiency can access services and information effectively, the following services are available:

- Translation Services: Oral translation is accessible at ICNEV through bilingual Board members, staff and community members. We have a very ethnically diverse community who can be reached out for translation.



During events with LEP audiences such as Refugee Iftar during Ramadan, we ensure that translators are available.

- Multilingual Documentation: Financial assistance (zakat) form is available in English, Arabic and Urdu.
- Technology: Phone apps such as Google Translate or Say Hi are commonly used to communicate with individuals with LEP.

23. Complaints/Grievances Procedure

Anyone can register a complaint with a Board member. The complaint should be received either via email (Board@islamcenter.com) or by direct verbal communication with the Board member(s). When someone registers a complaint, the procedure outlined below should be adopted.

Stage 1 - Record the complaint

- The complaint receiver will fill out the Complaint Form on the day of the complaint.

Stage 2 - Deal with the complaint

- The complaint receiver should try to resolve the complaint (within three weeks of the complaint being made), and fill in the complaint form section to say what has been done.
- If the receiver cannot resolve the complaint it should be communicated to a Board member (within one working day).
- The person making the complaint should be informed of who is dealing with their concerns and the timescale within which they can expect feedback.

Stage 3 - Take corrective action

- If the problem has come about as a result of an individual's actions they should review their own processes and actions to avoid similar problems in future (within 1 week of dealing with the complaint)
- If the problem has come about due to general ways of working, or another person's actions, the receiver of the complaint should talk to a Board member who they feel could resolve the situation (within 1 week of dealing with the complaint.)

- Stage 4 - Reporting complaints

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Completed complaint forms and all the correspondence, emails etc. should be kept in safe storage.

24. Document Storage and Retention Policy

Ensuring the security and confidentiality of important documents is a key aspect of maintaining the integrity of our Islamic center's operations. This policy outlines the guidelines for the safe storage and retention of documents within our center.

a. Types of Documents:

- Financial Records: Including donation receipts, expense reports, and budget documents.
- Membership Records: Including registration forms, contact information, and membership status.
- Legal and Governance Documents: Such as the constitution, bylaws, and legal agreements.
- Historical Records: Significant event materials, photos, and archives that contribute to our center's history.

b. Storage:

- Digital Storage: Password-protected digital storage system is utilized for electronic documents. Passwords are regularly updated and access is restricted to authorized personnel.
- Physical Storage: Most documents are stored digitally. Some physical documents are stored in a SafeBox inside the Board room accessible only to designated individuals.

c. Retention Periods:

- Financial Records: Retain financial records for a minimum of 7 years, as required by tax regulations.
- Membership Records: Maintain membership records for the duration of an individual's membership and a reasonable period thereafter.
- Legal Documents: Keep legal and governance documents indefinitely, as they form the foundation of our center's operations.
- Historical Records: Preserve historical records permanently to maintain a record of our center's growth and impact.

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25. Financial Policy

This financial policy outlines the principles and guidelines governing the financial management of ICNEV, in accordance with Islamic teachings and values. The policy aims to ensure transparency, accountability, and responsible stewardship of funds for the betterment of the mosque and the community it serves.

a. Sources of Income:

- Donations: ICNEV accepts donations from individuals, families, and businesses in compliance with Islamic principles. Donations can be in the form of cash, checks, electronic transfers, or other permissible assets.
- Sadaqah (Voluntary Charity): Any surplus funds beyond the masjid's operational needs will be used for community development projects and charitable initiatives, as per the Board's discretion.
- Zakat (Compulsory Almsgiving): ICNEV collects and distributes Zakat to eligible recipients following the guidelines prescribed by Islamic law.

b. Expenditure:

- Operational Expenses: ICNEV will allocate funds for its day-to-day operational expenses, including utilities, maintenance, staff salaries, and administrative costs.
- Educational Programs: A portion of the funds will be allocated to provide educational and religious programs for all members of the community, regardless of their financial status.
- Community Services: Funds will be used to support initiatives that benefit the local community, including outreach, interfaith activities, and disaster relief efforts.
- Islamic Center Construction: A separate fund will be established for the Islamic center's infrastructure development and improvement projects, such as renovations and expansions.
- Financial Assistance: A dedicated portion of the funds will be allocated for providing financial assistance to the needy members of the community, as detailed in the next section.

c. Financial Assistance to the Needy:

12125 E. Via Linda
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- ICNEV aims to support those facing financial hardships within the community.
 - A zakat committee, consisting of knowledgeable individuals in Islamic finance, will assess the eligibility of applicants for financial assistance.
 - Assistance can include but is not limited to covering basic needs such as food, shelter, medical expenses, and education costs.
 - All financial assistance transactions will be kept confidential to respect the dignity and privacy of the recipients.
 - Conflict of Interest Policy: Members of the committee involved in assessing financial assistance applications must adhere to a strict conflict of interest policy. They should declare any personal or financial relationships with applicants that could potentially compromise their objectivity. In such cases, the conflicted committee member will recuse themselves from the decision-making process for that particular application. This policy is to ensure that the financial assistance committee operates with integrity and transparency, minimizing the potential for conflicts that could undermine the fairness of the assistance process.
 - Avoidance of Duplication of Benefits: The zakat committee will communicate and coordinate with other local charitable organizations, social services, and government agencies to avoid duplication of support. In cases where an applicant is receiving assistance from multiple sources, efforts will be made to ensure the assistance is complementary and not duplicative.
 - Approved assistance requests will be documented, and the assistance database will be updated accordingly.
- d. Transparency and Accountability:
- ICNEV will maintain accurate and transparent financial records.
 - An annual financial report will be shared with the community, detailing the sources of income, expenditures, and allocations for charitable activities.

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- An external auditor, preferably with expertise in Islamic finance, will be engaged periodically to ensure financial transparency and compliance with Islamic principles.

e. Ethical Investments:

- Investments will be made in accordance with Islamic finance principles, avoiding industries or activities that contradict Islamic values.
- Earnings from investments will be channeled into the Islamic center's funds for operational expenses and charitable initiatives.

f. Treasurer's Responsibilities:

The treasurer plays a crucial role in maintaining accurate financial records and ensuring the responsible management of ICNEV's funds. The treasurer's responsibilities include, but are not limited to:

- Record Keeping: Maintain detailed and organized records of all financial transactions, including donations received, expenditures made, and any financial assistance provided to the needy.
- Documentation: Ensure that all financial documents, such as receipts, invoices, and bank statements, are properly organized and securely stored.
- Deposit Management: Safely and promptly deposit all donations and funds received into the designated bank accounts.
- Expenditure Approval:
 - When an expenditure request is submitted, it goes to the Board for approval then the treasurer will process.
 - Except for recurring expenses such as utility, Wifi, and regular maintenance, the treasurer must get approval from Board for the following amounts:
 - Any check less than \$1,000 requires 1 Board member's signature
 - Any check more than \$1,000 requires 2 Board members' signatures
 - Any withdrawal of fund from the bank must have 4 Board members' signatures

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- Financial Reporting: Prepare regular financial reports summarizing ICNEV's financial status, including income, expenses, and available balances. Present these reports to the Board twice a year before fundraising events.
- Budgeting: Collaborate with relevant committees to develop annual budgets that align with ICNEV's goals and financial policy. Monitor spending against the budget and provide timely updates to the leadership.
- Financial Assistance: Work closely with the committee responsible for providing financial assistance to identify eligible recipients, disburse funds discreetly, and maintain confidential records of the assistance provided.
- Transparency: Ensure transparency in financial matters by providing accurate and clear financial information to ICNEV's leadership, committees, and the community when needed.
- Audit and Compliance: Coordinate with a professional CPA to ensure that ICNEV's financial records are accurately maintained and comply with Islamic principles and legal requirements.
- Training and Development: Continuously enhance financial management skills and stay updated on Islamic finance principles to ensure ICNEV's finances are managed ethically and effectively.
- Transition Planning: Prepare for the smooth transition of responsibilities to a successor by providing thorough documentation, guidance, and necessary training.

26. Conflict of Interest Policy

ICNEV is committed to upholding the highest ethical standards and maintaining the trust of its members, volunteers, stakeholders, and the community at large. This Conflict of Interest Policy is designed to ensure that all individuals associated with ICNEV act in the best interests of the organization and avoid situations where personal interests could compromise the integrity of decision-making and the fulfillment of ICNEV's mission.

a. Scope

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This policy applies to all directors, officers, employees, volunteers, contractors, consultants, and anyone else involved in the affairs of ICNEV.

b. Definitions

- Conflict of Interest: A situation in which an individual's personal, financial, professional, or other interests conflict, or appear to conflict, with the best interests of ICNEV.
- Related Party: An individual with a familial, financial, or close personal relationship with someone who has a financial interest in an entity doing business with ICNEV.

c. Disclosure of Conflicts

- All individuals associated with ICNEV have an obligation to promptly disclose any actual or potential conflicts of interest to the Board of Directors. This includes any situation where an individual, their immediate family member, or a related party stands to benefit personally from a decision made by ICNEV.

d. Procedures for Handling Conflicts

Upon disclosure of a conflict of interest, the following steps will be taken:

- Evaluation: The Board of Directors will evaluate the disclosed conflict to determine whether it is an actual or potential conflict that needs attention.
- Recusal: If a conflict is determined to exist, the conflicted individual will be required to recuse themselves from participating in any discussions or decisions related to the matter in question.
- Review and Decision: The Board of Directors will review the circumstances surrounding the conflict and determine the appropriate course of action in the best interests of ICNEV. This may include seeking independent expert opinions.
- Documentation: All conflicts of interest, disclosures, and actions taken will be documented thoroughly for transparency and record-keeping purposes.
- Education and Training: ICNEV will provide ongoing education and training to its employees, volunteers, and stakeholders to ensure they understand the policy and the importance of avoiding conflicts of interest.

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- Enforcement: Failure to disclose a conflict of interest or comply with this policy may result in appropriate disciplinary action, which may include reprimand, suspension, termination, legal action, or other measures as deemed necessary by the Board of Directors.

27. Procurement Policy

The Procurement Policy outlines the guidelines and procedures that ICNEV shall follow for procuring goods, services, and works required for its operations while adhering to the principles of transparency, fairness, accountability, and ethical considerations in accordance with Islamic teachings. This policy applies to all procurement activities undertaken by ICNEV.

a. All procurement activities shall be guided by the following principles:

- Transparency: All procurement processes shall be conducted transparently, ensuring that relevant information is available to all stakeholders.
- Fairness: Procurement processes shall be fair and non-discriminatory, providing equal opportunities to all potential suppliers.
- Accountability: Responsible individuals shall be held accountable for the procurement process, ensuring compliance with policies and regulations.
- Ethical Considerations: Procurement activities shall be conducted in accordance with Islamic ethics and values, avoiding any practices that are contradictory to Islamic teachings.

b. Procurement Procedures

The following dollar amount limits determine the procurement method to be used:

Micro-Purchases: Purchases of goods or services under \$100 may be made using a simplified procurement process that ensures cost-effectiveness and must be approved by the committee in charge of the project at hand.

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Purchases of goods or services between \$101 and \$1000 require obtaining competitive price quotes from at least three qualified suppliers, when feasible and approved by committee and treasurer.

Purchases of goods or services exceeding \$1,001 will be subject to a competitive bidding process, with detailed specifications and evaluation criteria and must be approved by committee, treasurer and board of trustees.

Planning:

- Identify the goods, services, or works required
- Determine the estimated budget and funding source for each procurement.

Vendor Selection:

- Seek 3 competitive bids or proposals from qualified vendors for larger procurements.
- Consider factors such as quality, price, delivery time, and vendor reputation in the evaluation process.

Evaluation and Award:

- Evaluate bids/proposals fairly and objectively based on predetermined criteria.
- Award contracts to the vendor offering the best value

Contract Management:

- Clearly define terms, conditions, and expectations in procurement contracts.
- Regularly monitor and evaluate vendor performance to ensure compliance with contract terms.

Payment and Reporting:

- Make timely payments to vendors upon satisfactory completion of goods, services, or works.
- Maintain accurate records of procurement activities and transactions.

Conflict of Interest:

12125 E. Via Linda
Scottsdale, Arizona 85259

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- All individuals involved in the procurement process must disclose any potential conflicts of interest and recuse themselves from decision-making where necessary.

28. Sexual Harassment Policy

The following behaviors are strictly prohibited within the premises of ICNEV:

- Sexual Harassment: This includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, explicit comments, display of sexually suggestive materials, inappropriate jokes, and any other conduct of a sexual nature that creates an uncomfortable or offensive environment.

Reporting Procedure

- Any individual who believes they have experienced or witnessed sexual harassment within ICNEV premises is encouraged to report the incident promptly to a Board member in person or in writing. ICNEV is committed to maintaining confidentiality to the extent possible while conducting a thorough investigation.

Investigation

- Upon receiving a report of sexual harassment, the Islamic Center will initiate a timely and impartial investigation. The investigation will be conducted by individuals who are trained to handle such matters appropriately and objectively. Both the complainant and the alleged perpetrator will be given an opportunity to provide their statements and any relevant evidence.

Consequences

- If an investigation confirms that sexual harassment has occurred, appropriate corrective actions will be taken. These actions may range from counseling and education to disciplinary measures, up to and including termination or expulsion, as deemed necessary and appropriate based on the severity of the offense.

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29. Anti-Discrimination Policy

1. Introduction

ICNEV is committed to providing a diverse, inclusive, and equitable environment where all individuals are treated with dignity and respect. We value and embrace the unique perspectives and backgrounds of our community members and are dedicated to preventing discrimination in all its forms. Discrimination based on race, color, religion, sex, gender identity, age, disability, national origin, or any other protected characteristic is strictly prohibited and will not be tolerated.

2. Scope

This policy applies to all employees, contractors, volunteers, clients, customers, and any other individuals associated with ICNEV, including but not limited to visitors, vendors, and third parties.

3. Prohibited Discrimination

ICNEV prohibits discrimination based on the following protected characteristics:

Race and Color

Religion

Sex and Gender Identity

Age

Disability

National Origin

Genetic Information

12125 E. Via Linda
Scottsdale, Arizona 85259

Phone 602-456-0199 E-mail: icnev@islamcenter.com Website: www.islamcenter.com



Other Protected Characteristics as Defined by Applicable Laws and Regulations

4. Prohibited Actions

Discrimination can take various forms, including but not limited to:

Direct Discrimination: Treating someone less favorably because of a protected characteristic.

Indirect Discrimination: Applying policies or practices that disproportionately affect individuals with protected characteristics, unless such policies or practices are justified.

Harassment: Engaging in unwelcome conduct, comments, or actions based on a protected characteristic that create a hostile or intimidating environment.

Retaliation: Taking adverse actions against individuals who report discrimination or participate in the investigation of discrimination complaints.

5. Reporting Procedures

Any employee, contractor, or individual who believes they have been subjected to discrimination or who has witnessed discrimination is encouraged to report the incident promptly to their supervisor, manager, human resources, or another designated contact.

Reports may be made verbally or in writing, and anonymity will be respected to the extent permitted by law. ICNEV is committed to investigating all reports promptly, impartially, and confidentially.

6. Non-Retaliation

ICNEV strictly prohibits retaliation against individuals who make good faith reports of discrimination or who participate in the investigation of such reports.



Retaliation is a violation of this policy and will result in disciplinary action, up to and including termination.

7. Consequences

Individuals found to have engaged in discrimination, harassment, or retaliation will be subject to appropriate disciplinary actions, which may include counseling, training, suspension, or termination of employment or affiliation, as determined by ICNEV Board.

8. Compliance with Laws

ICNEV is committed to complying with all applicable local, state, and federal laws and regulations related to discrimination and equal opportunity.

9. Review and Updates

This policy will be reviewed regularly and updated as necessary to ensure its effectiveness and compliance with changing laws and societal norms.

10. Public Commitment

ICNEV is dedicated to publicly demonstrating our commitment to anti-discrimination principles and fostering diversity and inclusion within our organization.

By following this policy, we reaffirm our commitment to maintaining a safe, inclusive, and respectful environment for all individuals associated with ICNEV.



30. Equipment Disposition Policy

This Equipment Disposition Policy outlines the guidelines and procedures for the proper disposal or disposition of purchased equipment owned by ICNEV. This policy aims to ensure that equipment is handled, retired, or disposed of in an environmentally responsible, efficient, and cost-effective manner, while also adhering to legal and ethical standards. NOTE: Equipment purchased as part of federally-funded grants must be treated in compliance with the grant requirements.

Scope:

This policy applies to all employees, contractors, and authorized representatives of ICNEV who are responsible for the acquisition, use, maintenance, or disposal of ICNEV-owned equipment.

Equipment includes but is not limited to:

- Furniture and fixtures
- Kitchen appliances
- Information Technology equipment (e.g., computers, servers, printers)
- Any other equipment

Disposition Methods:

Reuse: Whenever possible, equipment that is no longer needed in its current capacity but is still functional may be repurposed for use within the facility.

Resale: Equipment that is in good working condition, but no longer needed, may be considered for resale to external parties. Authorization must be obtained from ICNEV Board for determining the fair market value of the equipment before resale.

Donation: ICNEV may choose to donate equipment to charitable organizations or non-profit entities, subject to management approval. Any sensitive data must be securely wiped from the equipment before donation.



Recycling: Equipment that is no longer functional or cannot be economically repaired should be sent to a certified recycling facility to ensure environmentally responsible disposal. This includes the proper disposal of electronic waste (e-waste), adhering to all applicable regulations.

Disposal: In cases where equipment cannot be reused, resold, donated, or recycled, it should be disposed of in accordance with local and national regulations governing the disposal of hazardous materials and waste. Proper disposal methods should be documented and supervised by the Environment and Safety Department.

Procedure for Equipment Disposition:

Request for Disposition: Employees or representatives responsible for equipment that needs to be disposed of should submit a request to ICNEV Board with detailed information about the equipment, its condition, and reason for disposal.

Evaluation: ICNEV Board will evaluate the disposition options.

Authorization: Approval for disposition will be obtained from ICNEV Board.

Data Security: Before any disposition, IT equipment must undergo a data wiping or destruction process to protect sensitive company information.

Disposal Records: Detailed records of equipment disposition, including method, date, and associated costs, will be maintained for audit and compliance purposes.

Compliance:

Failure to comply with this Equipment Disposition Policy may result in disciplinary action and may also expose ICNEV to legal and environmental liabilities.



Revisions:

1. 9/22/23 - Added Drug-free Environment to section 4
2. 9/22/23 - Added procurement thresholds to section 27
3. 9/22/23 - Separated Sexual Harassment and Anti-discrimination policies into sections 28 and 29
4. 9/22/23 - Added section 30 Equipment Disposition Policy