



Muslim Social Services of Kitchener-Waterloo  
65 Hanson Rd. Kitchener, ON-N2C 2L9



## **Muslim Social Services Code of Conduct**

We all come together as diverse peoples, in the spirit of building a healthy community in the Waterloo region. We will:

- a. Uphold the vision, mission and values of Muslim Social Services
- b. Serve all community members who need help
- c. Work with one another harmoniously for the common purpose of doing good
- d. Be non-judgmental and inclusive
- e. Treat each other with mutual respect and dignity
- f. Provide personal and emotional safety for all members
- g. Acknowledge and celebrate diversity in our community
- h. Learn from and be enriched by each other's experiences
- i. When issues arise and opposing views are expressed in a meeting or during a discussion, participants will attempt to articulate their understanding with respect
- j. Listen and discuss with an open mind without monopolizing the discussion
- k. The meeting chairperson will have final say in addressing any issue which arises within a particular meeting.
- l. Should a pattern of issues arise, that pattern will be discussed by the Board, whose decision shall be final.
- m. Actively maintain confidentiality and privacy in all forms of communication. This includes any information acquired during any activities of MSS other than what becomes publicly available.
- n. Not to take advantage of any information that is obtained during the course of duties or responsibilities for MSS, that is not generally available to the public.
- o. Any materials produced as an employees or volunteer of MSS will become the intellectual property of the organization.

- p. No form of harassment or discrimination by or towards anyone will be tolerated
- q. Every volunteer and employee will advise the Board of Directors of MSS of any conflict of interest, be it real, potential or apparent.
- r. To represent MSS informally and formally to others in the most positive manner to preserve the reputation and good standing of the organization.
- s. Violation of code of ethics may include, but not be limited to, steps being taken to terminate involvement or relationship with MSS

Date

Signature of volunteer/employee