

# CODE OF CONDUCT ATTENDEES OF THE MASJID



The purpose of the following code of conduct is to create an environment of peace and tranquillity within the premises of Muhammadi Masjid for attendees, volunteers, guest speakers staff and management. Furthermore, this code of conduct is designed to protect the sanctity of the masjid and to provide a peaceful place of worship for all attendees. Muhammadi Masjid encourages an open and welcoming environment for all attendees (Muslims and non-Muslims). All attendees must respect and observe the following code/rules.

The duty Imam shall lead the prayer sessions unless he appoints another individual qualified to lead the prayer sessions. Adhan and prayer times are issued by Muhammadi Masjid and must be adhered to.

The Head Imam is the authority on answering questions on religion, questions must be put to the Head Imam in writing. If the head Imam decides it is required to speak to you, he will arrange a mutually convenient time.

The masjid is the house of Allah Subhanahu wa ta'ala. Therefore, please observe silence during prayer times and focus on worshiping Allah. Attendees must respect the right of other persons to listen to sermons and offer their prayers on a timely basis and in a peaceful atmosphere. Attendees are requested not to disturb or walk directly in front of anyone who is offering salah. Attendees are requested not to talk loudly, use foul and/or inappropriate language or discuss topics which may be considered disrespectful. Attendees must not use abusive, insulting, threatening or intimidatory behaviour (either verbal or physical towards anyone at the masjid. Attendees must refrain from airing their personal grievances, quarrels, grudges and disagreements whilst on masjid premises. Mobile phones and other electronic devices must either be switched off or switched to mute during prayer services and talks.

Attendees must follow guidance issued by the masjid and or its representatives. Any questions / queries must be put in writing, please note we cannot guarantee your questions will be answered. Attendees must not approach any guest speakers or attempt to follow them after any talks/conferences.

Attendees shall not use the facilities and premises of Muhammadi Masjid to engage in any unlawful activities. Muhammadi Masjid premises shall not be used as a platform for any unauthorised protests, gatherings or lectures.

Males above the age of 10 shall not enter the female prayer areas other than in exceptional circumstances or for a legitimate reason likewise females above the age of 10 shall not enter the male prayer areas other than in exceptional circumstances or for a legitimate reason.

Shoes must not be worn anywhere inside the Masjid building except in the designated entrance areas. Attendees should dress appropriately and modestly in line with Islamic teachings. Women should cover their hair.

All attendees must be considerate of Muhammadi Masjid's neighbours and keep noise levels and general behaviour to an acceptable standard. Vehicles must be parked in the designated parking areas, attendees must park responsibly taking care not to block or obstruct anyone's drives or access.

Muhammadi Masjid operates a no smoking policy. Smoking is not permitted within the grounds of Muhammadi Masjid.

Attendees shall not, deface, misuse or damage the buildings, fixtures and fittings, signage, trees and landscaped areas of Muhammadi Masjid.

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Attendees must not consume food or drink in the designated prayer areas. Specific exceptions apply during Ramadhan for those observing Itikaaf and Taraweeh prayers and during talks and conferences. The only permitted item is plain drinking water.

Only persons authorised by the Trustees of the masjid may participate in collecting and handling money at Friday prayers, or other events. Collections for other charitable organisations or for natural disasters on humanitarian grounds may only take place with the permission of the Trustees.

Anyone wishing to have an announcement made shall provide said announcement in writing to the Trustees for prior approval.

Only the Trustees or persons authorised by the Trustees may make public announcements or instruct the Imam to make such announcements.

It is the duty of every attendee to help to keep Muhammadi Masjid premises clean, please clean up after yourselves.

It is the duty of all attendees to ensure that the Masjid's resources are not wasted. Therefore, attendees are requested to help to minimise the use of energy and water. No one is permitted to take anything from the masjid without permission from the management or trustees.

No posters, notices or other sales and marketing materials may be displayed on Muhammadi Masjid premises without the prior approval of the Trustees. Clear tape ("Sellotape") or blue tack must not be used for fixing anything to the walls and other fixtures. No pamphlets, newsletters or other literature may be distributed on Muhammadi Masjid premises without the prior approval of the Trustees.

Attendees at Muhammadi Masjid premises must observe all health and safety announcements and follow safety instructions issued by the staff and management team.

Any suggestions or grievances regarding Muhammadi Masjid and its guest speakers, volunteers, staff or management should be brought to the attention of the Trustees in writing. Arguing or gossiping in the masjid is strictly forbidden as is getting involved in things that do not concern you or you have no knowledge of.

Muhammadi Masjid operates a zero tolerance approach to breaches in relation to the above code to protect the sanctity and assets of the masjid. A breach of any of the above rules may result in sanctions against the individuals concerned at the discretion of the Trustees, including permanent exclusion of the individual(s) from all Muhammadi Masjid premises.