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ISLAMIC CENTRE OF ENGLAND-

CODE OF CONDUCT  
(October 2020)

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*1. INTRODUCTION*

- 1.1 This Code of Conduct applies to all those associated with The Islamic Centre of England (“the Charity”) in the position of Trustees.
- 1.2 The aim of this Code of Conduct seeks to highlight the very highest of standards the Charity expects from the Trustees. They must uphold the highest of standards to the best of their abilities and capabilities.

*2. EXPECTATIONS AND PURPOSE*

- 2.1 This Code of Conduct stipulates the standards of behaviour expected of the Trustees of the Charity in ensuring that:
- i. The Charity operates in a manner in which it demonstrates to be as an effective, open, and accountable charity;
  - ii. The highest standards of integrity and stewardship are achieved;
  - iii. The working relationship between the trustees and others, such as its agents, volunteers and others associated with it is productive and supportive;

*3. STANDARDS OF BEHAVIOUR EXPECTED OF CHARITY TRUSTEES*

- 3.1 **General Conduct-** the Trustees of the Charity shall, at all times, act with the highest level of honesty and integrity, and shall exercise sound judgment in their day-to-day activities. Should matters falls outside the Trustees’ expertise, they shall seek professional assistance and advice from external organisations to successfully achieve their objectives.
- 3.2 They shall, at all times, act in the best interest of the Charity;
- 3.3 **Independence-** They shall, at all times, act independently particularly concerning matters of assets, property, legal and regulatory obligations;

- 3.4 They shall, at all times, conduct themselves with utmost integrity and in a manner which does not damage and/or undermine the reputation of the Charity.
- 3.5 They shall never place themselves under any financial or other obligation to external individuals / organisations that might seek to influence them in the performance of their duties;
- 3.6 They must avoid impropriety and any appearance of improper behaviour.
- 3.7 They must not act in order to gain any financial or other benefits for themselves or for any person connected to them such as members of their family, friends, or any other organisation that they own, manage or work for.
- 3.8 They should avoid accepting gifts and hospitality that might reasonably be thought to influence them in carrying out their role as a charity Trustees. Should any gift be given to Trustees individually, collective, or to the Charity as a whole, such gifts must be recorded in writing and declared.
- 3.9 To summarise, all Trustees must act with:
  - i. Selflessness;
  - ii. Integrity;
  - iii. Objectivity;
  - iv. Accountability;
  - v. Openness;
  - vi. Honesty; and
  - vii. Leadership<sup>1</sup>

#### 4. *TRUSTEES' ROLES*

- 4.1 They are expected to be aware of their roles and responsibilities. In particular, they should:
  - i. Understand and perform their roles and responsibilities to the best of their abilities at all times; and
  - ii. Be prepared to provide adequate time and commitment as required to fulfil the role of charity trustee, adequately preparing for meetings and participating in committees and special events, when required.

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<sup>1</sup> Further information on this, 'The Nolan Principles', can be found on <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

## 5. *THE ESSENTIAL 6 DUTIES-RULE*

5.1 The Trustees must ensure that they are, at all times, adhering to the 6 main duties. These are:

- i. Ensuring that the Charity is carrying out its purpose for the benefit of the public;
- ii. Complying with the Charity's governing documents and the law;
- iii. Ensuring that the Charity is accountable;
- iv. Acting in the best interest of the Charity;
- v. Managing the Charity's resources in a responsible manner; and
- vi. Acting with reasonable care and skill.<sup>2</sup>

## 6. *IMPROPER BEHAVIOUR AND CONDUCT*

6.1 The Trustees shall strive to provide a congenial and amiable environment for all associated with the Charity and which is free from physical, psychological, written, or verbal intimidation / harassment. Any individual who is or has been culpable of acting in this manner will be subject to the Charity's formal disciplinary process which may lead to his/her dismissal and/or exclusion from the Charity premises. The Charity takes a very strict and no-nonsense approach in dealing with any and all matters pertaining to intimidation and harassment of any member attending its premises.

6.2 The Trustees are under a strict duty to report any matter which may be deemed to be intimidation or harassment to the relevant authorities, namely police, the safeguarding officer at the relevant Local Authority and the Charity Commission.

## 7. *THE HEARING*

7.1 The Trustees shall convene as the hearing and deciding body as to the compliance with the Charity's Safeguarding Policy. The designated trustee shall conduct a thorough investigation whereby all parties and witnesses will be questioned / otherwise examined. The trustees reserve the right to arrange for an external and independent organisation or body to adjudicate on complaints if this is deemed necessary.

7.2 The proceedings will be recorded by way of written minutes. The decision of the trustees shall be final on all parties concerned.

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<sup>2</sup> Further information on this can be found on the Charity Commission's Guidance Document titled, 'The Essential Trustee: What you need to know, what you need to do (CC3)' at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/866947/CC3\\_feb20.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf)  
CC3 in hardcopy is available with the designated trustee for ready reference.

## *8. BOARD MEETINGS*

8.1 The Trustees shall have a responsibility to attend meetings of the Board. Board meetings are essential for the operations at the Charity, as this is where they exercise their collective authority. In particular, the Trustees will:

- i. Always respect the authority of the Chairperson of the Board, and the Chairperson of any meeting;
- ii. Bring a fair and open-minded view to all discussions of the board, maintain a respectful balance between speaking and listening, treating different views with respect, and ensuring that all decisions are made in the best interests of the charity;
- iii. Bring a genuinely independent perspective to enhance decision-making, given that charity trustees share responsibility for board decisions in following the collective responsibility principle;
- iv. Ensure their contributions are informed and impartial when presenting views on topics in meetings while listening to and respecting the input and experience of other Trustees;
- v. Ensure that Board meetings take place on a regular basis and decisions taken by majority. Trustees are encouraged to meet in person (face-to-face) however where this is not possible, Trustees are encouraged to utilise the use of technology such as Skype to facilitate such meetings to be held.

## *9. LEGAL AND REGULATORY COMPLIANCE*

9.1 The Trustees shall have regard to their legal duties and abide by the rules and policies of the Charity. In particular, they must:

- i. Act in accordance with the Charity's governing document and ensure that the Charity complies with all applicable laws including charity laws, company law, health and safety law, data protection law and the employment laws;
- ii. Promote and preserve the obligations of confidentiality about sensitive Board matters. However, the requirement for confidentiality may not apply if it becomes necessary for any or all Trustees to inform the Charity Commission or any other statutory body as aforesaid about any matter, which could threaten the good reputation of the Charity or could represent a breach of any laws with which the Charity is required to comply;
- iii. Abide by the charity's conflict of interests or loyalties policies;
- iv. Abide by any equality, diversity, safeguarding, health and safety, bullying and harassment policies and any other policies agreed by the Board from time to time;

- v. Ensure that each and every trustee and others associated with the Charity receive the necessary and requisite training including refresher training from time to time as the Board thinks fit. Such training is to be carried out with a reputable training organisation, in line with the recommendations and guidance of the Charity Commission;
- vi. Ensure that each and every Trustee proactively takes part in the relevant charity management courses whether that be online or in-person; and

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