



Communication Policy

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

IN THE NAME OF ALLAH, THE MOST MERCIFUL, THE BENEFICENT

This Communication Policy is to provide guidelines for proper communication within the premises of the Abubakar As-Saddique Islamic Center (AAIC). This communication serves to safeguard the well-being and safety of the community as a whole and must take priority over the privileges and expression of the individual.

AAIC General Communication Policy.

The communication policy includes the following guidelines:

- 1.1 AAIC Board of Directors and Executive team reserves the right to make all announcements unless someone is pre-approved by the executive team to do so.
- 1.2 Anyone wishing to make announcements using the microphone system or distribute any literature on AAIC premises must seek the permission of the executive director or imams. The request should be made in writing at least 12 hours before the desired announcement time unless there is an emergency or urgent situation. The executive director or imams will decide whether to make the announcement on behalf of the requestor or allow the requestor to make the announcement.
- 1.3 Communication should be in keeping with the vision and objectives of the organization laid out by the AAIC bylaws.
- 1.4 Communication in the prayer hall must be in a soft, polite voice that does not distract or disrupt worshippers and AAIC programs.
- 1.5 AAIC congregants **MUST** always observe the Islamic Code of Conduct and ethics in all proceedings and within AAIC premises.
- 1.6 Any communication, including e-mails, announcements, distributed literature, and interpersonal communication must be truthful, polite, tolerant, and respectful according to Islamic guidelines. Name-calling, personal attacks, false accusations, slandering, backbiting and gossip will not be tolerated, and anyone involved in such behavior will be dealt with accordingly.



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1.7 Communication or behavior that is violent, criminal, abusive in nature or one that violates local, state, or federal laws will not be tolerated and may be grounds for expulsion from the premises and the appropriate law enforcement agency may be informed for necessary action.

1.8 Trade, business dealings, and exchange of money are prohibited in the prayer hall.

In the event, that violations of this policy occur, the following action(s) may be taken:

Level I - The offending individual will be warned that such communication or behavior is unacceptable and cannot be repeated in the future.

Level II - If the offending individual persists in violating the guidelines, then the executive director may take necessary action.

Level III - If the offending individual persists in violating the guidelines, then the executive director may inform the appropriate law enforcement agency and may seek a restraining order.

Note: If violent, abusive, or severely disruptive behavior is observed by an individual/individuals within the premises of AAIC, the board of directors or the executive director may immediately proceed to **Level III** action and drastic steps.