



CONFLICTS OF INTEREST POLICY OF THE ISLAMIC SOCIETY OF CENTRAL JERSEY

Preamble. The Trustees, Officers and staff members of the Islamic Society of Central Jersey (ISCJ) owe a duty of loyalty to ISCJ, which requires that in their positions, they act in the interest of and not in their personal interests. Trustees, Officers and staff members may not use their positions or information they have about ISCJ or ISCJ's property or information obtained through their positions in a manner that allows them to secure a financial benefit for themselves or their relatives. In sum, it is the policy of ISCJ that no transaction between it and its Trustees, Officers or staff members be tainted with a conflict of interest. For example, a conflict of interest would occur where an Officer or Trustee votes on a contract between the organization and a business that is owned by that Officer or Trustee or is employed by that business.

Disclosure. (a) Prior to election to the Board as an Officer or Trustee, and annually thereafter, all Trustees and Officers shall disclose in writing, to the best of their knowledge, any Interest (as defined below) in any corporation or other organization which provides goods or professional or other services to ISCJ or any of its Affiliates as defined in the ISCJ Constitution for a fee or other compensation. A copy of each disclosure statement shall be available to any Trustee of ISCJ on request.

(b) If at any time during his or her term of service a Trustee or Officer has any interest which may pose a conflict of interest at any time during that Trustee's or Officer's service, he or she shall promptly disclose the material facts of that Interest in writing to the Chairperson of the Board.

(c) When any matter in which a Trustee or Officer has any interest comes before the Board or any committee of the Board for decision or approval, that interest shall be immediately disclosed to the Board or the Committee by that Trustee or Officer.

Definition of "Interest". Whether a Trustee or Officer has an interest in a matter shall be determined by whether that Trustee or Officer or a relative would have a financial interest in a decision on the matter by the Board or a Committee. An interest is not intended to include positions on legislative matters of general impact.

Voting. No Trustee shall vote on any matter in which he or she has a financial interest nor participate in any manner in the discussion of that issue.

Attempts to Influence. Trustees and Officers shall not attempt to influence other Trustees or Officers regarding matters in which they have an interest.

Staff. The staff of ISCJ is directed to apply to the staff rules and procedures consistent with the rules and procedures outlined above for Trustees and Officers. For purposes of this policy, the term Officer shall include the staff of ISCJ

PART II: DISCLOSURE STATEMENT

THE ISLAMIC SOCIETY OF CENTRAL JERSEY CONFLICT OF INTEREST DISCLOSURE STATEMENT

I have read the ISCJ Constitution and the conflict of Interest Policy of the ISLAMIC SOCIETY OF CENTRAL JERSEY. To the best of my knowledge, except as disclosed in the attached statement, I do not have an Interest with any entity as defined in the policy and the Constitution.

Further, to the best of my knowledge, except as disclosed, I do not intend to acquire an Interest, as defined in the policy and the Constitution.

(A) Without exception /____/

(B) Except as described in my following statement /____/

Presently, I have/I am _____

If any situation should arise in the future which I think may involve me in a conflict of interest pursuant to the policy and the Constitution, I will promptly disclose the conflict in writing to the Chairperson of the Board.

Date: _____

Signature: _____

Print Name: _____

THE CODE OF ETHICS FOR THE ISLAMIC SOCIETY OF CENTRAL JERSEY

PREAMBLE:

Membership of the Board of Trustees of the IS CJ is voluntary. By accepting membership, a Trustee assumes an obligation of self-discipline guided by the Islamic rules, the relevant regulatory laws and the Constitution of IS CJ. The Principles of the Code of Ethics for the IS CJ Board of Trustees express the recognition of its responsibilities to the members of the IS CJ general body, committees and affiliations, IS CJ employees and the Islamic community at large. They guide the Trustees in the performance of their responsibilities and express the basic tenets of ethical conduct. The Principles call for a commitment to honorable behavior, even at sacrifice of personal advantage.

A. Personal and Professional Integrity

All board members of the organization shall act with honesty, integrity and openness in all their dealings as representatives of the organization. The organization promotes a working environment that values respect, fairness and integrity. All board members shall refrain from making any disparaging comments about any other board member or staff of IS CJ. Character attacks by one board member against another board member are not acceptable. This also applies to candidates who are running for board positions. The Board of Overseers shall give all candidates a copy of this code of ethics and the conflict of interest policy. Candidates running for the Board shall be required to read and sign this code of ethics and conflict of interest policy at the time they accept the nomination. Candidates shall refrain from promoting himself or herself based on ethnicity, age or gender.

B. The Public Interest

The Trustees should accept the obligation to honor and represent everyone the IS CJ serves, and demonstrate a commitment to act in a way that will best serve the interest(s) of the IS CJ.

C. Objectivity and Independence

The Trustees should maintain objectivity, communicate information fairly, be free of conflict of interest, and should be independent in fact and appearance when voting or providing an opinion. The Trustees should refrain from accepting gifts relating to their current responsibilities that may affect their independence.

D. Legal Compliance

The Board of Trustees will make their best effort to be knowledgeable of and comply with all laws, regulations and rules of the society and governmental authorities.

E. Openness and Disclosure

The Board of Trustees shall provide comprehensive and timely information to the community, the media and stakeholders as necessary and be responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization. All solicitation materials accurately represent the organization's policies and practices and will reflect the dignity of program beneficiaries.

F. Program Evaluation

The organization regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The organization is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities in the field. The organization is responsive to changes in its field of activity and is responsive to needs of its constituencies.

G. Inclusiveness and Diversity

The organization has a policy of promoting inclusiveness and its staff, board and volunteers will work for diversity in order to enrich its programmatic effectiveness. The organization takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

H. Due Care

The Trustees should discharge their responsibilities to the best of their abilities, exercise professional care, and strive continually to improve competence and the quality of services.

I. Confidentiality

The Trustees shall refrain from disclosing any confidential information acquired in the course of their work.

The undersigned, _____, being a member of the Board of Trustees of the ISCJ/candidate for Board of Trustees, after reading and understanding the above Code of Ethics and its Preamble, I hereby agree to adhere to the Principles stated herein.

Signature: _____

Date: _____