



IFN ETHICS COMMITTEE & MISCONDUCT POLICY

The Islamic Foundation North Ethics Committee consists of five voting members, including its chairperson. The Recorder, Investigator, Coordinator, and Negotiator. The Ethics Committee may seek advice from religious committee and IFN lawyer on religious and legal matters as may be needed. Any findings or recommendations or resolutions are the responsibility of the committee members. The committee is authorized to receive and deal with the IFN members' grievances in accordance with Grievance Procedures. If the sexual, physical, and financial conduct is criminal in nature, members must also report the incident to the local law enforcement agency.

For Immediate Help Call 312-814-6200 Illinois Department of Human Rights, State of Illinois – Department of Human Rights.

Grievance Procedure

1. A member seeking to resolve a dispute first should meet and discuss the dispute with the Ethics Committee (EC) of IFN. The committee should attempt to resolve the dispute informally. The chairperson will make a reasonable effort to obtain the facts and information as needed and he/she will have the authority to resolve the complaint if it involves actions within the chairperson's authority and responsibility in keeping with IFN Sexual harassment, Misconduct and Conflict of interest policy. Within two weeks after the meeting with the member, the chairperson shall provide to the committee members a written response to the issue raised, consistent with IFN policy. The chairperson also will apprise the Executive Committee and the Board of Trustees of the dispute if it is not resolved at this step.
2. Initiation of the Grievance- If the person is dissatisfied with the outcome of Step 1, the person shall hand-deliver his/her written grievance on Code of Conduct form to the Ethics Committee.
3. Eligibility Determination - The committee chair will determine whether the grievance is an "Eligible Complaint" qualified for hearing in accordance with the established policies of IFN.
4. Witnesses and Documents - At least two weeks before the hearing, the parties shall provide the committee a written list of witnesses they wish to testify and a copy of proof they wish to present to the committee at the time of hearing.
5. The Hearing- The hearing shall be conducted in accordance with the following procedures:
 - The parties are entitled to be present during the hearing.
 - All committee members shall be present during the entire hearings.
 - The Ethics Committee will compile a final report.
6. The committee shall issue a written report of its findings of facts and recommendations for resolution of the grievance. The chair shall send a copy of the report to the Executive Committee and the Board. The Conflict of Interest Policy applies to the Executive Committee (EC), Board of Trustees (Board or BOT), and all volunteers of Islamic Foundation North.



CODE OF CONDUCT INCIDENT REPORT - FORM A

Full name of the Person Filing Report..... Date of Incident.....
 Telephone Number..... Time of Incident.....
 Mailing Address..... Email.....
 Location of Incident (Be specific) Date of Report.....

Individuals Involved (please include address and phone number, if available, and mark if witness)

Name	Address	Phone	Email	Witness
1.				<input type="checkbox"/>
2.				<input type="checkbox"/>
3.				<input type="checkbox"/>

Description of Incident (Please explain in your own words what happened. Please include as much detail as possible. It’s easiest if you tell the story in chronological order. Attach separate pages as needed.)

“In filing this report:

- The report I am filing is truthful and to the best of my knowledge.
- I consent to the release and use of this report and any information relating to the investigation of this alleged incident to any officer or governing member of the IFN who may be investigating the incident.
- I understand that this report may be accessed by the students named above or any other individual(s) who may, through the Islamic Foundation North’s investigation, be involved in this alleged incident.
- I understand that I may be required by the IFN to serve as a hearing witness in regards to this report.”

Signature _____ Date: _____

Upon completion of this Form: Contact the IFN Ethics Committee at 847-406- 3730 Ext 241 to report any Misconduct or Harassment Issues.