



AGREEMENT TO ABIDE BY ALL POLICIES AND PROCEDURES

*Note: This form must be filled and signed by all **Staff Members and Volunteers** and relevant individuals affiliated with the Manitoba Dawah Center Inc.*

I _____, resident of _____ hereby declare that I am 18 years of age or more and I understand and promise to abide by the following policies and procedures as outlined below by the Manitoba Dawah Center Inc. (also known as "MDC") while carrying out its duties and responsibilities as directed, both on its premises and elsewhere.

1. **Technology & Computer Use:** I understand that this is an educational facility; therefore, I will use all computers and equipment only for educational activities such as typing assignments, emailing, reading or watching news, printing resumes, cover letters and other related applications, etc. I will NOT visit chat rooms, nor play games that slow down the internet speed, nor visit websites that are prone to infecting viruses on computers, nor visit other prohibited websites, nor download any programs, nor change computer settings, nor add or remove programs or soft wares, and I will not indulge in any other prohibited activity that will harm the functions and interests of the Manitoba Dawah Center Inc.
2. **Property & Equipment Use:** I promise to use the Center property and equipment with care and diligence and will return all equipment including keys of the Center if I am unable to perform my duties as delegated, or if I am terminated from my privileges. I will not make copies of any keys, nor give my keys to others nor share the alarm code with others. Any gadgets like ipods and cell phones will be taken away from students for the duration of the class. Students are requested to bring their own notebooks, stationery like pen, pencil, eraser, bag pack and related material to each class.
3. **Library Use:** I promise to read and utilize all material in the Library with care and will return all books and related material within the return dates specified.
4. **Food & Drink:** I understand that I am obliged to keep the Center clean and will use caution when bringing food and drinks to the Center. I understand that open food in plates is not allowed during classes and in the library, board room and computer room.
5. **Liability Waiver:** I take full responsibility for my safety and the safety of my children while volunteering/ working/ studying on the premises of the Manitoba Dawah Center. I also unconditionally and fully waive all liabilities for my children and myself arising from studying or performing any activities for the Manitoba Dawah Center staff, clients, directors and all members affiliated with the organization except where due negligence on the part of any of its members has lead to the liability.
6. **Dress Code:** I understand that this is a workplace and moreover a Masjid (place of worship), so I will dress appropriately and modestly at all times. Girls are expected to wear Hijaab with skirt or Abayah and boys are expected to wear Khamis or pants (no shorts).
7. **Information Release:** I understand that all information collected on this form and other forms will be kept confidential and will be used in accordance with the Privacy Act and other legislations in effect. My information will only be shared with third parties only if a written consent is given by me to do so, or when required by law.
8. **Parking Space:** I understand that parking is not permitted between the hours of 8:00am and 4:30pm any where on the premises of the MDC. If I park during these times, I understand that my car will be towed at my own expense.
9. **Fee Collection:** I understand that if I am assigned to collect tuition fee or any other fee relevant to the programs and activities of the MDC, I will collect the funds honestly and immediately give the funds to the finance department or the Director of MDC.



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10. **Respectful Workplace:** I understand that harassment, bullying, and all types of discriminatory behaviour are strictly prohibited. Any one found acting against the interest of the safety of others will be asked to leave immediately. I understand that there is zero tolerance for this type of behaviour and any breach of conduct on my part could lead to immediate suspension or termination of benefits and also possible involvement of law enforcement agencies based on the severity of the issue.
11. **Volunteer Activity:** I understand that all work that is expected of me and any work that I do by my own choice or under the direction of the MDC is voluntary and unpaid unless specified explicitly by the Director of the Manitoba Dawah Center.
12. **Attendance:** I understand that I will attend meetings, seminars and training sessions as requested and complete all assigned projects within the specified deadlines.
13. **Criminal Record and Child Abuse Registry Checks:** I understand that in order to fulfill my duties and responsibilities at the MDC as a staff/ volunteer, I may be required to submit police clearance, security and/ or child abuse registry checks, if deemed necessary.
14. **Role Model for Others:** All Staff & Lead Volunteers must play a key role in the activities of the MDC. They are requested to make sure that volunteers reporting to them have completed all assigned projects; have frequent discussions with them on character building and other personality development topics; motivate and encourage them in performing the activities of the Deen; appreciate and reward them for their hard work and guide them in their shortcomings. *Staff Members & Lead Volunteers must be role models in their relevant roles for all new and existing volunteers at all times.*
15. **Obligation to Maintain Confidentiality:** I promise to keep all information discussed in meetings, training sessions, etc confidential when dealing with personal information of any of the stakeholders of the Manitoba Dawah Center Inc. I will not use information collected in my capacity as a staff or volunteer or in any other position to my advantage, or to the disadvantage of others. I will keep all information related to the Manitoba Dawah Center Inc., its clients, staff, volunteers, members, all stake holders, etc confidential while volunteering or working at the MDC, and also after the termination of my employment and privileges.
16. **Conflict of Interest:** I understand that I will not be on the board or committee of any other organization where a conflict of interest may arise by my serving on the board or committee of the MDC. I understand it is my responsibility to disclose my role with other organizations; concealment of information that would give rise to conflict of interest may cause in the immediate termination of my position at the Manitoba Dawah Center Inc.

I understand that any breach of conduct on my part with respect to any of the above mentioned policies and procedures will lead to an immediate termination of my benefits by the Manitoba Dawah Center Inc. and a possible involvement of law enforcement agencies especially on breach of Policy Nos: 2, 10 and 15.

Signature: _____

Full Name: _____

Today's Date: _____