



## **AGREEMENT TO ABIDE BY ALL POLICIES AND PROCEDURES**

*Note: This form must be filled and signed by all **students** over the age of 18 or by parents or guardians whose children are less than 18 years of age.*

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. (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 full sleeve shirts with Hijaab and long skirts 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 Monday thru Friday 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 Payment:** I will pay all fees for any courses I register and for any services I request and that are offered to me within the deadlines specified (**Fee payments for Weekend School students is to be paid on the first**



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- Fri/ Sat/ Sun of the Month**). Failure to make fee payments on time can result in removal from the Weekend School program after two notices are given.
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 is voluntary and unpaid unless specified explicitly by the Director of the Manitoba Dawah Center.
  12. **Attendance:** I understand that I will attend meetings, classes and complete all assigned projects within the specified deadlines. I will be regular and punctual for all my classes. I understand that it is expected of me to arrive at least **10 minutes before** the class begins. It is my responsibility to inform the teacher if I am going to be absent or late for any class at least **2 days** in advance. Failure to comply with the rules of attendance can result in suspension or removal from the Weekend School program after two notices are given.
  13. **Dropping Off and Picking Up Children:** I understand that it is my responsibility to notify the teacher in charge when I drop off my child for the Weekend School at the Manitoba Dawah Center and also when I pick up my child. I will NOT drop off my children in the parking lot notifying strangers.
  14. **Role of Parents and Guardians:** Parents and guardians must play a key role in their children's Islamic education. Parents are requested to see if their children have completed all assigned homework; have frequent discussions with children on character building and other personality development topics; motivate and encourage children in performing the activities of the Deen; appreciate and reward them for their hard work and guide them in their shortcomings. *Parents must be role models for their children if they want them to become better individuals in society and most importantly apart from helping children in building their careers, parents must also pray for them every day.*

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 and 10.

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_