

NCNMO Platform Code of Conduct

A. ATTENDEE RULES AND REGULATIONS

Please carefully read the Platform Rules and Regulations. By registering and checking in, the attendees as well as the parent/guardian/chaperone all agree to be bound by these rules.

- 1) All attendees must behave impeccably. Attendees represent Islam and their chapters. Others are watching!
- 2) Attendees shall adhere to Islamic dress code and general conduct throughout the program.
 - a. Islamic dress codes prohibit clothing with profane, offensive, or sexually suggestive language.
 - b. Males are discouraged from wearing earrings and must keep pants fully always pulled up.
 - c. Females must not wear tight or revealing clothes and must always use the hijab or scarf.
 - d. Exposure of tattoos is not allowed.
 - e. Attendees must refrain from wearing clothing with holes, tears etc. during Platform.
 - f. Violation of the dress code may lead to disciplinary action.
- 3) Attendees shall respect fellow attendees, program officials, other hotel users and staff always.
- 4) Attendees shall participate in scheduled activities unless specifically excused by program officials.
- 5) No attendee shall leave the program premises without the permission of program officials except for emergency reasons.
- 6) **Playing video games or watching videos on cell phones, tablets, and any other electronic gadgets during lectures/program are not allowed.**
- 7) Fighting, horseplay, and use of foul language are strictly prohibited. Such action may result in dismissal from the program.
- 8) Attendees must always observe the hotel and event rules.
- 9) **Attendees are not allowed to harbor non-attendees or commuters in their rooms throughout the program duration.**
- 10) Attendees must sleep in their respective assigned rooms throughout the program.
- 11) Attendees under 10 years old are always to be with a parent or an adult.
- 12) **Mealtime Procedures** are as follows:
 - a. Please report to the dining room only when your group is called upon/scheduled.
 - b. Present your Platform badge.
 - c. Be orderly.
 - d. Please take only your portion.
 - e. Only Food Committee members and volunteers are allowed in the kitchen/serving area.

13) **Medical Code of Conduct** is as follows:

- a. Hand hygiene and sanitizing must always be practiced.
- b. Please report to the clinic if you are experiencing any of the following symptoms:

Symptoms	
➤ New Onset of Cough	➤ Chills
➤ New Shortness of Breath	➤ Rigorous Shaking
➤ New Difficulty Breathing	➤ Muscle Aches
➤ Loss of taste or smell	➤ Headache
➤ Fever	➤ Nausea or Vomiting
➤ Diarrhea	➤ Congestion or runny nose
➤ Fatigue	➤ Sore throat

*** To help curb transmission of the COVID-19 and other prevailing viruses, **please isolate and self-report if you or anyone you have come in contact with is experiencing any of the above symptoms.** Thank you for keeping yourself and all attendees safe from spreading the virus. ***

14) Attendees are encouraged to report any issue of violation to them or other attendees by any program officials by

- a. Dropping a note in the **Suggestion box** that will be placed in the Registration HQ room.
- b. Reporting the situation to NPC Chairperson or any other NCNMO leadership for timely intervention; or
- c. Including in a daily post-program survey.

B. DISCIPLINARY PROCESS AND PROCEDURE

- 1) **Disciplinary Committee:** A committee will be inaugurated at the beginning of each Platform. The composition of the Committee shall be as follows: One (1) representative each from NCNMO Executive, Shura Board, Host Chapter leadership, APC, and 1 female representative from the general body.
- 2) **Responsibility:** The Committee shall receive and review all allegations related to the violation of this Code of Conduct and fairly adjudicate in all disciplinary matters.
- 3) **Appeal Process:**
 - a. The defendant can submit an appeal to the National Executives for review.
 - b. The National Executives shall review and determine on all cases of all appeals against any of the Disciplinary Committee's decisions.

- 4) **Categorization of Offenses:** Breaking of Platform Rules and Code of Conduct are categorized into three along with respective penalties.
 - a. Category One: Misbehavior
 - b. Category Two: Major Offense
 - c. Category Three: Severe Offense
- 5) **Security Team:** The NPC Security team will mobilize and set up a security team, which will conduct surveillance of the venue, study the logistics, and develop a security plan. The NPC Security Committee with the local chapter team will coordinate and work with the Uniform Security Agents/Company contracted to provide security and safety services as well as to enforce the rules during Platform. The individuals will be trained in ways to manage various situations while showing respect to attendees.
- 6) The Security Team shall receive security reports (including any Incidences Reports on members' misconduct) regularly from the Uniform Security Agents contracted. The Security Committee Chairman shall forward all security incidence reports received to the Platform Disciplinary Committee for consideration.
- 7) **Chaperones:** A well-coordinated process of identifying attendees and their chaperones will be in place. All attendees under 18 years must be in a room with at least one individual 18 years or older.
- 8) **Announcements at General Forum:** Announcements will be made daily about sanctioned members and Chapters to deter others.
- 9) **Anyone asked to leave the program because of non-compliance will not receive a refund.**

C. OFFENSES AND PENALTIES BY CATEGORIES

Category 1 Offenses: Misbehavior examples are:

	OFFENSES	RANGE OF PENALTIES
1.	Disruptive use of electronic gadgets inside lecture rooms.	<ul style="list-style-type: none"> • Counseling / Education • Fine: Range from \$10 to \$50 • Confiscation until Platform is over. • Community service at Platform • Denial from sporting events and other outings
2.	Violation of individual room privacy rule: Attendees must sleep in their respective assigned rooms throughout the program.	
3.	Loitering and other distractive behaviors not considered severe	
4.	Failure of attendee to respect fellow attendees, program officials, other hotel user and/or hotel staff.	

Category 2 Offenses: Major Offense examples are:

	OFFENSES	RANGE OF PENALTIES
1.	Violation or Non-adherence to Islamic dress code (Section A item 2) and general conduct during the program	<ul style="list-style-type: none"> • Fine ranging from \$10 to \$150. • In extreme cases: Expulsion. • For vandalism, payment of restitution in addition to possibility of suspension, expulsion/dismissal at Chapter's expense. • Announcement at general forum. • All suspended/expelled delegates must attend a counseling session arranged by the Local Chapter and/or National Council. • A <u>repeat offender</u> is an attendee who had once been booked or disciplined verbally or written for any offense or tort committed in the prior or current platform.
2.	Loitering and other highly distractive behaviors during	
3.	Fighting and/or Horseplay (Groups B – 1)	
4.	Failure to observe Hotel and Event's rules	
5.	Use of foul languages	
6.	Vandalism	
7.	Male found in female room and/or floor (or vice versa) without written permission from a Chaperone	
8.	Harboring non-attendee in an allocated hotel room during Platform duration	
9.	Failure of attendee to respect fellow attendees, program officials, other hotel user and/or hotel staff always (Repeat Offender)	

Category 3 Offenses: Severe Offense examples are:

	OFFENSES	RANGE OF PENALTIES
1.	Fighting and/or Horseplay (Groups 2 – 5)	<ul style="list-style-type: none"> • Suspension or expulsion/dismissal from the program at the member chapter's expense • Any case of suspension or expulsion / dismissal shall also attract a fine of \$100.00. • Announcement at general forum. • All suspended/expelled delegates must attend a counseling session arranged by the Local Chapter and/or National Council. • A <u>repeat offender</u> is an attendee who had once been booked or disciplined verbally or written for any offense or tort
2.	Male found in female room and/or floor or vice versa without written permission from a Chaperone (higher degree)	
3.	Flagrant disrespect of fellow attendees, program officials, other hotel users and/or hotel staff. (repeat offender)	
4.	Possession of illicit drugs, and/or alcohol, or weapons.	

D. LIMITATION OF LIABILITY

NCNMO shall not be responsible or liable to any attendees or any third party for any special, incidental, or consequential damages resulting from any willful or mistaken behavior of any attendees during Platform. Each attendee shall hold NCNMO non liable for any tort committed by any attendees unless the person who committed the tort was acting as agent of NCNMO at the time the tort was committed.

Should there be any dispute between NCNMO and any attendee, the parties agree that such dispute shall be resolved through alternative dispute resolution.