

MUSLIM ASSOCIATION OF NEW BRUNSWICK

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VISTOR POLICY

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EFFECTIVE DATE: APR 22, 2026

SECTION I - MISSION AND VALUES

MANB is committed to providing a safe, respectful, and spiritually uplifting environment for the worship of Allah (SWT) and the service of the community. All members, visitors, and staff are expected to act with Adab (etiquette) and Ikhlas (sincerity) in accordance with the Quran and Sunnah.

SECTION II – DEFINITION

Visitors are persons temporarily entering the masjid and consist of the following:

- Any person (Muslim or non-Muslim) who takes part in any religious, educational and/or social activities
- Any visitors (Muslim or non-Muslim) invited by the MANB to take part in any religious, educational and/or social activities
- Board of Directors of the MANB
- Principal and volunteers of the MANB Islamic School and Tahfeez-ul-Quran School
- Volunteers appointed by the Board of Directors
- Employees of the MANB
- Jama'at At-Tableegh visiting the Masjid
- Hirers of the Community Hall

SECTION III - GUIDELINES FOR NON-MUSLIM VISITORS

We welcome our neighbours and friends of all faiths to visit and learn.

To ensure a comfortable experience for everyone, we ask visitors to observe the following:

A) DRESS CODE

- *For Women:*

- Please wear clothing that covers your arms, legs, and chest. Avoid sleeveless tops, shorts, or short skirts.
- A headscarf is required inside the masjid as a sign of respect. A simple scarf can be provided if needed.
- Avoid tight, transparent, or revealing clothing.
- Please do not wear clothing with offensive images or messages.
- Dress in a clean and respectful manner, as the Masjid is a sacred place of worship.

- *For Men:*

- Please wear clothing that covers your shoulders, chest, and legs. Avoid shorts as they are not appropriate inside the Masjid.
- Avoid shirts that may expose your back when you bow or lean forward (in the event you are participating in the Prayers)
- Please do not wear clothing with offensive images or messages.
- Dress in a clean and respectful manner, as the masjid is a sacred place of worship.

B) SOCKS & SHOES

- Place all shoes neatly in the designated shoe racks at the entrance of the Masjid.
- Non-Muslim visitors who prefer not to remove their shoes in public spaces are kindly asked to ensure they are wearing socks.
- Maintain the highest standards of ṭaharah (purity) when attending the masjid. Please ensure your socks and clothing are clean.
- Do not leave shoes in hallways or near doorways, as this creates clutter and safety hazards for others entering or exiting the masjid

C) OBSERVING PRAYERS

- Non-Muslim visitors are welcome to observe the prayers at the Masjid.
- Please remain seated at the back of the hall and refrain from talking or walking in front of those who are praying.
- If you are engaging in the active prayer and you do not have a guide, please let the management know so we can help you pair up with someone who can guide you.

D) PHOTOGRAPHY/VIDEO

- Please seek permission from the MANB administration before taking photos or videos of the facility and/or congregants.

E) QUESTIONS

- Feel free to ask questions. Our staff and volunteers are happy to provide information about Islam and our community.

F) MASJID (MOSQUE) DECORUM

- Avoid any actions that may disrespect or desecrate the masjid.
- Do not engage in gossip or unnecessary conversations.
- Do not walk directly in front of someone who is praying.
- Avoid loud talking or noise, as it may disturb those engaged in prayer or dhikr (remembrance).
- Refrain from consuming foods with strong or unpleasant odors before coming to the masjid, as this can be disturbing to others.

SECTION IV - RESPONSIBILITIES OF MUSLIM VISITORS

A) ETIQUETTES

- Observe and uphold the etiquettes of the Masjid as taught in the Qur'an and Sunnah
- Maintain an atmosphere of respect, cleanliness, and tranquility within the prayer space.
- Be mindful of others who are praying, reciting Qur'an, or engaging in worship.

B) DRESS CODE

- ***For Sisters:***
 - Please wear clothing that covers your arms, legs, and chest.

- A headscarf is required inside the masjid as a sign of respect. Scarves and prayer garments are available to borrow in the Women's Prayer Hall.
- Avoid tight, transparent, or revealing clothing.
- Please do not wear clothing with offensive images or messages.
- Dress in a clean and respectful manner, as the Masjid is a sacred place of worship.
- ***For Brothers:***
 - Please wear clothing that covers your shoulders, chest, and legs. Avoid shorts as they are not appropriate inside the Masjid.
 - Avoid shirts that may expose your back when you bow or lean forward
 - Please do not wear clothing with offensive images or messages.
 - Dress in a clean and respectful manner, as the masjid is a sacred place of worship.

C) SOCKS & SHOES

- Place all shoes neatly in the designated shoe racks at the entrance of the Masjid.
- Maintain the highest standards of ṭaharah (purity) when attending the masjid. Please ensure your socks and clothing are clean.
- Do not leave shoes in hallways or near doorways, as this creates clutter and safety hazards for others entering or exiting the masjid

D) WUDU & WUDU AREAS

- Perform your wudu before joining the prayer, ensuring you are prepared for Salat.
- To uphold Islamic principles of avoiding waste and preserving shared resources, all attendees are requested to use water mindfully while performing wudu. Water should be used only as much as necessary to complete the ablution properly.
- Taps/faucets should not be left running continuously during wudu.
- Keep the wudu area clean, dry, and tidy after use to maintain safety and cleanliness for everyone.
- Sandals are provided for use in the wudu area; please leave them neatly arranged so others can benefit from them as well.
- Any leaks, running taps/faucets, or plumbing issues should be reported immediately to mosque management.
- Parents and guardians are requested to guide children in proper and careful water use.

E) PHOTOGRAPHY/VIDEO

- Please seek permission from the MANB administration before taking photos or videos of the facility and/or congregants.

F) MASJID (MOSQUE) DECORUM

- Avoid any actions that may disrespect or desecrate the masjid.
- Quarreling, raising voices, cursing, or using foul or offensive language is strictly prohibited anywhere inside the masjid or on MANB property.

- Mounting, hanging, or attaching any paintings, pictures, posters, or other items to the walls of the masjid is not permitted without explicit approval from the MANB Administration.
- Do not engage in gossip or unnecessary conversations.
- Do not walk directly in front of someone who is praying.
- Avoid loud talking or noise, as it may disturb those engaged in prayer or dhikr (remembrance).
- Refrain from consuming foods with strong or unpleasant odors before coming to the masjid, as this can be disturbing to others.
- Respect others' personal space and maintain a spirit of mutual respect at all times.

G) PUNCTUALITY

- Arrive early for congregational prayers, and when leaving the main hall, do so quietly to avoid disturbing those still praying or making dhikr.
- Those who arrive late should not step over people or push through rows to reach the front. Join the nearest available spot in the saff with dignity and calm.

H) CHILDREN'S SAFETY AND SUPERVISION

- Parents must keep their children under direct supervision at all times to ensure their safety and to maintain a calm, respectful, and distraction-free prayer environment.
- If small children are brought to the masjid, parents must ensure they are not making loud noises or running around in the prayer halls. The masjid's prayer areas are sacred spaces, and proper respect must be maintained.
- If a child is colic or continuously crying, we kindly ask parents to attend to the child until he or she calms down before resuming prayer. If the child cannot be soothed, please consider stepping outside briefly for fresh air to help them settle.

I) ADHAN & MUADHIN

- MANB follows the official Prayer Times Table, available on the MANB website.
- The Imam is responsible for designating Muadhins for all Daily Prayers and the Friday Congregational Prayer.
- Community members are kindly requested not to give the Adhan or Iqamah—for Daily Prayers or Jumu'ah—without first receiving permission from the Imam.

J) JUMMAH SERMON (KHUTBAH)

- When the Imam is delivering the Friday Sermon (Khutbah), the congregation must maintain complete silence.
- No talking, discussion, or unnecessary movement is permitted during the Khutbah (Sermon)
- Please ensure your mobile phones are set to Silent or Vibrate mode to avoid disruptions.

K) ACCESSIBLE SEATING

- Chairs are available for elders and for anyone who is unable to sit on the floor in Women's Prayer Hall and Men's Prayer Hall
- For everyone's safety, **chairs must only be used in the designated seating areas**. Using chairs in other parts of the prayer hall or hallways can obstruct pathways and create hazards during a fire evacuation.
- Please do not move chairs into walkways, entrances, or any area not marked for seating.
- Children should not play with or move chairs, as this may cause disruptions or safety concerns.
- If you require assistance with setting up a chair, please speak to a member of the administration team.

L) ILLNESS AND CONTAGIOUS SYMPTOMS

- ***Stay Home if You Are Unwell***
 - o Anyone experiencing fever, cough, sore throat, vomiting, diarrhea, or any contagious symptoms is asked to stay home and avoid attending the masjid.
 - o This applies to adults, children, volunteers, and visitors.
- ***Protecting the Community***
 - o Coming to the masjid while sick can unintentionally spread illness to elders, children, and those with weakened immune systems.
 - o Staying home when unwell is an act of responsibility and care for the entire community.
- ***Return Only When Symptoms Improve***
 - o Individuals should return to the masjid only after symptoms have resolved and they are no longer contagious.
 - o If unsure, it is better to wait an extra day for the safety of others.
 - o If needed, please use the mask to prevent the spread of illness.
- ***Parents and Children***
 - o Parents must keep children with any contagious symptoms at home.
 - o Volunteers or staff may politely ask parents to take a child home if they appear visibly unwell.
- ***On-Site Illness***
 - o If someone becomes sick while at the masjid:
 - Volunteers or staff should guide them to a quiet area away from others.
 - Encourage them to return home to rest.
 - If symptoms are severe, call emergency services.
- ***Respect and Compassion***
 - o Volunteers or staff should handle all illness-related situations with kindness, discretion, and respect.
 - o No one should feel embarrassed or singled out for being asked to rest at home.

M) UNAUTHORIZED USE

- Please do not move furniture, adjust thermostats, or access sound systems unless you have received prior authorization from MANB Administration.
- The use of televisions, display screens, or any digital monitors for private or public purposes is not permitted without prior approval from MANB Administration.

N) RAMADAN & TARAWEEH PRAYER

- ***Ramadan Schedules:***
 - MANB follows a dedicated Ramadan schedule for Adhans and Salaat throughout the month.
 - Please adhere to these timings when you are in the masjid for breaking fasts.
 - A complete program for Iftar and the nightly Taraweeh prayers is shared with the community before the start of Ramadan.
- ***Iftars and Dinner***
 - Iftars are organized by MANB for Students and Single Members of the community
 - Iftar and Dinner is organized in the Community Hall in the basement for both Men and Women
 - No Food is to be brought into the Main Prayer Halls
- ***Water Dispensers***
 - Water Dispensers are located in the Women Prayer Hall, Men's Entrance Lobby and Basement Community Hall
 - MANB does not permit the use of disposable plastic water bottles on the premises as part of our commitment to environmentally friendly practices.
 - Please bring a reusable bottle with you and make use of the water dispensers.
- ***Ladies' Overflow Area:***
 - In the event, there is a shortage of space in the Women's Prayer Hall, additional space is allocated in the new basement hall.
 - Please note that this overflow area is exclusively accessible to ladies only during Ramadan.

O) FOOD AND DRINK

- Consumption of food and drinks is ***strictly prohibited*** in the Men's Prayer Hall, Women's Prayer Hall, and the adjoining lobbies. If you need to eat or drink, please use the Community Hall located in the basement.
- The kitchen and dining area are available for your use; however, please be careful not to take food or items from the refrigerator that do not belong to you.
- The stove may be used to warm food, but due to Fire Marshal restrictions, it must not be used for cooking full meals.

P) IMAM'S ROOM

- The Imam's Room is off limits to the public.
- Please do not knock on the door or disturb the Imam for personal requests.

- If you need to meet the Imam, please speak with him when he comes to lead the prayers.

Q) SOLICITATION

- No unauthorized fundraising, distribution of flyers, or selling of goods or services is permitted on the premises without written approval from the MANB Board.

R) TOBACCO, VAPING ALCOHOL AND DRUGS

- Smoking, vaping, or the use of any tobacco products is strictly prohibited inside the premises as per the Province of New Brunswick's *Smoke-Free Places Act*.
- The possession or consumption of alcohol and illicit drugs is strictly forbidden on the premises at all times.

S) WHEELCHAIR ACCESS

- At present, the only wheelchair-accessible entrance is the **Side Door Entrance**, which leads directly into the Community Hall in the basement.
- This access is primarily available for individuals attending Jummah Prayers or participating in community gatherings held in the Community Hall.

T) PARKING

- **Entry And Exit**
 - When entering the parking lot, please use the first entrance (when arriving from the Rothesay Avenue side).
 - When exiting, please use the entrance closest to the main doors of the masjid.
- **Fire Lanes**
 - Please do not park in the lane adjacent to the fence in the main parking lot. This is a designated fire lane and must remain clear at all times.
 - Please do not park in front of the walkway leading to the Main Entrance.
- **Accessible Parking**
 - Please do not park in designated Accessible Parking spots. These spaces must remain available at all times for individuals who require accessible parking.

U) COMPLIANCE WITH MANB STAFF & VOLUNTEERS

- **Authority of Staff and Volunteers**
 - All visitors and community members must follow the directions of MANB staff and volunteers regarding parking, traffic flow, and the use of all MANB properties.
 - Individuals must also follow the instructions of volunteers assigned by the MANB Administration for any arrangements, activities, events, or operational needs within the premises or on any MANB property.
- **Consequences for Non-Compliance**
 - Failure to comply may result in:
 - Towing of vehicles at the owner's expense.
 - Police involvement for immediate intervention.
 - Additional disciplinary action as outlined in SECTION XIV

SECTION V - RESPONSIBILITIES OF JAMA'AT AT-TABLEEGH VISITORS

Jama'at At-Tableegh visitors must follow all the requirements outlined in **Section IV**. They must also adhere to the following additional guidelines:

- All jamaats staying over the weekend **must leave the masjid by 8:45 a.m. on Sunday**, as the MANB Islamic School operates on the premises.
- The Ladies' Prayer Area and Ladies' Washroom are **off limits at all times**.
- The Imam's Room is **off limits**. Please do not disturb the Imam during your stay; he will be available at the time of Salaat.
- Do not leave the Main Entrance or Side Door open, or block them with shoes or other items. The masjid is a secured building and all entrances must remain closed at all times.
- Cooking on the premises is **not permitted** by order of the Fire Marshal.
- No food is permitted in any of the Prayer Halls or adjacent lobbies.
- All sleeping bags and bedding must be stored downstairs during Salaat and Halaqaat.
- The Community Hall in the basement is to be used for eating food and meals.
- At times, classes are held in the Community Hall. Please check the calendar on the website to confirm if a class is scheduled on that day.
- The Men's Washroom has one toilet stall and one shower available.
- The refrigerator may be used to store your food. Please do not remove food or milk that does not belong to you.
- The stove in the kitchen area and the microwave may be used to warm food only.
- Any visiting Jama'at At-Tableegh group, must sign a form prior to arrival at MANB.

SECTION VI – HIRERS OF COMMUNITY HALL

Hirers of Community Hall must follow all the requirements outlined in **Section IV**. They must also adhere to the following additional guidelines:

- ***Age Requirement***
 - The hirer must be at least 18 years old.
- ***Responsibility for Cleanliness and Condition***
 - The hirer is responsible for the cleanliness and condition of the hall, furniture, and fixtures throughout the rental period.
- ***Decorations***
 - No foreign substances may be placed on the floor (e.g., powdered wax, sand, etc.). "Smoke" or "fog" machines and the throwing of confetti or rice are not permitted.
 - Decorations or signs may only be attached using removable tape. Tacks, nails, staples, or any other damaging fasteners are not allowed on walls, tables or chairs.
- ***Damages and Breakages***
 - Any damages or breakages must be reported to MANB. Repair costs may be charged to the hirer.
- ***Authorized Use***
 - The hire of the hall does not entitle the hirer to access the premises outside the authorized rental period. The hall must be left in a clean and orderly state, and

all doors must be locked upon departure. Any keys or equipment must be returned.

- **Maximum Capacity**
 - The maximum capacity of the Community Hall is **80 people**.
- **Subletting and Variations**
 - The hirer may not sublet the hall. No extension or variation of the rental period is permitted unless authorized by MANB.
- **Liability**
 - MANB accepts no responsibility for items left on the premises, accidents involving attendees during the rental period, or any vehicles parked in the parking lot.
- **Exits**
 - All exits must remain unobstructed at all times.
- **Electrical and Fixtures**
 - No additional lighting or electrical extensions may be used unless approved by MANB. No bolts, nails, screws, or similar items may be affixed to the premises.
 - The use of open-flame devices and candles is strictly prohibited.
- **Food and Cooking**
 - If food is brought into the premises, it must be fully cooked beforehand. No cooking is permitted on site. Hirers must bring their own utensils and ensure all food items and waste are disposed of before leaving.
 - The consumption, serving, or presence of alcohol and pork products is strictly prohibited within the Community Hall and anywhere on the MANB premises.
- **Smoking**
 - In accordance with the Province of New Brunswick's Smoke-Free Places Act, smoking, vaping, and e-cigarettes are not permitted on the premises.
- **Right of Entry and Event Conduct**
 - MANB reserves the right of entry and may stop any event that does not reflect the spirit of Islam or if the hirer or attendees fail to care for the premises appropriately.
- **Food and Drink Restrictions in Prayer Halls and Stairs**
 - Consumption of food, drinks (tea, coffee, juices etc), and snacks (chocolate, candies) is **strictly prohibited** upstairs in all the prayer halls or on the stairs.
 - Please make sure food and food items are not taken up to the Prayer Halls. This restriction pertains to both adults and children.
- **Supervision of Children and Access Restrictions**
 - The hirer is responsible for supervising all children attending their event. MANB bears no responsibility for any injuries. Hirers and guests may not arrive earlier than the booked time, and children are not permitted to play in the main prayer hall area at any time, as this disrupts congregants and the decorum of the mosque.
- **Rental Contract**
 - All hirers must sign a Rental contract with MANB prior to the use of the hall for any event.

SECTION VII – DISPOSAL OF THE WASTE MATERIAL

- ***Use Designated Bins Only***
 - All waste must be placed in the clearly marked garbage and recycling bins located throughout the facility.
 - Do not leave cups, tissues, food wrappers, or personal items on floors, shelves, or prayer areas.
- ***Keep Prayer Areas Clean***
 - No food or drink waste should be brought into or disposed of in the prayer halls.
 - Tissues used for wudu or personal hygiene must be placed directly into a bin.
- ***Recycling and Composting***
 - Where available, please separate recyclables (plastic bottles, cans, cardboard) into the appropriate bins.
 - Compost bins, if present, should only be used for food scraps and biodegradable items.
- ***Hazardous or Sharp Items***
 - Do not dispose of broken glass, sharp objects, chemicals, or batteries in regular bins.
 - Notify a volunteer or staff member immediately if such items are found.
- ***Large or Bulky Items***
 - Large boxes, packaging, or bulky waste must not be left in hallways, entrances, or prayer areas.
 - Please inform a volunteer so it can be removed safely and stored properly.
- ***Respect Shared Spaces***
 - Visitors and community members are expected to leave washrooms, wudu areas, classrooms, and multipurpose rooms clean and free of litter.
 - Parents should ensure children dispose of their waste properly.
- ***Environmental Responsibility***
 - MANB encourages reducing waste by:
 - Using reusable water bottles
 - Avoiding unnecessary packaging
 - Recycling whenever possible
 - This supports both cleanliness and environmental stewardship.

SECTION VIII – EVACUATION IN CASE OF FIRE

- ***Immediate Response***
 - If you see fire, smoke, or smell burning, activate the nearest fire alarm pull station immediately.
 - Call 911 as soon as it is safe to do so.
 - Do not attempt to extinguish the fire unless it is very small and you are trained to use a fire extinguisher.

- ***Evacuation Announcement***
 - Once the fire alarm sounds, all occupants must evacuate the building immediately.
 - Any volunteers or staff should guide worshippers and visitors calmly toward the nearest exit.
- ***Evacuation Routes***
 - Use the nearest marked exit.
 - Follow illuminated exit signs.
 - Keep hallways and staircases clear while exiting.
- ***Support for Women, Children, Elders, and Visitors***
 - Assist mothers with children.
 - Support elders or anyone needing mobility help.
 - Ensure no one remains in washrooms, classrooms, or the basement halls.
- ***Assembly Point***
 - Once outside, proceed directly to the designated Assembly Area in the parking lot (away from the building and emergency vehicles).
 - Stay together as a group until the “all clear” is given by the Fire Department.
- ***Accountability***
 - Volunteers should quickly scan the building areas and report to the person in charge if:
 - Someone is missing
 - Someone requires medical attention
 - Someone was last seen in a specific area
 - No one may re-enter the building until the Fire Department authorizes it.
- ***Special Notes***
 - Parents must keep their children with them at all times during evacuation.
 - Visitors unfamiliar with the building should be guided calmly and clearly.
 - All community members are expected to follow volunteer instructions without delay.
- ***After the Incident***
 - The person in charge will document the incident and coordinate with the Fire Department for follow-up.
 - A brief internal review will be conducted to improve future safety procedures.
 - Nobody is allowed to leave the premises until the person in charge gives the clearance.

SECTION IX – SUSPICIOUS ITEMS OR PACKAGES

- ***Do Not Touch***
 - If you come across any item, bag, or package that appears out of place, abandoned, or suspicious, do not touch, move, or open it.
 - Do not attempt to inspect the item yourself.
- ***Create Distance***
 - Immediately step away from the item and keep others away from the area.

- Avoid using mobile phones or radios directly beside the item.
- ***Notify a Volunteer or Staff Member***
 - Inform the nearest MANB volunteer or staff member right away.
 - Provide clear details:
 - Location of the item
 - Description (size, colour, markings)
 - When and how you noticed it
- ***Evacuate the Area if instructed***
 - Follow instructions from volunteers or Staff.
 - If evacuation is required, move calmly to the designated Assembly Area.
- ***Contact Authorities***
 - The Volunteer or Staff Member will contact **Saint John Police** if the item is deemed suspicious.
 - No one may return to the area until authorities give clearance.
- ***Support for Visitors***
 - Volunteers should guide visitors, elders, women, and children away from the area calmly and clearly.
 - Ensure no one re-enters the space until it is declared safe.
- ***Documentation***
 - The Safety Lead will record the incident and any actions taken.
 - A brief internal review will follow to strengthen future safety procedures.

SECTION X – LOST AND FOUND PROPERTY

- ***Reporting Lost Items***
 - If you lose a personal item while at MANB, please inform a volunteer or staff member as soon as possible.
 - Provide a clear description of the item, including:
 - Type of item
 - Colour, size, or distinguishing features
 - Approximate time and location where it was last seen
 -
- ***Handling Found Items***
 - Any item found on the premises should be immediately handed to a volunteer or staff member.
 - Do not leave found items unattended or attempt to search for the owner yourself.
- ***Lost & Found Storage***
 - All found items will be placed in the designated Lost & Found area
 - Valuable items (phones, wallets, keys, jewelry) will be stored securely.
- ***Claiming Items***
 - Individuals claiming an item must provide enough detail to reasonably verify ownership.

- Volunteers or staff may ask for identifying features or proof (e.g., unlocking a phone, describing contents of a bag).
- ***Unclaimed Items***
 - Items not claimed within a reasonable period (**30 days**) may be:
 - Donated
 - Disposed off
 - Recycled
 - Perishable items will be discarded immediately.
- ***Safety and Hygiene***
 - Any item that appears hazardous, soiled, or unsafe will be disposed of immediately.
 - Volunteers or staff should use gloves when handling items that may pose hygiene concerns.
- ***Responsibility***
 - MANB is not responsible for lost, stolen, or damaged personal belongings.
 - Visitors are encouraged to keep valuables with them at all times and avoid leaving items unattended.

SECTION XI – MEMBERSHIP & ELECTIONS

Membership and Elections at MANB are governed entirely by the **MANB Constitution – By Law No. 1.**

MANB Constitution – By Law No. 1 can be accessed at:

<https://tinyurl.com/MANBConstitution>

SECTION XII – VIDEO SURVEILLANCE AND SECURITY POLICY

Video surveillance at MANB is governed by the **MANB Security Policy** which outlines:

- Scope, Legal Authority and Compliance
- Privacy Protections and Restrictions
- MANB Key Fob System Access
- Security policy enforcement & Cancellation Rights

MANB Security Policy can be accessed at:

<https://tinyurl.com/MANBSecurityPolicy>

SECTION XIII – ACKNOWLEDGMENT AND COMPLIANCE OF POLICIES

All visitors, volunteers, staff, and community members are expected to **read, understand, and comply** with the policies outlined in this document. By entering the MANB facility or participating in MANB programs, individuals acknowledge that:

- They agree to follow all safety, conduct, and facility guidelines.
- They understand that these policies are designed to protect the wellbeing, dignity, and safety of everyone in the community.
- They will cooperate respectfully with volunteers and staff when guidance or instructions are provided.
- They agree to abide by the **MANB Constitution – Bylaw No. 1** and the **MANB Security Policy**, which govern membership, elections, governance, and security-related procedures.

MANB reserves the right to update or revise policies as needed to ensure a safe, welcoming, and inclusive environment. Any updates will be communicated to the community through appropriate channels.

SECTION XIV – CONFLICT RESOLUTION AND DISCIPLINE

MANB maintains a **Zero Tolerance Policy** for any form of harassment, physical violence, or verbal abuse. All individuals are expected to help maintain a respectful, safe, and welcoming environment at all times.

- **Reporting:** Any concerns or grievances should be submitted in writing to the MANB Board of Directors for review.
- **Disciplinary Action:** Violations of these policies may result in **progressive disciplinary action**, which can include a verbal warning, a formal written warning, or, if necessary, a temporary or permanent suspension of access to the premises.

SECTION XV – CONCLUSION

MANB is committed to fostering a positive, supportive, and welcoming environment for all who enter the facility or participate in its programs. The policies outlined in this document provide a shared framework that promotes the comfort, integrity, and overall experience of the entire community.

By upholding these guidelines and demonstrating consideration toward others, every individual helps ensure that MANB remains a place of worship, learning, and meaningful community connection. MANB appreciates the cooperation of all visitors, volunteers, staff, and community members in sustaining this uplifting and inclusive atmosphere.
