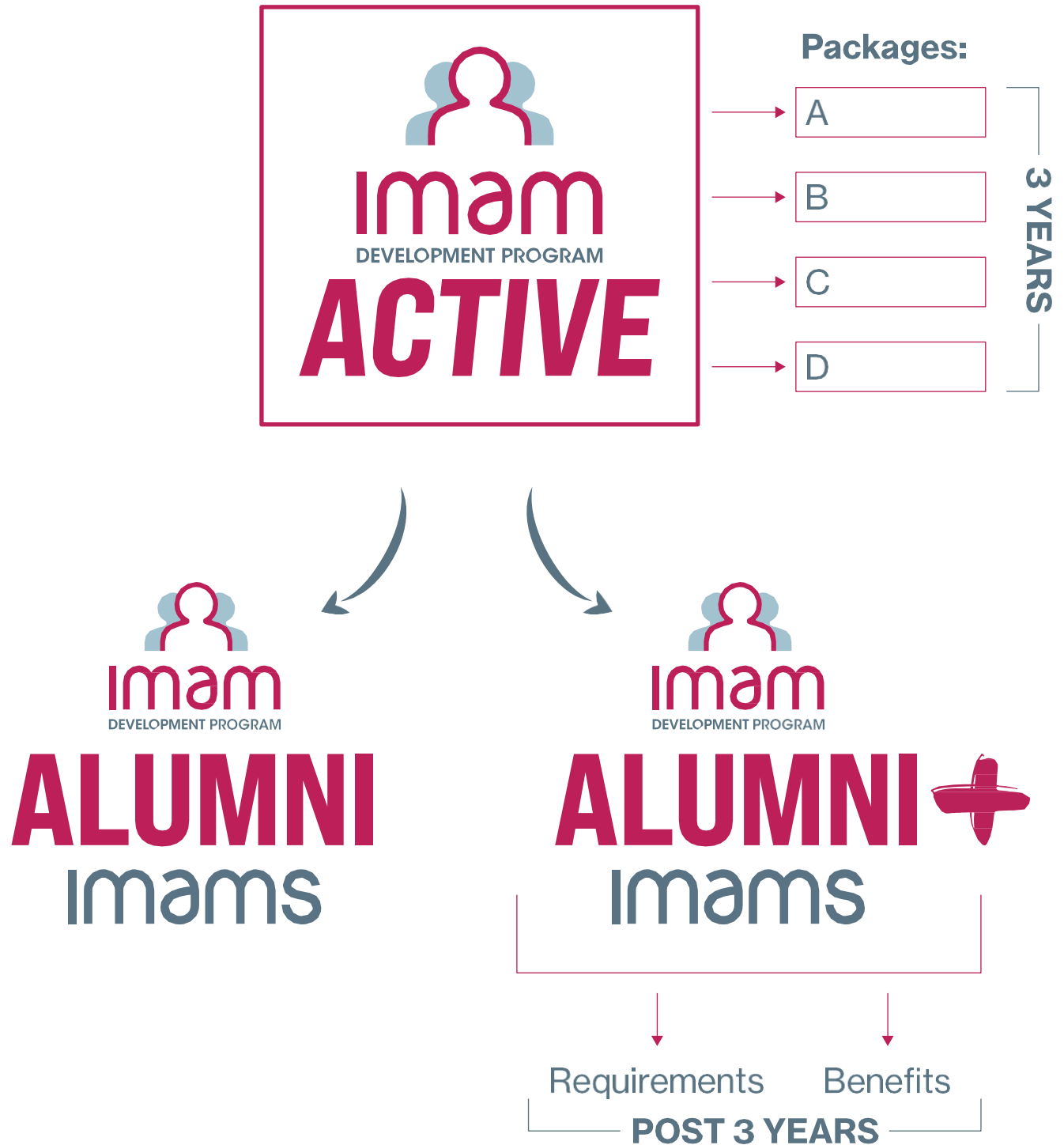


RULES & REGULATIONS



General

1. All the information presented below applies to Imams and Muallimahs except where stated otherwise.
2. The Imam Development Program consists of **TWO** phases:
Phase 1 - IDP Active for the first 3 years.
Phase 2 - IDP Alumni+ or Alumni.
3. IDP Active is a three-year program which offers a comprehensive development package to legally employed graduated Imams. Within IDP Active there are 4 Packages.
4. IDP Active consists of Package A, B, C & D. The main difference between them is the stipend amount.
5. After 3 years, the Imam/Muallimah will either be ushered into the Alumni+ or Alumni stream depending on the Imam/Muallimah's choice.



Onboarding Process

1. All Imams who pass the interview process will be ushered into a 2 month Onboarding Orientation process.
2. Upon the successful completion of the onboarding process the Imam will officially be added to the IDP.
3. During the onboarding process an Imam will have to complete certain test and submit the following documents:
 - Identity documents
 - Police Clearance
 - Islamic Education Certificate
 - Employer Acknowledgement Agreement
 - IDP Rules and Regulations
 - Passport
 - Passport Picture
4. If an Imam/ Muslimahs does not show up for the face-2-face meeting your place will be forfeited.
5. Imams will be assigned an Imam number which will be used to identify an Imam on the program, complete forms, and log into the dedicated IDP App.

Communication & Correspondence

1. Communication with the IDP Team and other Imams on the program is to be done with utmost decency and respect.
2. All admin communication, requests, and queries should be directed to the IDP Helpdesk via WhatsApp (+27 79 901 5418) or email (helpdesk@Imamdp.org).
3. The IDP Helpdesk should be the Imam's first point of contact and should allow for a 6/12 hour response time. Sh. Bilal and the HQ team should only

be contacted in case of emergencies. Should the above not be followed, a R100 deduction will apply.

4. Imams are required to maintain open lines of communication and contact the IDP Helpdesk via WhatsApp or email when their contact details (Contact and WhatsApp numbers, email addresses) have changed.
5. Imams are to make contact using their personal email addresses and cell phone numbers.
6. Imams should use an appropriate subject line when corresponding via email.

WhatsApp Communication

1. Imams are required to have 'IDP Announcements', 'IDP Bonus', & 'IDP Country' WhatsApp Groups pinned to the top of their WhatsApp chat.
2. No posting is allowed between 10pm until Fajr.
3. Posts should be IDP related, or the content should be beneficial and relevant. Do not post the same content to multiple groups.
4. Pictures of Imams activities are to be shared on the WhatsApp group on an ongoing basis with a maximum of 4 pictures per month per Imam.
5. Private matters are not to be posted to public IDP forums.
6. Offensive posts or posts not in accordance with rules will not be tolerated and the individual will be removed from IDP groups for a period of 3 days.
7. Friday is Arabic Day. Only Arabic is allowed in the groups on Friday.
8. IDP will endeavour to keep Imams and Muslimahs in separate WhatsApp groups. In cases where this is not possible, all are required to maintain communication within Islamic parameters. Anyone found contravening this will be subject to immediate dismissal.

What Do We Expect From the Imam

1. 100% submission of monthly progress reports.

2. A minimum of 10 community engagements per month.
3. A 60% pass rate on all Knowledge+ tests.
4. 1 accepted quality Pearl of Wisdom post per month.
5. An Imam is required to complete a minimum of 4 professional courses / training per year.
6. The above applies to Active Imams in Packages A, B & D.

Progress & Engagement Reports

1. Imams are required to submit monthly reports for monitoring progress.
2. Progress reports should only be submitted from the 28th to the last day of the month via the IDP's dedicated App.
3. Engagement reports should be submitted on an ongoing basis. It would be in the Imams best interest to submit a report on engagement as soon as it has been concluded.
4. Reports are submitted online via the IDP Application. Please make sure that you have a reliable internet connection when submitting forms.
5. Imams are to use the Imam number allocated to them on all forms and when logging into IDP App.

Knowledge + Courses

1. Imams are required to watch and study the Knowledge+ educational material and write a monthly test.
2. Imams should dedicate 4 - 10 hours per month to the Knowledge+ Program.
3. The Knowledge+ team will share exam links to the Knowledge+ WhatsApp groups at the beginning of every month.
4. Tests are to be taken before the submission of the progress report. The deadline to complete the Knowledge+ test is the 26th of every month at 23:59 pm (South African Time).

5. Imams are given 1 attempt at the test.
6. The deadline to request a test reset is 22:00 pm on the 26th of every month.
7. When submitting Knowledge+ scores in progress report, Imams should enter their IlmTarb/KPlus module code for that month.
8. If there is no Knowledge+ test for the month, an Imam should select the option “No test this month” from the list.
9. No Exam Submission (First Instance in a Year) – 25% Stipend Deduction: If an Imam does not complete his module test by the deadline, a 25% deduction from his monthly stipend will be applied.
10. No Exam Submission or Exam Failure (Second Instance in a Year) – 100% Stipend Deduction: If an Imam either fails to submit his module test or scores 59% or less for the second time in a year, 100% of his stipend will be deducted.
11. Exam Failure (First Instance in a Year) – 25% Stipend Deduction: If an Imam scores 59% or less on his module test, a 25% deduction from his monthly stipend will be applied.
12. Exam Failure (Second Instance in a Year) – 100% Stipend Deduction: If an Imam scores 59% or less on his module test, a 25% deduction from his monthly stipend will be applied.
13. 100% Bonus: If an Imam achieves a score of 100% on his module test, he will receive a bonus of R500.

Continuous Professional Development Courses

1. The Imam is required to complete a minimum of 4 courses a year (1 course every quarter/ 3 months) listed on the Core Curriculum.
2. At times the IDP will designate certain CPD Training as compulsory.
3. All CPD application requests will be made via CPD request form. Imams will be required to submit the following with their application:

- Course brochure that will provide more information about the course.
 - Course start and end date.
 - Formal quote/invoice from the college/institution confirming the price of the course.
4. Prior arrangements with employers should be made and all Imams should be punctual.
 5. IDP Helpdesk and the CPD team should be informed if one is unable to attend a training session.
 6. Failure to complete a course within the quarter will result in a penalty of 1 month's stipend.
 7. The Imam will still be required to complete 4 courses in a year irrespective if he misses one within the quarter.
 8. Exceptions will be made for those studying long term courses (i.e. degree/ diploma) on a case-by-case basis.
 9. If after a 1 year cycle the Imam has not completed a minimum of 4 courses, their contract will be reviewed & will be subject to termination.
 10. Absenteeism and incompleteness of a course, without a valid excuse will incur a penalty.
 11. All certificates of completion should be uploaded to the certificate submission form.
 12. Submission link: <https://forms.gle/fsFfUFKT5NmF246f8>.
 13. All Imams must submit a minimum of 4 clear CPD pictures / images to the CPD Tracking group.
 14. For CPD requests please fill in the form and upload all brochures and quotations / invoice to the form <https://forms.gle/5rU4cqMyRuXv9iz5A>.

Pearls of Wisdom (POWs)

1. Read or listen to that which is beneficial and extract 5 concise quality

benefits.

2. Each POW post consists of 5 beneficial points.
3. All Imams/Muallimahs are required to send a minimum of 1 POW post every month.
4. The POW must be submitted via the IDP Application's POW form.
5. Each Imam is limited to a maximum of 5 POW posts per month.
6. The deadline for submissions is the 26th at 23:59 (South African Time).
7. Ensure the spelling and formatting is correct and the POW complies with the guidelines.
8. POWs with incorrect formats and not within the guidelines will be rejected.
9. Accepted POWS will be announced to Imams.
10. No Submission deduction – 25% Stipend Deduction – If we do not receive any submissions from you for the month this deduction will apply.
11. No Accepted POW Deduction – 12.5% Stipend Deduction – The minimum requirement to be on the IDP includes 1 accepted POW per month. If you fail to achieve that requirement the above deduction will apply.
12. Plagiarism/Copying Deduction – 50% Stipend Deduction – If the POW you submitted is fully copied and pasted from the source material (e.g. book / web article / YouTube lecture) you will be penalised with the deduction above.
13. Not posting any POWs for 3 consecutive months will be penalized with an Imam review and compliance in this case can be grounds for membership termination.

Jumuah Khutbahs

1. Weekly Requirement – Jumuah Khutbah Topic and Venue Submission. All Imams conducting Jumuah Khutbahs are required to submit details of their Topic and Venue before 10 am on Thursdays via the IDP Application's

Jumuah submission form.

2. Monthly Requirement – Jumuah Khutbah Recording Submission. Each Imam should submit at least one Jumuah Khutbah audio recording per month by the 28th via email to jumuah@Imamdp.org & others via the Jumuah Khutbah Recording Submission Form.
3. Imams who do not adhere to the submission formats for the above e.g., emailing the Jumuah Recordings to the wrong email address etc. the Imam will be liable for a R100 deduction.

IDP Local Languages/Package C

1. Imams who do not have a strong grasp on the english language will be ushered into a 1 year program in their local language.
2. Imams will need to submit:
 - Monthly Progress Report
 - 10 Community Engagements
 - CPD course in English & PC Training
 - Jumuah Khutba submission

Alumni+ Imams

Some benefits Alumni+ members will have access to:

1. All IDP benefits except the monthly stipends.
2. The benefits include but are not limited to:
 - Medical assistance for you and your immediate family (wife and kids).
 - Skill development (Professional Courses and Knowledge+).
 - Bonuses (Monthly bonus, Flash Bonus, New Baby bonus, Revert bonus, Knowledge+ bonus).
 - Community development initiatives (Hamper distribution, Zakatul Fitr, Waqf Kits, Trees, Qurbani and so on)

- Economic Empowerment (Small Business Funding).
- Annual leadership retreats and conferences.
- Loans via the Waqf loan facility.
- Hajj and Umrah trips.

What is required from the Alumni+:

1. Fill in the Monthly Progress Report (only with items that apply to you).
2. Consistent submission of 5 engagements per month via the IDP App.
3. Participate in at least 1 monthly or flash bonus activity per quarter.
4. Submit 1 Jumuah recording to jumuah@lmamdp.org every month.
5. Alumni+ membership will be renewed on an annual basis.

Alumni Imams

1. Alumni Imams have access to the IDP Imam Whatsapp network groups only.

Bonuses

1. The Bonus is an opportunity for an Imam to gain extra experience and rewards in the chosen theme for that month.
2. The Bonus program consists of monthly, weekly (flash bonus) and on – going bonuses, each with their prize value.
3. There are 3 on – going bonuses which Imams may qualify for by meeting its conditions:

- **The Knowledge+ Bonus** – R500 for scoring 100% in your exam
- **The New Baby Bonus** – R1000 when you welcome a new addition to your family.
Complete this form to apply.

<https://forms.gle/TQsFuVTurLvE6HNt9>

- **The New Muslim Bonus** – R200 for every revert who became Muslim through your efforts.

Complete this form to apply.

<https://forms.gle/ahUCsqpdj3jP5hLY8>

- **The New Nikah Bonus** – R1000 when you get married for the first time. Complete this form to apply for the prize.

<https://forms.gle/bEXVPkYZai6FLCbk9>

4. All bonus queries can be directed to IDP Helpdesk and the Bonus Team via email bonus@Imamdp.org

Medical

1. The IDP will endeavour to secure medical assistance for Imams through partnerships with trusted medical service providers interested in collaborating with us.
 - a. When an Imam requires medical treatment, he should seek assistance from our IDP Partner Medical Practitioners (doctors, dentists, therapists).
 - b. **Please note that these practitioners are currently available only in specific regions of South Africa. Imams in South Africa should contact helpdesk to find out where these practitioners are located.**
2. In cases where an Imam resides in an area where IDP Partner Medical Practitioners are not available, he is permitted to visit any general practitioner (GP) within the vicinity of his region.

- a. These medical services are limited to basic medical needs typically addressed by a GP.
- b. The Imam is responsible for covering the cost of the doctor's visit and must submit a medical reimbursement request by emailing a valid proof of payment to accounts@lmamdp.org.
- c. Medical reimbursement requests are reviewed monthly, and, if approved, will be reimbursed (in full or in part) along with the Imam's stipend.

Stipends Pay-outs

1. Following the timely submission of reports, exams, and attendance of training programs, IDP will make a deposit of the Imams stipend between the 5th – 7th of each month.
2. IDP Imams should be in possession of a bank account in their own name.
3. If an Imam / Mualimah passes away while on the IDP Program, the IDP will continue the stipends to the family for a period of 3 months.
4. A pregnant Mualimah will be given a 3-month paid grace period from all IDP requirements. This starts from the last month of pregnancy.
5. Any Imam / Mualimah who is unable to fulfil the IDP requirements due to holiday / Jamaat / Studies forfeits their stipend for that period.

Financial Penalties and Deductions

1. Full stipend deduction for non-submission of monthly progress report within the submission window.
2. R100 deduction per hour late for paid programs.
3. R100 deduction for not following proper communication protocol.
4. Full amount of CPD Training to be deducted if missed without a valid reason.

5. R1000 deduction for Imams (on the Economic empowerment program) for missing daily reporting.
6. 25% deduction for logging less than 10 Public Dawah Engagements.
7. Knowledge+ Deductions:
 - a. No Exam Submission (First Instance in a Year) – 25% Stipend Deduction.
 - b. Exam Failure (First Instance in a Year) – 25% Stipend Deduction.
 - c. No Exam Submission or Exam Failure (Second Instance in a Year) – 100% Stipend Deduction.
8. Pearls Of Wisdom Deductions
 - a. No Submission deduction – 25% Stipend Deduction
 - b. No Accepted POW Deduction – 12.5% Stipend Deduction
 - c. Plagiarism/Copying Deduction – 50% Stipend Deduction

Waqf Loan Regulations

1. The Waqf Administration will inform you if your loan has been approved or declined by the 25th of the month. If your loan is approved, you will be sent an approval message.
2. All applications are not guaranteed to be approved. Each application will be reviewed, and the Imam will receive feedback on their application status.
3. Please provide any documentation when applying for your loan. This documentation may include but not limited to the following quotations, invoices, business plan etc. Applications without any sufficient documentation will automatically be placed on hold and under evaluation.
4. Example: If you are applying for car or home repairs, please include the quotation from the service provider detailing all the items which will be needed to complete the repairs.
5. A maximum of R10000 will be approved for Active Imams. Alumni+ Imam

applications will be considered on a case by case basis.

6. Your next loan application will only be approved once the first loan has been paid up in full.
7. All Loans are to be repaid within the agreed upon time. Please take note loans up to R5000 should be repaid within 3 months and not longer. Loans up to R10000 should be repaid within 6 months.
8. All applicants should include at least 2 people who will stand as your guarantor and be able to repay this loan on your behalf should you be unable to meet the commitment.
9. Missing a repayment and not paying up your loan in the agreed upon time will disqualify the Imam from any future considerations and benefit opportunities.
10. Any Imam who has any outstanding IDP loan will automatically be disqualified from applying for another loan.
11. Any bank charges incurred by IDP in relation to additional deposits to Imams will be incurred by the Imam. You are highly encouraged to make an electronic banking transfer and NOT an ATM deposit as the ATM deposit incurs an extra fee.
12. Each request is reviewed by the administration in a fair and unbiased manner to the best of our ability. The administration's decision is final.
13. All queries shall be sent to the IDP Helpdesk +27 79 901 5418 via WhatsApp, or an email can be sent to waqfloan@lmamdp.org
14. All decisions are final.
15. All Loans to be repaid into IDP Loan Waqf Account using reference number: WLN/YourImam# (e.g., WLN/109)

IDP Loan Waqf Account details:

- **South Africa:**

Account Name: IDP Waqf Loan Fund

Bank Name: FNB

Account Number: 62880559673

Branch Code: 250 655

- **Malawi:**

IDP MW

National Bank

1007098738

TOP MANDALA

- **Zambia:**

Muhimah Mercy Foundation

FNB Zambia

63056900541

FIRNZMLX

- **Tanzania:**

Mercy Hand Tanzania Trust

NMB Bank

23910004906

- **Namibia:**

Merciful Hands Business Ventures

FNB Namibia

64280087147

- **Lesotho:**

Hands of Mercy Foundation

FNB Lesotho

63047947023

16. Loans must be requested via the IDP Waqf Loan form ONLY, <https://forms.gle/GY4PubCjgahrHMJr5>

Criteria for Dismissal

1. Breaking the trust/amaanah of the IDP agreement will result in your immediate removal from the program. There are no second chances, and we have a zero-tolerance policy on trust matters.
2. All Imams are subject to an initial 3-month probation period.
3. Non-compliant Imams will receive 3 warnings – VERBAL, WRITTEN, FINAL.
4. The Imam is open for dismissal upon receipt of the 3rd warning.
5. Extreme cases of misconduct will result in the Imam's immediate dismissal.
6. The IDP reserves the right to void the agreement in cases of misconduct or non-compliance.
7. Imams who have been released from or who have left their current

employment should inform the IDP within 7 days in writing whereby their contract will be reviewed, renewed, or cancelled based on the circumstances of each case. IDP will also consider supporting the Imam with his regular stipend for not more than 3 months.

8. Imams who have moved to a new Masjid, Madrassah or Centre but still under the same employer should inform the IDP within 7 days in writing with their new address and location.
9. Imams who have moved to a new Masjid, Madrassah or Centre under a new employer shall inform the IDP within 7 days in writing with their new address, location and their new employer will be required to sign a new 'Employer Acknowledgement Agreement' document.
10. A review of the Imam performance will take place every 6 months.
11. The contract is subject to mentor review and renewal at the end of every quarter.
12. The contract between the IDP and the Imam is not a contract of employment.
13. The list above is not all – inclusive, and individual cases will determine how dismissals are handled.

I hereby provide my voluntary and informed consent for the IDP to use my images/ videos/audios as and when required.

Yes ☐ (tick box)

No ☐ (tick box)

I have read the policy document and understand that by adding my signature below I accept the Rules and Regulations set forth by the Imam Development Program.

Date:

Full name and surname:

I accept ☐ (tick box)

I reject ☐ (tick box)

Signature:

I grant IDP permission to fundraise and distribute non – zakat/zakat funds on my behalf.

Date:

Full name and surname:

I accept ☐ (tick box)

I reject ☐ (tick box)

Signature:

In addition, I hereby provide my voluntary and informed consent for the IDP to process my personal information (as defended in POPI Act. South Africa) and only to the extent necessary to discharge its obligations and perform its functions as an organisation.

Date:

Full name and surname:

I accept ☐ (tick box)

I reject ☐ (tick box)

Signature:

CONTACT US

 +27 84 414 7184

 www.imamdp.org

  @imamdevelopmentprogram

