

WHAT IS CAIR-CAN?

The Council on American-Islamic Relations CANADA (CAIR-CAN), is a non-profit, grassroots membership organization. CAIR-CAN is dedicated to presenting an Islamic perspective on issues of importance to the Canadian public.

WHAT IS THIS FREE GUIDE?

This guide is intended to empower you as an individual. Keep it in your wallet - you may need it when you least expect it. Collectively, we are making a difference.

REACTING TO ANTI-MUSLIM HATE CRIMES

If you believe that you have been the victim of a hate crime, you should:

- Report the crime to your local police station immediately. Ask that the incident be treated as a hate crime. Follow up with investigators.
- Inform CAIR-CAN even if you believe it is a "small" incident.
- Document the incident. Write down exactly what was said and/or done by the offender.
- Save evidence. Take photographs.
- Act quickly. Each incident must be dealt with when it happens, not when convenient.
- Decide on the appropriate action to be taken. Consider issuing a statement from community leaders, holding a news conference, organizing a protest, meeting with officials, or starting a letter writing campaign.
- Mobilize community support. Contact CAIR-CAN and a local mosque or organization.
- Stay on top of the situation.
- Announce results. When the incident is resolved, make an announcement to the same people and organizations originally contacted.

WRITING A LETTER TO THE EDITOR

- Most letters to the editor do not get published. To ensure the publication of your letter, follow these guidelines:
- Address your letter to "The Letters' Editor".
- Limit your letter to 150-200 words
- State the PURPOSE of the letter in 25 words or less
- React quickly to news coverage, whether positive or negative. If possible, have the letter in the hands of an editor on the same day as the coverage.
- Be authoritative. Be concise.
- Be focused. Pick one main thought and resist the temptation to include other thoughts.
- Be passionate or even controversial, but avoid rhetoric and defamation.
- Give background information on the issue or misconception. Cite impartial sources.
- Offer a solution.

YOUR RIGHTS AS AN EMPLOYEE

- Federal and provincial legislation make it illegal for an employer to discriminate against an employee because of creed, race, ancestry, place of origin, colour, ethnic origin and citizenship.
- Employers must also take positive actions to accommodate the religious observances of their employees to the point of undue hardship.
- The Federal and Provincial Codes guarantee these rights in the areas of employment, the provision of goods and services, and accommodation.
- The right applies to the areas of:
 - *Job Recruitment *Application Forms
 - *Job Interviews *Promotions
 - *Dress Codes *Break Policies
 - *Religious Leave *Flexible Scheduling

KNOW YOUR RIGHTS AS AN AIRLINE PASSENGER

- As an airline passenger, you are entitled to courteous, respectful and non-stigmatizing treatment by airline and security personnel.
- You have the right to complain about treatment that you believe is discriminatory.
- If you believe you have been treated in a discriminatory manner, immediately:
 - Ask to speak to a supervisor.
 - Ask if you have been singled out because of your creed, race, ancestry, place of origin, colour, ethnic origin or citizenship.
 - Ask for the names and ID numbers of all persons involved in the incident.
 - Ask witnesses to give you their names and contact information.
 - Write down a statement of facts immediately after the incident. Be sure to include the flight number, the flight date, & the name of the airline.
 - Contact CAIR-CAN to file a report. If you are leaving the country, leave a detailed message with the above information at 1.866.524.0004

IF CSIS / RCMP CONTACTS YOU

- Canadian Muslims support strong law enforcement. We also treasure civil liberties.
- Your right to be politically active and to hold different beliefs/views are protected by the *Canadian Charter of Rights and Freedoms*.
- If you are visited by CSIS/RCMP remember:
 - You do not have to talk to CSIS/RCMP.
 - You have no obligation to talk to CSIS/RCMP, even if you are not a citizen.
- Never meet with them or answer any questions without a lawyer present. Refusing to answer questions cannot be

held against you. It does not imply that you have something to hide.

- You do not have to permit them to enter your home or office. CSIS/RCMP representatives must possess a search warrant in order to enter your property. If they say they have a warrant, demand to see it before allowing them to enter.
- Even if they have a warrant, you are under no obligation to answer questions.
- Never lie or provide false information to CSIS/RCMP. If you fear misunderstanding, it is better to refuse to answer questions.
- Lying to a law enforcement officer is a crime.

WHEN FACED WITH DISCRIMINATION ON THE JOB

- Remain calm.
- Inform the offending party that you believe his/her actions are discriminatory.
- Report the discriminatory action in writing to company management.
- Begin documenting the discrimination by saving memos, keeping a detailed journal, noting the presence of witnesses and making written complaints (keep copies). Create a "paper trail."
- Contact CAIR-CAN or the Canadian Muslim Civil Liberties Association.
- Contact a lawyer to discuss your case.
- DO NOT sign any documents or resign without a lawyer's advice.
- Ask to be transferred to another department or job site.
- Ask for mediation.
- Contact CAIR-CAN to file a report.
- Consider looking for a new job.

YOUR RIGHTS AS A STUDENT

- You have the right to inform others about your religion. You have the right to pass out literature or speak to others about Islam, as long as it is not done in a disruptive manner.
- You have the right to wear religious clothing. Clothing with a religious message is allowed as long as other clothes with messages are allowed.
- You may have the right to attend Friday prayer.
- You have the right to be excused from school for religious holidays. You should inform the school that you will be absent.
- You have the right to be excused from class discussion or activities that you find religiously objectionable. Check with CAIR-CAN.
- You have the right to form an extracurricular Muslim student group.