Islam in the Workplace: A Reference Guide

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Religion and Faith – What's the difference and which should I use?

The words "religion" and "faith" are often used interchangeably, but can have different connotations and definitions. Both of course capture a multitude of elements that are often difficult to pin down concretely. Deciding whether the term "religion" or "faith" is appropriate to use will depend on the context, but in general, Tanenbaum prefers to use the term "religion" when discussing this aspect of diversity.

The term "faith" is generally tied to belief, particularly belief in a god, deities, or the concept of salvation. By contrast, "religion" is a broader category, which refers to people's relationship with what they regard as "sacred, absolute, spiritual, divine or worthy of especial reverence."¹ It is important to note that religion does not necessarily entail a particular belief in a god, deities, or supernatural entities. The term does, however, encompass the devotional or contemplative practices people may engage in, as well as associated cultural elements, such as religious attire or food restrictions.

When Tanenbaum uses the word religion, we are using it in a way that includes people's personal identification (i.e., how they understand themselves), not just a theological understanding of what constitutes a particular religious tradition.

By using the word "religion," we can better include people belonging to communities where faith is not a primary element of importance, such as atheists and agnostics. Additionally, the term faith is often specifically used to refer to the belief in a god or higher power and for certain religious communities, this type of belief may not be emphasized. This is true of certain strands of Buddhism, for example. Academics also suggest that distinguishing the two can help us better understand religious communities. There are many religions that emphasize the importance of ritual, practice, and particular kinds of behaviour rather than belief in particular creeds.²

Religion is often a loaded word but in the context of workplace diversity, equity, and inclusion, Tanenbaum finds that it is the clearest and most inclusive term to use.

Other Resources to Consult:

- <u>"Faith"</u> Encyclopaedia Britannica
- <u>"Religion"</u> Encyclopaedia Britannica
- Defining Religion and Spirituality Bowling Green State University

¹ "Religion," *Encyclopedia Britannica*, Encyclopedia Britannica. <u>https://www.britannica.com/topic/religion</u>. Accessed August 7 2018.

² Stephen Prothero, God is Not One: The Eight Rival Religions That Run the World (Harper One, 2012), 69.



Culture, Belief, and Practice

When engaging in discussions of religion in the workplace, it is important to have a working understanding of some of the elements that make up religion. For the purposes of discussing religion in the workplace, Tanenbaum believes culture, belief and practice are the three main components to consider. This is not meant to be or replace a person's theological definition of religion. How important each of these aspects is to a person's overall conception of religion will depend person to person.

- **Culture** (or the customary beliefs, social norms, and material traits of a racial, religious, or social group)
- Belief (convictions of the truth of some statement or the reality of some being or phenomenon)
- **Practice** ("a repeated or customary action; the usual way of doing something)

Everyone balances these three aspects of religion differently. The importance that each aspect carries for an individual can color how they react to different situations or make decisions.

Important Terms to Know about Islam

This is a glossary of just a few important terms that may be helpful to know regarding Islam. This list is certainly non-exhaustive, but may help you navigate conversations around Muslim religious practices and obligations that can come up in the workplace, such as prayer and dietary restrictions.

Islam: Islam is the name of the religion, like Christianity or Judaism. In Arabic, the word includes the connotation of "peace through following God's guidance."³

Muslim: A Muslim is a person who follows or practices Islam. They consider the Quran to their holy book and that Muhammad was the final prophet.⁴

Islamic: Islamic is an adjective that is applied to things rather than people. For example, you could talk about "Islamic art" or "Islamic architecture."⁵

Quran: The Quran (or Koran) is the holy book of Muslims. Muslims generally believe that the Quran was revealed by God to the Prophet Muhammad via the angel Gabriel.⁶

Hajj: The hajj is the annual pilgrimage to the city of Mecca, a city in Saudi Arabia, and the birthplace of Muhammad. For Muslims, it is a religious obligation to make the pilgrimage to Mecca at least once in their lives.⁷

³ "Answers to Frequently Asked Questions About Muslims," Islamic Networks Group. <u>https://ing.org/top-100-frequently-asked-questions-about-muslims-and-their-faith/</u>. Accessed September 12, 2019.

⁴ Ibid.

⁵ Ibid.

 ⁶ "Islam Basics," Council on American-Islamic Relations, <u>https://www.cair.com/islam_basics</u>. Accessed September 12, 2019.
⁷ Ibid.



Halal: Halal is the term for what is permitted under Islam. Although this term is frequently applied to diet, it can be used to describe many things. Halal meat is meat that has been slaughtered according to Islamic guidelines. Halal rules around meat are similar to kosher rules around the same.

Haram: Haram is the term to refer to things that are prohibited under Islam. This word can refer to items such as food (like pork) or activities.

Imam: The word *imam* carries vastly different meanings within different contexts. Among *Sunni* Muslims, *imam* is merely the designation given to a prayer leader, who need not be an officially appointed clerical authority. Imam is used within Shi'a Islam in reference to the immediate religious and political successors of Muhammad through his son-in-law, Ali.

Wudu: Wudu (or wudhu) is the ritual cleansing of the hands, feet, face, mouth, and nose that is required of Muslims before prayer.

Ummah: Ummah is the term for the global Muslim community.

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Diversity Within Islam

Just like with other religious communities, Islam contains a number of different groups with somewhat different beliefs and practices. These are just some of the groups that make up the global Muslim population. There are many more! Muslim colleagues may belong to different Muslim communities and have different customs and practices as a result.

Sunni: By far the majority within Islam, the Sunni constitute approximately 87-90% of all Muslims. Sunni religious leaders are the imams who act as prayer leaders. While the Shi'a also call their prayer leaders "Imam," they also use the term for their hereditary leader, who is regarded as divinely appointed.

Shi'a: Comprising about 10-13% of Islam's total population, the Shi'a depart from the Sunnis mostly over the institution of leadership. Shi'a Imams, as direct descendants from Muhammad, are the political-religious leaders of the community and are viewed as divinely appointed, therefore, free from error. As such, the Shi'ite Imam is the final authority in matters of religion as well as politics.

Sufi: Sufism is a mystical or spiritual dimension of Islam in which believers seek a direct, personal experience of God. It attracts Sunnis, Shi'a and non-Muslims. Most Sufis emphasize a master-disciple relationship with a teacher and belong to Tariqas, or orders, which have (in almost all cases) a teacher who traces his or her roots to the Prophet. As with many other observant Muslims, many observant Sufis are dedicated to the worship of Allah and abstain from worldly pleasures,

Ahmadiyya: The Ahmadiyya Muslim community is the only Islamic faith group that believes the Messiah has already come, in the person of Mirza Ghulam Ahmad in the late 19th century. There are millions of Ahmadiyya Muslims around the world. Because of their belief that there were prophets after Muhammad,

COMBATING RELIGIOUS PREJUDICE

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there is debate within the Muslim community about whether the Ahmadiyya are to be considered Muslims. This is similar to debates that exist in other religious traditions.

Ibadi / Kharijite: The Kharijites, or "those that seceded," believed that the caliph (their religious and civil leader) can be from the least esteemed class within society, as long as he is pious and capable of exercising authority with justice. Today, the only surviving branch of the Kharijites is known as Ibadism. Most Ibadi Muslims live in Oman and Northern Africa.

Nation of Islam: The Nation of Islam is an African American movement and organization that combines Islam with black nationalism. The Nation of Islam was founded in 1930 by W.D. Fard in Detroit and in 1931, Fard established the first temple. Under the leadership of Elijah Muhammad and Malcolm X, the Nation of Islam became much better known in the United States.⁸

Core Beliefs in Islam

There are five core beliefs laid out in the Qur'an that the majority of Muslims share. There is little variation among the different Islamic groups in these core beliefs.

The first and most fundamental belief within Islam is in the oneness of God (Allah in Arabic) and of Muhammad as his final messenger. Acceptance of this foundational belief is through the shahadah (i.e., the "confession of faith"), which – by its recitation – makes one a Muslim and a member of the Islamic world community. With this comes an obligation to follow the codes of conduct and worship detailed in the holy writings.

The other four major beliefs are:

- Belief in all God's messengers, which includes belief in Muhammad, and also in Jesus, Moses, and Abraham, among others, as divinely inspired teachers;
- Belief in God's holy scriptures, as revealed to the messengers (i.e., the Torah, Psalms, Gospels, and Qur'an);
- Belief in a final day of judgment when all people, both Muslim and non-Muslim, will be held accountable for their actions and judged by Allah;
- Belief in angels, who are responsible for implementing the laws and workings of nature.

As a result of these core beliefs, Muslims have other beliefs as well, including:

The word *Islam* itself means surrender and, within the religion, this means the believer's complete submission to the will of Allah, the one absolute and utterly transcendent God. Allah, for Muslims, is the sole creator, sustainer, and restorer of the world.

⁸ Religion at Work, Tanenbaum Center for Interreligious Understanding, 2010, <<u>https://www.tanenbaum.org/religion-at-work</u>>.



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Both Sunni and Shi'a believe Allah's will is revealed in the Qur'an, which was transmitted through his final prophet, Muhammad. In addition, Muslims recognizes the Hadith (sayings and actions reported to have been by the Prophet). Through these, Muslims recognize Abraham, Moses, and Jesus as prophets, and believe that Muhammad's revelation, as the final revelation, seals the messages of the prophets who came before.

The world community of believers in Islam is called the Ummah, and one can join it by accepting the oneness of God and that Muhammad is his final messenger. Great emphasis is placed on membership in the Ummah, and participation is demonstrated, for example, when every worshipper faces Mecca during prayer.

When a person declares that s/he is a Muslim (through the shahadah or confession of faith), s/he undertakes obligations, detailed below. One of these obligations is called zakat (regulated sharing of wealth with those in need). This practice is a sacred act, set forth in the Qur'an (22.78) and placed on an equal footing with prayer.

It helps to free the individual from selfishness and greed. Muslims are not allowed to earn a living through any unlawful means, such as gambling, cheating, or stealing, because such ill-gotten wealth is unacceptable to Allah and cannot count toward the required zakat.

While Islam considers itself the one true religion, it accepts Jews, Christians, and Hindus and Zoroastrians as "people of the book" who have access to salvation through submission to their own path. Islam recognizes that there have been many prophets, several books of revelation, and more than one legal system that has urged a belief in one God and ethical behavior. Each of these other groups, according to Islamic theology, will be judged in light of the knowledge their respective prophets revealed.^{9 i}

Islam: A Global Religion

Islam is a global religion and Muslims can be found across the world. There is great geographic and racial diversity within Islam.

- In 2015 Muslims made up **24%** of the world's population.¹⁰
 - o 87-90% of Muslims are Sunni
 - o 10-13% of Muslims are Shi'a
 - o In 2010:11

⁹ Ibid.

¹⁰ Michael Lipka, "Muslims and Islam: Key findings in the U.S. and around the world," Pew Research Center, <u>https://www.pewresearch.org/fact-tank/2017/08/09/muslims-and-islam-key-findings-in-the-u-s-and-around-the-world/</u>. Accessed September 12, 2019.



- 61.7% of the world's Muslim population lived in the Asia-Pacific Region
 - Currently, Indonesia is the country with the largest Muslim population in the world
- **19.8%** of the world's Muslim population lived in the Middle East and North Africa
- **15.5%** of the world's Muslim population lived in Sub-Saharan Africa
- Estimates vary, but there are roughly 3.3 million Muslims living in the United States, or 1% of the U.S. population.
 - Demographers predict that by **2050** Muslims will make up **2.1%** of the United States.
- **37%** of U.S. Muslims were born in the U.S. and **63%** were foreign-born.
- U.S. Muslims are extremely racially and ethnically diverse:
 - White = 30%
 - o Black = 23%
 - Asian = 21%
 - Other/mixed race = 19%

Important Muslim Religious Practices

The common practices of most Muslims are best summarized as¹²:

- 1. Confession of faith (shahadah) in Allah and his prophet, Muhammad.
- 2. Ritual Prayer (salat). Muslims offer five formal prayers daily, always facing Mecca.
- 3. Giving alms to the poor (zakat).
- 4. Fasting during the month of Ramadan (sawm).
- 5. Pilgrimage to Mecca (hajj).

For Muslims, awareness of Allah pervades all aspects of life. As one verse of the Qur'an states: "He is closer to human beings than their jugular veins" (50:16). Prayer is seen to be as practical and necessary as

¹¹ "Muslims," Pew Research Center, <u>https://www.pewforum.org/2015/04/02/muslims/</u>. Accessed September 12, 2019.

¹² These practices are often called the Five Pillars in Sunni Islam. Other groups have additional Pillars, which they also follow.



eating or breathing. Muslims may pause in their work, studies, or other daily routines to take time for regular prayer.

Calendar and Holidays

The Islamic calendar, called the *Hijrah*, is a 12-month lunar calendar. Because the Islamic lunar calendar is shorter than the Gregorian calendar by approximately 10 to 12 days per year, the holidays of Islam move backward each year through the seasons of the Western calendar. The holiday of Ramadan, for instance, will eventually fall sometime within all the four seasons (and therefore is listed here only by name). Days are from sunset to sunset rather than from sunrise to sunrise.

Both Sunni and Shi'a Muslims observe the holidays listed here, with minor variations between them. In addition to the major holidays, Shi'a Muslims commemorate many holidays associated with the Prophet and his family. They celebrate the birth and death of the Prophet, his daughter Fatima, and the 12 imams (prayer leaders). The birthdays of the 12 imams are often celebrated by decorating the assembly halls with bright lights. The birthday of the twelfth imam has a specific ritual attached to it. Sometimes people write the twelfth imam a letter and place it in streams or rivers with the belief that the imam will receive it.

Shi'a also celebrate certain historical occasions such as the day Muhammad declared his son-in-law Ali as his successor. These added holidays originate in Shi'a devotion to the family of the Prophet, which is more pronounced in their ritual life than that of the Sunnis.

Many Muslims, in particular Sufis, may also celebrate the death anniversaries of their saints. In Pakistan, Turkey, and Egypt, the tombs of the saints are pilgrimage sites and also mystical "wedding" sites, uniting the Sufi masters with their true beloved, God.

The Islamic holidays, especially the month of Ramadan, include various restrictions that are of the utmost importance to the observant Muslim. Any provisions that make it easier for observant Muslims to adhere to their religious obligation outside of their home environment are recommended.

Seasons are not listed here because Islamic holidays shift slightly each year, eventually falling in each of the seasons.

- **Eid Al-Adha**: The Islamic Festival of Sacrifice commemorating Abraham's willingness to sacrifice his son Ishmael in obedience to God's word when God interceded by replacing a ram for the child. As part of this happy holiday, children receive gifts and special foods are prepared. Muslims in Chad, like many African countries, celebrate this great feast under the name Tabaski.
- **Muharram**: A holiday marking the first day of the first month of the Islamic year.
- **Ashura:** A ten-day Islamic festival dedicated to the martyrdom of Hussein, the grandson of the prophet Muhammad.



- **Mawlid Al-Nabi:** A celebration commemorating the prophet Muhammad's birthday.
- **Shab-E-Miraj:** A holiday celebrating the ascension into heaven of Muhammad, the holy Prophet of Islam.
- **Shab-E-Barat:** A fast in preparation for Ramadan. It's believed that on this night, Allah absolves sins and fixes the destinies of humans for the coming year. Particularly in India and Pakistan, it's common to ask Allah on this night to forgive those who have died.
- **Ramadan:** The ninth and holiest month of the Islamic year. This holiday traditionally begins with the sighting of the new moon. This time of spiritual and physical purification commemorates the revelation of the Qur'an to Muhammad on Lailat UI-Qadr (see next). Fasting during this month is one of the five fundamental religious duties of Islam. The fast ends when the new moon is again sighted.
- **Lailat UI-Qadr:** A holiday commemorating the revelation of the Qur'an to the prophet Muhammad by the archangel Gabriel. Meaning "Night of Power," it falls within the last 10 days of the Islamic month of Ramadan and always on an odd day. However, since it's not known on which of the 10 days the Qur'an was revealed, Muslims often pray on each possible night.
- **Eid Al-Fitr:** A celebration marking the end of Ramadan, when Muslims express happiness in having completed the fast. The feast begins with the sighting of the new moon and lasts for three days. Traditionally, Muslims do not work on the first day of Eid Al-Fitr.

To figure out when important holidays will fall during the year, please consider consulting an interfaith calendar, such as the **ADL's Calendar of Observances**, or **Harvard's Multifaith Calendar**.¹³

Attire and Modesty

Islam emphasizes modesty in every aspect of life, from attitude to attire. First, according to the Qur'an, to behave modestly entails avoiding any kind of vanity and arrogance. This includes all types of feelings or actions of superiority such as racial, gender, or class elitism. Arrogance and vanity, for a Muslim, is a serious breach of the faith.

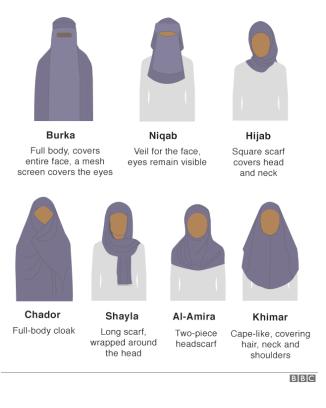
Physical appearance is seen as an indicator of one's character and thus is extremely important to consider. For instance, how an individual walks down the street, uses the voice, or dresses and adorns one's self can reveal arrogance or vanity. Modesty is to be displayed through all aspects of one's being. Women, for instance, often gaze down when meeting a member of the opposite sex as a sign of modesty. Such an emphasis on modesty has led to the establishment of a dress code in the Islamic world. Though many Muslims no longer wear traditional clothing, or hold varying views on the modern forms of Islamic dress, a

¹³ Religion at Work.



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Head coverings worn by Muslim women



general understanding of modesty is present in issues of attire. This holds true for both males and females.

For women, modesty is often expressed in modest choice of dress or through a variety of head coverings. The style of head coverings are often influenced by regional and cultural norms, as well as personal preferences. Some countries or regional practices of Islam have rules for how women should cover themselves modestly. Some women, in countries around the world, choose to cover themselves based on personal interpretation of their beliefs. Furthermore, women of varying levels of religiosity may choose to wear a head covering some or all of the time- or not at all. A variety of head coverings are illustrated to the left.¹⁴ This list is not exhaustive as there are also other ways Muslim women may choose to cover.

Greetings

A traditional Islamic greeting someone might hear is "as-salāmu 'alaykum", meaning "peace be upon you." The appropriate response is "wa-alaikum-salaam", or "and unto you peace." Though those phrases are transliterated from Arabic, they are commonly used by Muslims across the world.

Handshakes

It is not uncommon for non-Muslims to have questions about how to appropriately greet their Muslim coworkers and clients in the workplace. Greetings in these situations refer to gestures such as handshakes and other forms of physical contact. This uncertainty often stems from perceived differences regarding gender dynamics that could be informed by both religion and culture. Some practicing Muslims choose to

¹⁴ "Boris Johnson's burka jibe: Why do some Muslim women wear the veil?" BBC News, August 8, 2019, <u>https://www.bbc.com/news/uk-45112792?utm_source=Pew+Research+Center&utm_campaign=de5a8f9edb-</u> <u>EMAIL_CAMPAIGN_2018_08_09_12_45&utm_medium=email&utm_term=0_3e953b9b70-de5a8f9edb-400491841</u>. Accessed September 12, 2019.



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refrain from physical contact with individuals of the opposite gender, with the exception of relatives, out of concerns about modesty and purity.

Non-Muslim employees may then feel unsure about how to gauge individual interactions and how to proceed. The desire to be both respectful and professional can be hampered by a fear of "getting it wrong" or being perceived as offensive. There is unfortunately no "right" answer or one-size-fits-all solution for making a strong first impression. The issue of physical greetings is just one example of the way in which Islam is truly a global religion and its adherents can vary greatly in terms of practice, devotion, and custom.

The apprehension around physical greetings is not just one sided. Muslims that choose to refrain from what they perceive to be inappropriate physical contact with the opposite gender are likely concerned with how their religious obligations will be perceived. They certainly do not wish to offend anyone and, likewise, want polite and pleasant interactions with their coworkers and clients.

Welcoming a coworker or client with a warm verbal greeting and open body language is a great place to start. If there's uncertainty about the appropriateness of a handshake or other physical contact, defer to the other person. If someone extends their hand, know that it's because they feel comfortable doing so. The refusal of a handshake or greeting is a not a personal insult or subversion of authority, but rather the practice of a sincerely held religious belief. It is therefore important not to assume anything about someone's intent or values system.

Employees might not always be aware of certain religious sensitivities in the workplace and interactions might not go smoothly. No one is perfect and everyone makes mistakes. It's important, however, to acknowledge mistakes, apologize, and treat those instances as learning opportunities.

Muslim Prayer and Prayer Times

Prayer is among the important religious practices of Muslims. Three common forms of prayer are salat, which is the prescribed prayers of Islam, dhikr, which involves repeating God's names, and du'a, which involves asking God for something needed or desired.

Observant Muslims pray five times a day, at specifically delineated times of day, facing east toward Mecca. Some of your Muslim colleagues may need to take some time out of the work day to observe these prayers.

The prescribed daily prayers are:

- Salat al-fajr: dawn, before sunrise
- Salat al-zuhr: midday, after the sun passes its highest
- Salat al-'asr: the late part of the afternoon



- Salat al-maghrib: just after sunset
- Salat al-'isha: between sunset and midnight¹⁵

The exact times of these prayers will vary, depending on people's location and the time of year. It is possible to find out local prayer times via the internet, apps, and almanacs.

These prayers are not just performed via words, but also through a series of movements that go along with the prayer. Muslims can pray anywhere, but congregational prayer in a mosque is considered especially important.

Additionally, Muslims must be clean before prayer and perform wudu, or ritual cleansing, prior to their daily prayers. Wudu involves washing the hands, feet, face, mouth, and nose. As such, it is helpful to have prayer spaces close to a bathroom or cleaning station.

Islam in the United States

The first documented Muslims in America were 17th century slaves from Africa. While there were a number of Muslims who arrived in the US through the slave trade during that time, they were actively discouraged from practicing their traditions. Fast forwarding to the late 1800s/early 1900s, a large minority of Arab Muslims immigrated to the US, many of whom settled in Ohio, Michigan, Iowa, and the Dakotas. The first mosque built for the sole purpose of serving a Muslim community was constructed in Ross, North Dakota in 1929 and the oldest surviving mosque can be found in Cedar Rapids, Iowa, built in 1934.¹⁶

When African-Americans moved north in large numbers during the Great Migration (1915-1970), many started to explore their Muslim roots. This increase in Muslim African-Americans has continued until today, constituting a third of the Muslim American population.

During the 1950s and 60s there was an increase in Muslim immigrants from Egypt, Iraq, and Palestine as well as South-east Asian Muslims. There are also American Muslims with roots in India, Pakistan, and Bangladesh, Somalia, Sudan, and many other countries around the world. Today, the estimated total number of Muslims in America is between 4 and 5 million people.¹⁷

¹⁵ "Salat: daily prayers," BBC, <u>https://www.bbc.co.uk/religion/religions/islam/practices/salat.shtml</u>. Accessed September 12, 2019.

¹⁶ "American Muslims in the United States," Teaching Tolerance, <u>https://www.tolerance.org/magazine/publications/what-is-the-truth-about-american-muslims/american-muslims-in-the-united</u>. Accessed September 12, 2019.

¹⁷ "Islam in America," PBS, <u>https://www.pbs.org/opb/historydetectives/feature/islam-in-america/</u>. Accessed September 12, 2019.



What is Islamophobia?

The Council on American-Islamic Relations (CAIR) provides the following definition: "Islamophobia is closed-minded prejudice against or hatred of Islam and Muslims. An Islamophobe is an individual who holds a closedminded view of Islam and promotes prejudice against or hatred of Muslims." Gallup offers a more detailed definition: "An exaggerated fear, hatred, and hostility toward Islam and Muslims that is perpetuated by negative stereotypes resulting in bias, discrimination, and the marginalization and exclusion of Muslims from social, political, and civic life."

Notwithstanding these definitions, it is critical to note that it is not only Muslims who suffer from Islamophobia. Many individuals who are perceived to be Muslim, including Sikhs, South Asians and Arabs of various religious practices, have also been the targets of hate crimes and profiling.

Additional Resources

<u>Answers to Frequently Asked Questions About Muslims</u> – Offers informational answers to common questions.

CAIR Employer's Guide - Basic information about Islam specifically for employers.

Glossary of Islamic Terms - Offers brief explanations of several important concepts.

<u>The World's Muslims: Unity and Diversity</u> – Offers quantitative data and analysis of 38,000 face-to-face interviews with Muslims in 39 countries about the similarities and differences across the Muslim faith.

<u>Islam: Empire of Faith</u> – Web companion to PBS's feature on the history and evolution of Islamic culture. There is also a section of educational resources and lesson plans.

<u>Encyclopedia Britannica: Islam</u> – Offers a detailed explanation of the history of Islam, core ideas of Islamic faith, a breakdown of diversity in Islam and a thorough look at different trends in Islamic thought.

<u>The Muslim Veil: A Guide</u> – Discussion of the hijab, burqa, niqab and keffieh, and movements to ban them.

The Islamic Dress Code - Explanation of the modest attire worn by many Muslims.