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| <b>Title: EMPLOYEE CODE OF CONDUCT</b> | <b>Issue Date:1/8/2019</b>    |
| <b>School: AL AIN JUNIORS SCHOOL</b>   | <b>Revision Date:1/7/2020</b> |
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## EMPLOYEE CODE OF CONDUCT

### 1.1 Mutual Expectations

1.1.1 It is expected that the School will:

Provide for a creative and rewarding working and learning environment which:

- 1) is safe and healthy and ensures as far as reasonably practicable that all staff, students and visitors to the University are protected from any risk to their health and safety;
- 2) values diversity and the desire to achieve understanding, respect and inclusion across its diverse community;
- 3) strongly supports learning and continuous improvement by encouraging broad-based staff views, challenges to conventional thinking and a “can do” approach, and by having a strong commitment to staff development and the seeking of regular feedback from staff about their working environment;
- 4) uses decision-making processes which are fair, transparent, prompt, efficient and apply natural justice;
- 5) is free from discrimination and harassment, by not accepting behaviour that might reasonably be perceived as bullying or intimidating;
- 6) develop and keep up to date best practice policies and procedures as required by and which support Ministry requirements
- 7) ensure staff are aware of obligations and responsibilities under policies, procedures and guidelines and expect that they will observe them at all times.

1.1.2 It is expected that staff will:

- 1) demonstrate commitment to the School’s values through their professional behaviour;
- 2) are expected to be neatly dressed in appropriate attire; examples of professional attire include, but are not limited to: Business suits, blouses (covering upper arm), below the knee skirts & dresses, pants, ties.
- 3) be aware of and observe the School’s regulations, policies and procedures at all times;
- 4) be familiar with and ensure all individuals are treated in a fair and equitable manner in all matters;
- 5) carry out their duties with honesty and integrity and refrain from any fraudulent, corrupt or improper conduct which might discredit or damage the School’s reputation;
- 6) report known and suspected instances of fraud, corrupt or improper conduct through the School’s reporting mechanisms;
- 7) treat all members of the School community with courtesy and respect, and respect all School property and facilities; contributing to the continuous quality assurance processes of the School by providing honest and constructive feedback about their working environment;

- 8) not engage in conduct which amounts to or may be perceived as discriminatory or harassment nor behaving towards other persons in a manner which may reasonably be perceived as bullying or intimidating; making efforts to minimise disputes, to seek prompt resolutions and to avoid conflicts of interest;
- 9) support and assist members of the School community wherever possible;
- 10) take pride in their professional endeavours, develop positive reputations and act as role models for the School's student community

## **1.2 Conflict of Interest**

A conflict of interest arises where personal associations or interests interfere with professional conduct.

- 1) Staff are to avoid conflicts of interest, conducting themselves with honesty, fairness and propriety.
- 2) Staff are not to take improper advantage of their School position to obtain benefits for themselves or others.

## **1.3 Influence to secure advantage**

Staff members should not use their access to or knowledge of the School policies, systems, processes or people to obtain advantages not generally available to other staff.

- 1) Staff members must use School resources only for legitimate School purposes for which they are provided, and not for personal purposes unless specific approval has been granted.

## **1.4 Appropriate relationships with children**

Employees in schools are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. School employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent.

## **1.5 Health and safety**

Employees must adhere to the school's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well. This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with school and Ministry guidelines and collaborating with colleagues and Ministry agencies.

## **1.6 Use of school premises & equipment**

1.6.1 School equipment and premises are available only for school-related activities and should not be used for fulfilment of another job or post or for excessive or regular personal use, unless authorised in writing and in advance by the Management.

1.6.2 This includes photocopy facilities, stationery, telephones and computers and premises. Any school equipment that is used outside school premises should be returned to the school after the designated time period.

1.6.3 Staff must report damaged or defective equipment and facilities to the Operations Supervisor and must ensure that where such damage or defect is a danger to health and safety that action is taken to protect others from such danger.

### **1.7 Confidentiality and disclosing data**

All employees at the school come into contact with a significant volume of data and information in relation to students, staff, school activities and many other matters.

1.7.1 Staff should not disclose sensitive information about the school such as employee salaries, benefits to other parties, for example, parents, colleagues or internet blogs, unless for informational use in School.

1.7.2 All communication with the media must be directed through the Principal or their designate.

### **1.8 No Gossip Policy**

In the workplace, gossip is an activity that can drain, distract and downshift employee job satisfaction. In order to have a more professional, gossip free workplace, employees are expected to:

1.8.1 Not speak or insinuate another person's name when that person is not present unless it is to compliment or reference regarding work matters.

1.8.2 Refuse to participate when another mentions a person who is not present in a negative light.

1.8.3 Choose not to respond to negative email or use email to pass on private or derogatory information about any person in the school.

1.8.4 If another employee does something unethical, incorrect, against procedures, or disruptive the employee will use the proper channels to report this to the person in authority to take corrective action.

### **1.9 Excellence**

Staff should strive to achieve excellence in their work, evidenced by high standards of service and continuous improvements in work performance. Staff are expected to keep up to date with trends, advances and changes in the knowledge, skills and expertise in their discipline or field of work.