



المدرسة الإنجليزية الخاصة  
**THE ENGLISH PRIVATE SCHOOL**  
Umm Al Quwain

Tel : +971-7649799, Fax : +971-7649899

Website : [www.teuaq.com](http://www.teuaq.com) email : [teschool@emirates.net.ae](mailto:teschool@emirates.net.ae)

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## **PROFESSIONAL CODE OF CONDUCT**

*{To be Signed & Returned by Employees}*

The purpose of this policy is to establish the code of conduct that will guide behavior and professional practice.

This policy will apply as a mandatory obligation for:

**All Employees working in The English Private School**

### **CORE VALUES**

- ❖ **TEAMWORK**
- ❖ **INTEGRITY**
- ❖ **TRANSPARENCY**
- ❖ **RESPECT**
- ❖ **ACCOUNTABILITY**
- ❖ **COMPASSION**

**This code establishes principles for ethical best practice, mindfulness, self-reflection and decision-making, setting the groundwork for self-regulation and self-accountability.**

All employees who are subject to this policy will be responsible for understanding the Professional Code of Conduct and upholding the standards of professional behavior in all their work. Employees will be **required to provide their signature** attesting that they have reviewed the Code of Conduct and are committed to following it.

**Violations of the Professional Code of Conduct will be addressed with disciplinary action consistent with the School policies and procedures. The disciplinary action taken will depend on the severity of the violation and the employee's record of previous conduct.**



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## **GENERAL**

- ❖ **Staff is expected to lead by example and ensure that they are upholding the school philosophy.**
- ❖ Staff is expected to be dressed in a presentable manner that is not provocative, disrespectful or offensive.
- ❖ **Habitual late coming and negligence of duty will not be permitted.**
- ❖ **Usage of mobile phones during teaching hours is not allowed. (Refer *Mobile Phone Usage Policy* ). Specially assigned staff whose position requires them to contact outside world are exempted from this.**
- ❖ The internet facility is provided to update one's knowledge and keep abreast with the current development in the educational field. It should be used only for these reasons and not for any other personal requirements. (Refer *Acceptable Usage Policy* )
- ❖ Net surfing for personal accounts, banned sites etc strictly not allowed. If caught for the same severe penalty to be levied. (Refer *Acceptable Usage Policy* )
- ❖ The staff is responsible for their computer login password and need to be careful of the same.
- ❖ Smoking / tobacco chewing /consumption of alcohol is not allowed inside the School premises.
- ❖ Taking private tuitions of children without permission of school authorities is not allowed.
- ❖ **Teaching and Non-Teaching staff shall not part away any information of the school to any outsider, institutions, schools and any other associates, etc.**
- ❖ **All staff shall follow the School Policies. In case the guidelines are not followed, the staff shall be liable for disciplinary action.**
- ❖ Asking for or accepting any contribution with the raising of funds of any kind or making any collection whether in cash or in kind, without the previous sanction is not allowed.
- ❖ The staff should refrain from any kind of commission dealings with the School Suppliers.
- ❖ Propagating through teaching lessons or otherwise communal or sectarian outlook or instigating or allowing any student to indulge in communal or sectarian activities is strictly not allowed.
- ❖ Refrain from talking about any issue or matter regarding school or having strong reactions in front of children.

## **LOCAL CULTURE:**



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All Employees should understand and respect UAE culture and Islamic values

- ❖ Respect Islamic values and practices in the classroom or workplace.
- ❖ Comply with all rules and customs deemed by an Islamic state.
- ❖ Respect UAE customs and traditions in schools or workplace.
- ❖ **Prohibited Unprofessional Conduct, including but not limited to:**
  - ❖ Knowingly behaving in a manner that is contrary to Islamic values in the classroom or workplace.
  - ❖ Knowingly exhibiting disrespect for UAE culture and customs in the classroom or workplace.

### **STANDARD OF DRESS:**

Employees should dress in an official, professional manner, consistent with formal business attire and UAE customs and traditions.

### **MATTERS WHICH WILL BE STRICTLY DEALT WITH ARE:**

- ❖ Browsing banned sites .
- ❖ Taking out documents related to school and passing it on to other similar institutions.
- ❖ Misappropriation of fund or school property or theft or fraud.
- ❖ Mutilation / distortion of school records and property or using it for personal means.
- ❖ Possession in school premises of weapons, explosives, and other objectionable material.
- ❖ Indulging in any form of malpractice connected with school activities or examination.

### **TOWARDS COLLEAGUES**

- ❖ The staff must refrain from any kind of criticism and gossip about their colleagues within or out of school.
- ❖ No discrimination shall be made on the person's marital, social, financial status. There should not be any discrimination of caste/religion/gender .
- ❖ **Maintain a work environment free of harassment, whether physical, verbal or psychological.**
- ❖ Comments which hurt a person's sentiments and doubts his/her integrity and sincerity will not be tolerated or accepted at all. It will be dealt with very strictly by the management.



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- ❖ Do not air out lose comments that can create doubt, panic, rumour or unsettle the institutional process.
- ❖ Discriminating behaviour towards colleagues will not be tolerated.

### ***TOWARDS CHILDREN:***

- ❖ Use of corporal punishment in any form or to any degree will not be accepted under any circumstances, for eg. No physical abuse should be used like slapping, pinching, pushing, and pulling.
- ❖ The Staff has responsibility for students to ensure the safety and well being at all times.
- ❖ **Sharing information about a child with other members of staff has to be done only in professional forum .**
- ❖ Making sustained neglect in correcting class work and homework.
- ❖ By word or action , no child will be hurt emotionally, mentally and physically.
- ❖ **The staff should report to the Supervisors immediately if they witness any kind of abuse of a child. The staff should also have the full courage to intervene and stop any person who is trying to abuse the child.**
- ❖ No child should be left out in any school/group activity. Every child deserves a right to express himself/herself. If the teacher witnesses some kind of groupism in the class where a child is excluded deliberately by other children, she/he has to intervene and sort out matters and make the child feel emotionally secure.
- ❖ A child should not be teased by any other child/adult.
- ❖ **The child's personal life and family matters should not be discussed at all by the staff.**
- ❖ The staff should refrain from any kind of discrimination against any student on the grounds of caste, creed language, accent, place of origin, social and cultural background, class, clothes , physical appearance.
- ❖ **The staff shall not enter into any monetary transactions with any student / parent, nor accept any gifts from them,** nor shall he/she exploit his influence for personal ends, nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.



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### ***TOWARDS PARENTS:***

- ❖ **Parents should be treated with dignity and respect in words, actions and body language. Their queries should be answered with patience and understanding by any staff around irrespective of their domain.**
- ❖ The staff must refrain from any kind of criticism or gossip about the parents. If any such gossip is happening, it should be brought to the notice of the management.
- ❖ **The staff must bring to the Supervisors's notice if there is some kind of unreasonable demand on the parent's part, instead of arguing with the parents.**
- ❖ If parents come with query or demand, do acknowledge and if not clear, do ask in School and get back to the Parent.
- ❖ Be specific in giving any word of advice to the parents about the child. The Parent must be taken into confidence before giving the advice.
- ❖ **The staff is not allowed to meet any parent during school hours.** Give prior appointment and then meet the parents after the children have left for the day. In emergency , can meet with the permission of the management.
- ❖ Unless urgent, staff should not attend phone calls made by parents during school hours. Giving personal telephone number to parents should be avoided as far as possible, unless there is an exceptional problem and it should be done with the knowledge of the management.
- ❖ Staff should avoid discussing school matters to Parents in a social setting.
- ❖ **Refrain from commenting on colour, name, surname, physical appearance, choices in life, clothes, class, economic status, language, accent, educational background and ability of parent/parents.**

### ***FOR OUR SCHOOL STAFF WHO ARE ALSO PARENTS :***

- ❖ **Be respectful to your child's teacher.**
- ❖ Respect your colleague's expertise in his/her subject areas.
- ❖ Please attend your child's Open House/Report card days at the time allotted to you.
- ❖ Do not ask questions about your child's progress/performance to the teachers in corridors, lunch room, or during class hours. Reserve them for the allotted time.
- ❖ **If your child comes to you with a complaint during school hours, please ask him/her to go to his/her class teacher. The class teacher is the appropriate person to deal**



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with any issue during school hours. Don't try to solve it personally as then the child will always turn to you, which will be a hindrance in his/her growth and your work.

- ❖ If you have some genuine concerns and issues with your child's teacher/teachers please address it to the Management. Please do not make a personal attack on the teacher.
- ❖ Remember that during School Hours, you are a teacher not only to your own child but also to several other children. So please treat everyone fairly and equally.

### **MISCONDUCT**

Without prejudice to the generality of the term 'misconduct' the following acts of omission and commission shall be treated as misconduct.

- ❖ **Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior;**
- ❖ Going on strike or abetting, inciting, instigating or acting in furtherance thereof;
- ❖ Theft, fraud or dishonest in connection with the schools' business or property or the theft or property of another employee within the premises of the establishment;
- ❖ Habitual late coming or absence without leave without sufficient grounds or proper or satisfactory explanation;
- ❖ Habitual breach of any Standing Order guidelines/code of conduct or any law applicable to the school or any rules made there under;
- ❖ Collection without the permission of the Principal of any money within the premises of the school except as sanctioned by any law for the time being in force;
- ❖ **Habitual neglect of work, or gross or habitual negligence;**
- ❖ **Failure to observe safety instructions notified by the Management or interference with any safety device or equipment installed within the School;**
- ❖ **Refusal to accept a charge-sheet, order or other communication served in accordance with the Rules;**
- ❖ **Violation of the Code of Conduct;**
- ❖ Failure to keep up academic progress and up to date knowledge in spite of repeated instructions in that behalf;
- ❖ Failure to properly complete the teaching of the syllabus determined for a term within the stipulated periods;



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- ❖ **Manifestation of temper, in any manner, while dealing with students, staff, parents, outsiders and the Management is liable to be treated as an act of serious misconduct;**

## **EXAMPLES OF UNACCEPTABLE USE**

### **I WILL NOT:**

- ❖ Use school technologies in a way that could be personally or physically harmful.
- ❖ Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy.
- ❖ Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools.
- ❖ Create, distribute or deploy multi-user servers or gaming software on or within the school network.
- ❖ Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- ❖ Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
- ❖ Use school technologies to send spam or chain mail.
- ❖ Post or otherwise disclose personally-identifying information, about myself or others.
- ❖ Use language online that would be unacceptable in the classroom.
- ❖ Use school technologies for illegal activities or to pursue information on such activities.
- ❖ Attempt to hack or access sites, servers, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.



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## **DISCIPLINARY PROCEDURES**

### **1. The Management may suspend employee in the following cases:**

- ❖ Any serious misconduct committed by an employee
- ❖ Any criminal case against an employee which under investigation or under trial
- ❖ An employee who has been detained in custody by competent authority and custody in more than 48 hours
- ❖ Any employee who is absent more than 30 days continuously without prior sanction of leave
- ❖ Suspended Employee will not be eligible for any wages during the period of Suspension

## **PROCEDURE FOR PENALTY**

### **CLASSIFICATION OF PENALTIES**

The School Management may place an employee under disciplinary action for good and sufficient reason including the breach of one or more of the provisions of the Code of Conduct. The following penalties may be imposed upon the employee:

#### **A. Minor Penalties:**

1. Warning Memo
2. Temporary Suspension from Service
3. Reduction or Demotion in Lower Salary Grade

#### **B. Major Penalty:**

1. Reduction in Salary Grade.
2. Removal from Service.

## **PROCEDURE FOR IMPOSING PENALTY**

If any employee commits misconduct or violates the code of conduct, the concerned employees shall be issued show cause notice which will give details of misconduct and concerned employees shall be given seven days time from the date of receipt of Show Cause Notice to submit the explanation.

**In case the explanation is not found to be satisfactory and depending on the seriousness of misconduct, Minor or Major Penalty as mentioned in the above may be imposed by issuing the order in writing.**





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## **AMENDMENTS**

The School may amend, modify, delete or add to these Rules, from time to time and all such amendments, modifications or additions shall take effect from the date as stated therein and shall be binding on all employees.

### *Related Documents to read*

- 1. Child Safety & Protection Policy*
- 2. Online Safety Policy*
- 3. Acceptable Usage Polic-Staff/Student/Parent*
- 4. Mobile Phone Usage & Social Media Usage Policy*
- 5. Cyber Bullying / Anti Bullying Policy*
- 6. Data Protection & Privacy Policy*

*I have read and understand all the above and agree to follow all the school guidelines.*

Staff Name :

Department :

( Date & Sign )

(School Seal)