



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH



# STAFF ETHICS POLICY

Implemented : April 2014

Reviewed : May 2022

Next Review : May 2023

Compiled by: SLT & SMT

Approved by: Ms. Asma Gilani, Principal & CEO

School employees hold positions of public trust. High standards of honesty, integrity, and fairness are to be exhibited by each school employee. Ethical behavior by staff is required and expected at all times while fulfilling one's employment responsibilities and when at all school functions.

**School employees are required and expected to:**

1. treat students, parents, fellow employees, and community members with respect. Conduct which is prohibited includes, but is not limited to:
  - inappropriate verbal, visual or physical conduct, including jokes that demean an individual or group of individuals, spreading gossip about any individual, threatening another individual and all types of bullying behavior;
  - without proper authorization and authority violating another person's right of privacy and/or intentionally invading another person's personal space;
  - knowingly falsely blame an individual for conduct not done by the person.
2. promote a safe, nurturing, and positive school and work environment. Conduct which is prohibited includes, but is not limited to:
  - any conduct that is severe and objectively offensive so that it creates or results in an intimidating, hostile or offensive work or learning environment or has the purpose or effect of substantially or unreasonably interfering with an employee's or student's performance;
  - threatening, harassing, punishing or retaliating behavior against students and/or other employees.
3. maintain confidentiality concerning students, families and employees.
4. act in a manner consistent with SPEA/GEMS policies, legal and contractual standards, responsibilities, and obligations.
5. model and promote appropriate dress and language.
6. report to the line manager any knowledge of mismanagement, waste of funds, misuse of school property, abuse of authority, threats to safety, violations of policies and regulations, or other conduct that damages integrity or reputation of the school district.
7. refrain from using school employment to promote personal political and/or religious views.

Any employee who believes a staff member has engaged in conduct which violates the code of conduct shall immediately report the alleged misconduct to their immediate line manager. If the concern/complaint involves the individual's immediate line manager, the complaint may be reported to the next level.

All complaints will be investigated and should the investigation result in a determination of unethical behavior by a school employee such unethical behavior shall constitute just cause for discipline, up to and including termination of employment. A complaint reported which was intentionally and knowingly false will result in disciplinary action being taken against the person or persons involved in the false complaint being made.