



رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

1. Policy Objectives

This policy aims to set out a clear code of conduct for staff and to outline the standards of behavior expected of all GSIS staff.

2. Policy Scope

This policy applies to all GSIS academic and nonacademic staff.

3. Policy Actors

- GSIS Superintendent
- GSIS SLT
- GSIS Staff

4. Related Policies and Procedures

- Performance Management Policy.
- Acceptable Internet Use and Agreement Policy.
- Professional Learning Communities Policy.

5. Terminologies

School leader: Any person who is in the position of Academic Leader and above according to GSIS governance.

School Superintendent: The leader of the whole school who reports directly to the CEO/VP.

School Staff: People who work at school and perform academic or nonacademic duties

6. Staff Code of Conduct Policy:

This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of staff work. Instead, it sets out general expectations of the standards of behavior required. The Code places an obligation on all staff to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

**GEMS****مدارس السعودية العالمية**
Saudi International Schools
DHAHRAN**Staff Code of
Conduct Policy**

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

By accepting employment with GSIS, staff must be aware of and comply with this Code. Volunteers, visitors, and contractors are also expected to comply with this Code. Accordingly, staff must:

- Conduct themselves, both personally and professionally in a manner that upholds the ethos and reputation of the school.
- Comply with the GSIS policies and procedures.
- Act ethically and responsibly.
- Perform their duties to the best of their ability and be accountable for their performance.
- Be courteous and responsive in dealing with their colleagues, students, parents, and members of the public.
- Work collaboratively with their colleagues.
- Ensure that their conduct, whether during or outside working hours, is consistent with the ethos of GSIS and does not damage the reputation of GSIS.
- Dress in a professional manner that is appropriate for their role.

Breaching the Code of Conduct:

As a GSIS employee, staff hold a position of trust and are accountable for their actions.

All alleged breaches of the Staff Code of Conduct will be subject to scrutiny and if substantiated, staff may be warned, suspended or have employment terminated. Any potentially illegal activity will be reported to the local authorities and appropriate actions will be taken by the senior management. The consequences of inappropriate behavior and breaches of this Code will depend on the nature of the breach.

Staff should report all objectively observable behavior, that is not permitted by the Code, other than those subject to mandatory reporting obligations to the principal. If the prohibited behavior is by the principal, then it should be reported to the superintendent. Factors the GSIS administration may consider when deciding what action to take may include:

- The seriousness of the breach;
- The likelihood of the breach occurring again;
- Whether the employee has committed the breach more than once;
- The risk the breach poses to staff, students, or any others; and whether the breach would be serious enough to warrant formal disciplinary action.

**GEMS****مدارس السعودية العالمية**
Saudi International Schools
DHAHRAN**Staff Code of
Conduct Policy**

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

Actions that may be taken by GSIS administration in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging from a warning to termination of employment and reporting of the matter to related authorities. The GSIS administration reserves the right to determine in its entirety the response to any breach of this Code.

Principles of the Code of Conduct:

Principle One: Setting a Good Example

- All staff will uphold the school's vision, mission, and values in all their daily practices and interactions with stakeholders.
- All staff who work in schools set examples of behavior and conduct which can be copied by students. Staff must therefore always avoid using inappropriate or offensive language.
- All staff must, therefore, demonstrate high standards of conduct in order to encourage students to do the same.
- All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This Code helps all staff to understand what behavior is and is not acceptable.

Principle Two: Safeguarding Students

- Staff have a duty to safeguard students from:
 - a) physical abuse
 - b) sexual abuse
 - c) emotional abuse
 - d) neglect
- The duty to safeguard students includes the duty to report concerns about a student to the school's counselor and/or principal.
- Staff must not demean or undermine students, their parents or guardians, or colleagues.
- Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.
- Staff should seek to avoid or minimize situations where they are alone with a student. In these situations, staff should try, where possible, to make sure that a door is open or that they can be seen through the glass of a door/window.

**GEMS****مدارس السعودية العالمية**
Saudi International Schools
DHAHRAN**Staff Code of
Conduct Policy**

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

Principle Three: Honesty and Integrity

- Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- If staff are offered a bribe (i.e. anything given in order to persuade them to act improperly), they must refuse it, explain why it is not appropriate, and immediately report the matter to their line manager.
- No gifts may be offered by parents or students to school staff except a flower or card on occasions such as teachers' day.
- A staff member is required to declare any conflict of interest where the group or organization would be considered to be in conflict with the ethos of the school. Staff should consider carefully whether they need to declare to the school their relationship with any individual(s) or groups where this might cause a conflict with GSIS activities.
- Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if staff are in doubt about a declaration, they are advised to contact their line manager.

Principle Four: Good Teaching Practice

- Teaching staff should differentiate their lessons to cater for all learners and show no favoritism, bias, or prejudice in dealing with students.
- Teaching staff should maintain a safe and engaging classroom environment.
- As educators, teachers will look for and take advantage of every learning opportunity that is appropriate to their role.
- Teaching staff should maintain regular and ongoing communication with their students' parents.
- As all teachers should strive for personal and collective betterment, teaching staff are expected to work cooperatively with their colleagues and share ideas and experiences in a collegiate manner.

Principle Five: Respect for others

- GSIS is a diverse community and staff are expected to respect the religious, racial, and cultural differences of students, colleagues, families, and communities. Staff are expected to behave in a manner that supports this on and beyond the school campus.
- Staff must not exhibit rude or insulting behavior, including verbal and non-verbal aggression. Abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards

**GEMS****مدارس السعودية العالمية**
Saudi International Schools
DHAHRAN**Staff Code of
Conduct Policy**

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

other staff members, workers, students, and parents is strictly forbidden. Staff members must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other digital platforms to engage in this type of behavior.

- Staff members must not discriminate against, or harass for any unlawful reason, or bully for any reason any other staff member, worker, student, or parent. Bullying is a breach of staff obligations to GSIS policies and procedures.
- If a staff member believes she is being unlawfully harassed or discriminated against or bullied should do the following:
 - (a) When she feels uncomfortable, she must ask the person to stop, or make it clear that she finds the behavior offensive or unwelcome. It may be useful for her to speak with her direct line manager to seek guidance on how to do this.
 - (b) She can raise the issue as a grievance after the incident(s) have occurred. Disciplinary Procedures will be taken after investigating the incident(s).
- Staff are expected to be fair and honest and never lie or exaggerate a complaint.

Principle Six: Conduct Outside the Workplace

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the staff members reputation or the reputation of other members of the school community.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff must not access social networking websites for personal use (i.e. non- job related use) during work time. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community into disrepute.
- Personal data, images or information about any individual including staff, young people or children must not be shared without the consent of the parents or guardians unless it is for educational or safeguarding purposes. Consent for images to be taken for use on the school's twitter/Instagram account, website, local media etc. is given by the parent or guardian at the student's pre-admission interview.
- Staff using social networking websites in their private life:
 - a) Must refrain from identifying themselves as working for the school, in a way which has, or may have, the effect of bringing the school into disrepute.

**GEMS****مدارس السعودية العالمية**
Saudi International Schools
DHAHRAN**Staff Code of
Conduct Policy**

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

- b) Must not identify other school staff, children, or young people without their consent.
- c) Must not make any defamatory remarks about the school, its staff, children, or young people, or conduct themselves in a way that is detrimental to the school.
- d) Disclose personal data or information about the school, employees, children, or young people, that could breach GSIS data confidentiality.
- e) Must not allow students to access their personal social networking accounts and if they are contacted by a student, they should bring it to their line manager's attention.
- f) Must not make or accept friend requests or follow requests to or from students. This could be misconstrued. Once a student has graduated from the school, a member of staff can accept a friend request.

Principle Seven: Attendance

- Our expectations are that staff members:
 - a) Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
 - b) Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
 - c) Refer to the HR policy on special leave if they need time off for any reason other than personal illness.
 - d) Report absence from work due to illness or injury a day before and report exactly the expected period of absence. Submit a medical report upon their return.

Principle Eight: School premises, equipment and communication

- School equipment and systems are available only for school related activities and should not be used for the fulfilment of another job or for personal use.
- School equipment and furniture must not be moved, colored, changed or replaced. Painting, drawing, or digging on walls/doors is not allowed.
- Illegal, inappropriate, or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

**GEMS****مدارس السعودية العالمية**
Saudi International Schools
DHAHRAN**Staff Code of
Conduct Policy**

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

Principle Nine: Communication and Protecting Confidential Information

- Staff should not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorized by their direct line manager in the context of grievance resolution.
- All matters discussed in staff meetings are to be treated confidentially and not discussed with students, members of the GSIS community, or the public.
- The media should not be given access to students or allowed entry to GSIS without the express permission of the school Superintendent. Staff should not make any comments to the media about GSIS, students, or parents without the express permission of the school Superintendent.
- Staff must only use confidential information for the work-related purpose it was intended. Staff have an obligation to share with their direct line manager any information which gives rise to concern about the safety or welfare of a student/a staff member.

Principle Ten: GSIS Dress Code

- Staff are expected to promote a professional image to students, parents, and members of the public and to model the behavior and standard of dress GSIS wish students to follow.
- All staff should dress in a manner appropriate to their role and the health and safety and hygiene requirements related to the activities they are involved in.
- During out of school visits, the dress code applies, however if students are required to wear alternative clothing, then the same will apply to staff.
- Staff will be informed of the possibilities of dress code exceptions for special occasions.
- As a general guideline, staff should adopt a 'dress for the office' standard of clothing. Clothing must be neat, in a good state of repair and appropriate to an individual's role. In particular, staff are required to:
 - a) Wear a dark skirts/trousers and/or loose pants (midi-long), and a shirt/blouse with long sleeves (picture A, B, C, D).
 - b) No jeans of any color.
 - c) No clothing with inappropriate lettering, pictures or slogans.
 - d) No revealing or excessively tight clothing that over-exposes parts of the body, or that is transparent or see-through.
 - e) No leggings

**GEMS****مدارس السعودية العالمية**
Saudi International Schools
DHAHRAN**Staff Code of
Conduct Policy**

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

- f) No low-cut T-shirts or blouses or vest-type tops (spaghetti/shoestring or other strapped tops)
- g) Footwear should be smart, presentable, and secure on the feet. Flip flops, sandals, open shoes, and excessively high heeled shoes or boots are not acceptable.
- h) Jewelry should be discreet. Jewelry must not compromise health and safety in relation to activities undertaken. Just as for students, facial piercings including plastic retainers are not acceptable.
- i) No excessive make up, false eyelashes, false nails, very long nails, contact lenses and very dark and colorful lipstick.
- j) Clothes and/or jewelry that represent a religious or cults beliefs or slogans; badges or emblems which may cause offence are not allowed.
- k) Hair should be neat and tidy with no extreme hairstyling. Long hair should be tied back when handling food, or when undertaking physical interventions with children.
- l) As a school we recognize that there are particular circumstances where formal attire is not appropriate. With this in mind, all staff involved in the delivery of PE lessons are expected to wear appropriate dress, e.g. tracksuits and trainers.
- m) In cold weather, teachers are expected to wear similar color scheme for jackets, blazers and pullovers.
- n) All staff are expected to be well groomed and maintain a good standard of personal hygiene.
- The GSIS administration expects staff to take personal responsibility for dressing appropriately and therefore anticipates that intervention will be required only rarely.
 - Where choice of attire falls outside the dress code, the member of staff will be advised of this on an informal basis by her principal.
 - Where clothing is very unsuitable (particularly if it is excessively revealing) the member of staff may be required to return home to change.
 - Any concerns an employee may have about the dress code should be raised, initially, with her direct line manager.
 - Exceptions may be granted in certain circumstances depending on school need.
 - Repeated infringements of the dress code, despite the provision of informal management advice, will be dealt with as a disciplinary matter in accordance with the school's HR disciplinary procedure.

The images below shows clothing styles acceptable at school:



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مدارس السعودية العالمية
Saudi International Schools
DHAHRAN

**Staff Code of
Conduct Policy**

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م



**GEMS****مدارس السعودية العالمية**
Saudi International Schools
DHAHRAN**Staff Code of
Conduct Policy**

رقم السياسة	001 - RP
النسخة	0.1
التاريخ	12/7/21 م

7. Parties and Authorities

Parties	Authorities
School Superintendent	<ul style="list-style-type: none">Develop Staff Code of Conduct Policy.
School Leaders	<ul style="list-style-type: none">Revise Staff Code of Conduct Policy.Supervise Policy implementation.

8. Resources

- International best school practice benchmark documents
- GSIS Strategy, Vision and Mission

9. Reference

For more information, please contact the GSIS Superintendent.

10.Changes

For more information, please contact the GSIS Superintendent.

Date	Responsible Person\ Job Title	Changes	Copy no.
07/2021	Ms. Katia Abu-Chacra / Superintendent	Preliminary version	0.1