



NEW INDIAN MODEL SCHOOL SHARJAH

Code of Conduct for Education Professionals in General Education Policy

Introduction:

The educational system in the United Arab Emirates is distinguished with a high and advanced standing and is supported by the enlightened leadership of the UAE that harnesses the financial and human capabilities to maintain and support its continual improvement. This aligns with the nations objectives in implementing the UAE's ambitious vision and to achieve comprehensive development, based on a range of sound scientific foundations and moral values derived from a diversity of religions, customs and traditions of our ancestors and human values. This vision values the role of education and recognizes the importance of education professionals in general education through their influence and responsibilities that affect future generations. Thus, this code of conduct confirms the educational professional's moral, educational, and professional responsibility under a set of standards and principles that describe the anticipated professional and ethical behavior and regulates the nature of educator roles in the school. This is inclusive of face-to-face learning, and distant learning in regular or virtual schools within the framework of their professional, educational, and moral responsibilities. Under this code of conduct, there is a clarification of the basic values that an educator must commit to, in addition to their professional, behavioral, and moral obligations towards students, parents, colleagues, the profession and society as a whole. It is hoped that this code of conduct contributes to building an institutional culture based on ethical norms, rules, and appropriate workplace a societal conduct. Additionally, it is trusted that the code will contribute to enhancing an educator's professional and educational responsibilities and their pioneering role in building the future of our students to reach globally advanced levels, in the hope of implementing the vision of the enlightened leadership in the UAE.

Code of Conduct Elements 01:

Overall Objectives of the Charter:

The aim is to enhance and advance the educational profession and to implement the vision admission of the Ministry of Education, in collaboration with the Emirates Schools Establishment and educational entities, as follows:

- Establish clear and public ethical standards, rules, and principles of conduct for the educational process.
- Contribute to setting the ethical behavior towards their profession, students, and society in line with the dynamic changes in their educational roles.
- Instill the ethics of the profession as basic principles that are adhered to, within the educational institution and beyond, establishing the educator as a role model for students wherever they are.

The code of conduct applies to all educational professions in general education.

Overall Objectives of the Charter:

All educational professionals in general education institutions are committed to the following values during the performance of their educational duties, through their personal actions and their Honesty and Sincerity a moral obligation represented by adherence to principles and values such as: transparency, honesty, trust, dignity and objectivity in the practice of the profession.

Trust and Integrity:

Trust in work in and out the classroom, and in carrying out administrative and educational duties. This is reflected in the transfer of experiences and knowledge in a clear, complete manner, and without deficiency, disclosure of any conflict of interest, and rejection of all forms of functional and academic corruption.

Equity and Equality

Is equality and non- discrimination in all relations with students, parents, colleagues, and the education community, and taking various decisions and actions in a balanced manner.

Compassion and Tolerance

Is showing compassion and leniency in dealing, understanding the thoughts and feelings of students and all concerned, from their point of view, communicating and dealing with them appropriately, giving reactions, and implementing procedures in a manner commensurate with a good knowledge of the circumstances and the ongoing experiences they are going through.

Respect

Is the basis for the formation of active and positive relationships, and attention to the extent of the impact of words and actions on others, taking into account their feelings, rights, desires and traditions, and showing appreciation in all actions, whether with respect and appreciation for the profession, or by respecting the laws and policies of the UAE relationships with students, parents, colleagues and society as a whole.

Ethical Responsibilities in interactions:

Maintain professional relationship with all students, inside and outside the classroom

Acceptable Behaviors:

- Ensure the safety, well-being, growth and development of the abilities of all students, including students of determination or special educational needs by taking the necessary procedures and arrangements within the limits of their authority to protect the safety of students.
- Apply equal opportunities and equal treatment of all students regardless of differences in the levels of education, economic, cultural, and linguistic and religious affiliation, without discrimination between them.
- Maintain a safe environment for students, and allow them to express their opinions and share their learning with their colleagues in a way that meets their unique and differing needs, taking into account the individual differences between them.
- Motivate students to protect and highlight the capabilities of the country

and to contribute to its development and prosperity, and encourage them towards participation in national activities and events.

- Positively influence students and promote positive values in them.
- Encourage positive values in students to protect them from ideas that are inappropriate to our religion, including atypical ideas, and to protect students from extremist ideas and racial discrimination by promoting the principles of tolerance and acceptance of others.

Refrain from any inappropriate physical contact.

Prohibited Behaviors:

- ❖ Forming any inappropriate relationship, or sending any messages, photos or emails to students inside or outside the classroom.
- ❖ Disclosure of confidential information belonging to a student.
- ❖ Sharing news, rumors, false statements, or unreliable news with students.
- ❖ Use of verbal or physical violence with students.

Follow the guidance of management and supervisors and collaborate with colleagues in the interest of student learning and the teaching profession.

Acceptable Behaviors

- ❖ Demonstrate high ethical and positive behavior when dealing with all school staff, including management, colleagues, and teachers.
- ❖ Maintain good and professional relations with all partners in the educational process, and respect their roles and responsibilities.
- ❖ Collaborate with colleagues and share experiences with them, and transfer knowledge to them in a professional manner approved by the school administration to enhance improvement.
- ❖ Respect the cultural diversity of all school staff from heritage, language, identity, nationality, and religion.
- ❖ Participate actively in the school's efforts to protect students from extremist ideas and discrimination, by promoting the principles of tolerance and acceptance of others.
- ❖ Report certain behaviors occurring at school from anyone including students.
- ❖ Respect and abide by the principles of privacy and confidentiality in relation to public and personal information.
- ❖ Not to share or change information, except in the course of exercising their job duties, or as permitted by law, or with prior written authorization, or if the purpose of disclosing it is to detect a crime that endangers or harms the interest of the entity, by reporting it to the competent official authority, whether such information relates to his employer or another entity.

Prohibited Behaviors

- ❖ Actions that harm the reputation of the educational institution and its employees.
- ❖ Activities that offend colleagues and administration member through words or actions.
- ❖ Any inappropriate behavior that can affect colleagues and administration member's by feeling uncomfortable or insecure.
- ❖ Disclosure of confidential information concerning colleague or administration.

- ❖ Sharing of rumors and false statements with colleagues and administration.
- Behavioral and Professional Obligations:

General Obligations

- ❖ Working in the educational field is a profession that should be cherished by everyone employed within the limits of its scope and institutions, as role models for next generation educational leaders. Educators with high standards of morals and ethics who collaborate with other leaders and educational professionals, can enhance, and improve the overall educational structure as it progresses forward. This can then lead to achieving the highest standards of quality and outcomes stated by the UAE. This will equip and encourage learners to progress to higher levels of education and employment.

These obligations include:

- Commitment to applying the legislation of the UAE and to ensure the rights of children stipulated in the conventions signed by the country.
- Commitment to protect children of all cultural backgrounds, from all types of abuse, neglect, exploitation and bullying in accordance with the legislation and laws in force in the UAE, and to raise awareness of their rights, and the need to report any kinds of abuse whether it is actual or even suspected.
- Take the necessary measures and arrangements to enhance the well-being of children and students, protect them from abuse and neglect, maintain their safety, and immediately report to the relevant authority (Child Protection Unit, whether in the Ministry or the concerned units in the educational entities) if there is a threat to the safety of the child, the student, or their physical, psychological, moral or mental health, in accordance with the official procedures, and follow the guidelines that will protect children and students based on what is stipulated in the Law on the Rights of the Child (Wadima) and its executive regulations.
- Commitment towards positive and exemplary behavior for all employees and students in the educational institution, and to treat everyone with high professionalism and respect at all times and occasions without exception or discrimination.

Performing Job Duties

- Honesty in performing job duties stipulated in the job description and procedural manuals for teaching, learning and evaluation.
- Commitment to his/her attendance, discipline, and ensuring that students receive adequate educational tuition in accordance with the prescribed curriculum.

General Appearance and Behavior

Acceptable Behaviors

- Commitment to clean, decent and modest clothing that reflects the traditions of the UAE and that shows a respectful image of workers in the educational sector, including:
- Commitment to formal clothing and shoes.
- Adherence to appropriate, non-revealing clothing covering the knees.
- Avoiding unusual hair dyes and excessive piercings.
- Commitment to work ethics and fulfillment of duties to the best of their abilities.
- Honesty in providing educational qualifications and previous experiences

required to perform the job, and commitment to continuous development.
Prohibited Behaviors

- ❖ Wearing tight or inappropriate clothing for the working environment as described in the policy of uniform rules.
- ❖ The use of verbal or physical violence with students or any unjustified physical contact that does not fall within the functional requirements of the teacher.
- ❖ Discussions of any actions that contradict the prevailing customs and traditions in the country.
- ❖ Preventing anything that may hinder the identification of the employee including face covering by the administrative staff during working hours (excluding medical masks or health reasons).

Use of School Resources and Conflicts of Interest:

Appropriate usage of property and assets entrusted only official purposes only.

Acceptable Behaviors

- Disclosing any conflict of interests in terms of relatives, including extended relatives (up to fourth degree) and related students in the school, and not participating in any action or decision that may directly or indirectly affect these students.
- Disclosure of the presence of employees with whom they are related to, have a marital relationship, or affinity (up to the second degree) in the same workplace or within the same direct supervisory relationship.
- Respect and supervise public funds and property entrusted to them and ensure that fraud or misconducts reported through approved official channels.
- Preservation and use of property, facilities, teaching aids and devices for authorized purposes.

Prohibited Behaviors

- Accepting gifts from students and their families on or off the school campus, and providing favoritism, nepotism, and unfair preference.
- Undertake any financial participation that could jeopardize the school's goals or activities, directly or indirectly.
- Use public or work-related resources for personal purposes or for personal gain.
- Spend financial resources in an excessive or wasteful manner.
- Offering private lessons unless the appropriate authorizations have been implemented.

Professional Reservation, Confidentiality, Publication and Means of Communication.

Ensure that information is kept confidential in all interactions and communications
Acceptable Behaviors:

- ❖ Using approved social media and computer systems in the educational institution in a way that does not adversely affect the school, or is a violation of the policy and procedures of the Ministry and educational entities, and working in accordance with the national guidelines and the approved use policy, in order to make the best use of the many educational and social benefits of technology,

and protecting students from its risks.

- ❖ Directing media inquiries to the competent and accredited authorities in the Ministry and educational entities, and communicating with the media team in the educational institution to ensure the accuracy of the information provided to the media.
- ❖ Commitment to the ethics of digital citizenship and the rules of professional conduct in all means of digital communication and distance learning.
- ❖ Confirm that the use of school communication devices (computers, phones, etc.) does not include anything that may be controversial or offensive.
- ❖ Ensuring that professional information is protected against loss, misuse, unauthorized access, modification, or disclosure, and keeping confidential any information relating to students and colleagues, unless it is permitted to be disclosed to serve a clear professional purpose.
- ❖ Maintaining the confidentiality of exam questions and preventing cheating attempts to promote the principle of integrity, honesty and responsibility among students.
- ❖ Being aware of all the laws in force in the UAE, and the policies followed by the Ministry, educational entities and the Emirates Schools Establishment related to social communication, including the cyber security policy, the policy on data protection, and compliance in order to protect the intellectual property of the school and copyright.

Prohibited Behaviors

- Publishing any photo of the educational institution, current and former faculty members, students, and parents without the prior consent of all relevant parties, and not collaborating with educational institutions in other countries except with the official approval of the Ministry or educational entities.
- Spreading rumors or negative news or making inappropriate comments through any form of social communication including electronic communication.
- Making public comments, especially outside the official working hours, aimed at detracting from the reputation of colleagues or the authority of the Ministry of Education, or education in general.
- Sharing confidential or sensitive information with any party, inside or outside the school, or anyone who is not authorized to obtain the information.
- Disclosure of curricula and examination content.

Customs, Traditions and Sensitive Topics:

Respect for Emirati culture and Islamic values:

Acceptable Behaviors

- Respecting the customs and traditions of the UAE in schools or the workplace.
- Complying with all rules and laws applied in the country.
- Keeping discussions focused on the area of them at serial and topics being taught only.
- Considering Emirati traditions and customs when discussing sensitive topics such as politics, history and genetics if they are within the scope of

the lesson or activity.

Prohibited Behavior

- Disrespecting the Emirati culture and customs in the classroom or workplace.
- Engaging in conversation with students about sensitive topics that do not serve a clear educational purpose associated with the agreed curriculum.
- Discussing religious topics that provoke division, that constitute sectarian or religious differences and that are outside the approved curriculum of Islamic Studies in the country.
- Addressing topics related to the internal or external policies of the country, or the dissemination of news, rumors and false statements, and talking about any current events or events related to the directives and policies of other countries that would provoke strife, disturb public security or harm the public interest.

Smoking, Using Alcohol and Drugs:

Refrain from using, possessing or falling under the influence of alcohol, drugs and unauthorized substances in the workplace.

Acceptable Behaviors

- Complying with the UAE laws issued in this regard.

Prohibited Behaviors

- Any indecent behavior such as coming to work under the influence of alcohol or drugs.
- Smoking in school campus or yards.
- Sharing any of the prohibited materials with
- Colleagues or students.

Homosexuality and Abnormal Sexual Attitude:

Acceptable Behaviors

- Ensuring that unacceptable behavioral manifestations do not spread within UAE society and abstaining from addressing socially rejected topics such as: abnormal sexual morals and ethics, homosexuality, and alternate gender identity.

Prohibited Behaviors

- Engaging in conversation with students about sensitive topics such as human reproduction, homosexuality, that does not serve a clear educational purpose associated with the agreed curriculum.

Declaration

General Instructions and Principles

- All educational professionals in the general education institutions are bound by the legislation in force in the UAE, the decisions and policies adopted by the Ministry, the educational authorities, and the Emirates Schools Education Establishment - each within the limits of their competence, and by reviewing this code of conduct, familiarizing themselves with its contents, and complying with the provisions contained therein. Failure to abide by these codes, could result in penalties against the education professional applied through the educational entities in each workplace without prejudice to any other penalties imposed by other laws, decisions or regulations.

- The rules outlined in this code of conduct are binding rules that all educational professionals in the general education institutions must abide by, and not deviate from the provisions contained therein. The Professional Licensing Department in the Ministry of Education - in the event that the educational professional in general education institutions do not comply with this code of conduct - necessary measures will be taken regarding the professional license in terms of suspending or withdrawing or revoking the license issued without compensation.