



## **STAFF CODE OF CONDUCT POLICY**

**2026**

### **1. Purpose**

This policy outlines the professional standards expected from all staff in line with **ADEK's Staff Code of Conduct Policy** and UAE Federal regulations. It serves to promote ethical behavior, cultural respect, and the protection of student well-being within a safe, inclusive, and respectful school environment.

### **2. Scope**

This policy applies to all staff employed at the school including teaching, non-teaching, administrative, and support staff, as well as temporary workers and volunteers.

### **3. Key Principles**

Staff shall:

- Demonstrate integrity, professionalism, and responsibility.
- Promote student learning, safety, and well-being.
- Respect UAE laws, values, and traditions.
- Support and promote **UAE National Identity and Emirati culture**.
- Maintain professional relationships and safeguard student welfare.

### **4. Professional Conduct Expectations**

#### **4.1 Commitment to Students**

- Promote academic excellence while safeguarding students from harm.
- Remain vigilant to signs of abuse, neglect, or exploitation.
- Uphold student confidentiality and dignity.
- Foster inclusivity, equity, and emotional support for all learners.

#### **4.2 Cultural Sensitivity and UAE National Identity**

- Respect and **honor the culture, values, and customs of the United Arab Emirates**.

- Observe appropriate behavior, dress, and language in line with UAE cultural norms and Islamic values.
- Encourage appreciation of **UAE's heritage, history, and vision** among students.
- Participate in and support national events such as **UAE National Day, Flag Day, and Commemoration Day**.
- Avoid discussions or actions that may undermine religious, cultural, or political sensitivities of the UAE or any nationality.

#### **4.3 Professionalism in Teaching and Learning**

- Prepare and deliver lessons in accordance with the curriculum and ADEK guidelines.
- Use inclusive strategies that support students of determination and multicultural learners.
- Maintain professional boundaries, punctuality, and decorum.
- Integrate the promotion of **moral values, tolerance, and civic responsibility** in daily practice.

#### **4.4 Relationships with Students, Parents, and Staff**

- Build respectful and constructive relationships with all members of the school community.
- Communicate in a clear, courteous, and culturally appropriate manner.
- Handle concerns and conflicts respectfully and through proper channels.

#### **4.5 Use of School Resources**

- Use school property and digital resources responsibly.
- Uphold cyber safety and data protection standards at all times.
- Avoid any misuse or personal use of institutional resources.

#### **4.6 Compliance and Ethical Responsibility**

- Follow school policies, ADEK regulations, and federal laws.
- Report unethical or unlawful behavior promptly.
- Act as role models, especially in interactions with students and the wider community.

### **5. Safeguarding and Boundaries**

- Do not engage in personal or inappropriate communication with students.
- Maintain professional physical and emotional boundaries at all times.
- Avoid favoritism, gifts, or relationships that may create conflicts of interest.
- Comply with all safeguarding reporting procedures outlined by the school.

### **6. Confidentiality and Privacy**

- Respect the confidentiality of school operations, staff, and student records.
- Do not disclose personal information without authorization.

- Ensure compliance with UAE data protection regulations.

## **7. Cultural and Religious Observance**

- Adhere to the UAE's official observances including Ramadan etiquette and prayer time respect.
- Avoid insensitive remarks or gestures related to religion, gender, culture, or nationality.

## **8. Disciplinary Action**

Any violation of this policy may result in:

- Verbal or written warnings
- Suspension or termination of employment
- Reporting to ADEK or relevant UAE authorities

## **Policy Review**

This policy will be reviewed annually or as needed to ensure compliance with updated ADEK regulations and school requirements.

## **Declaration**

All staff must read, understand, and sign this policy upon joining and at the beginning of each academic year.

Reviewed Date: 5th Jan 2027



Principal



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### **Staff Acknowledgment:**

I, \_\_\_\_\_, acknowledge that I have read, understood, and agree to abide by the Staff Code of Conduct Policy.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_