



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



Staff Acknowledgment:

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

Signature: _____

Date: _____