

SHAIKH KHALIFA BIN ZAYED BANGLADESH ISLAMIA SCHOOL

ABU DHABI EDUCATION COUNCIL
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مدرسة الشيخ خليفة بن زايد البنغلاديشية الإسلامية

مجلس أبوظبي للتعليم
(ترخيص رقم ١٠٩ / ١ بتاريخ ١٠/١٠/١٩٨٠م)
ص.ب : ٨١٧٤ - أبوظبي
الإمارات العربية المتحدة
تلفون : ٠٢-٤٤٤٦٩٠٤ - فاكس : ٠٢-٤٤٤٦٨٩٩

PROFESSIONAL CODE OF ETHICS

2025-2026

Policy Overview

Core Values

This policy aligns with ADEK's Values and Ethics Policy and Governance Policy, defining conduct for ADEK employees, school staff, and others interacting with students.

Stakeholders

This policy applies to all staff members of the governing board. All stakeholders must understand, accept, and embody the policy principles, maintaining high standards of ethical and professional behaviour.

Staff Code of Conduct

Schools must create and distribute a staff code of conduct in line with the MoE Code of Conduct for Education Professionals (2022), ADEK Professional Code of Ethics, and ADEK Cultural Consideration.

Commitment to the National Code of Conduct

All education professionals at Shaikh Khalifa Bin Zayed Bangladesh Islamia School are obligated to sign and adhere to the **Code of Conduct for Education Professionals in General Education** as established by the UAE Ministry of Education (MoE, 2022).

To ensure full compliance:

- **Signing Requirement:** All staff members must sign the Code of Conduct upon hiring and at the beginning of each academic year.
- **Awareness & Training:** Regular training sessions will be conducted to familiarize staff with the standards of the Code and any updates thereto.
- **Monitoring & Enforcement:** The school will implement a monitoring system to ensure adherence to the Code, including regular reviews, feedback mechanisms, and disciplinary measures for non-compliance.

Additional Standards

1. Respect for UAE National Identity and Cultural Values

Educators must uphold respect for the UAE's national identity and cultural values in accordance with the ADEK Cultural Consideration Policy.

Professional Conduct Includes:

- Respecting individuals from all religious, ethnic, and cultural backgrounds.
- Ensuring classrooms and workplaces are free from discrimination.
- Treating all students and colleagues equitably, including those with additional learning needs, per the ADEK Inclusion Policy.

Prohibited Conduct Includes:

- Discrimination or harassment based on religion, race, origin, social status, age, gender, or against expectant/recently birthed female employees.
- Activities promoting extremism, racism, bullying, or any form of discrimination.
- Dressing in culturally inappropriate ways or violating the school's dress code.
- Engaging in actions that contradict the MoE Code of Conduct or this policy.

2. Relationships with Colleagues

Educators must collaborate with colleagues in the best interest of students and the education profession, aligning with the ADEK Staff Wellbeing Policy and Student Behaviour Policy.

Professional Conduct Includes:

- Encouraging adherence to high professional standards.
- Fostering a positive and supportive professional environment.
- Mentoring and guiding new educators.

Prohibited Conduct Includes:

- Verbal or physical harassment of colleagues.
- Spreading false rumours or slandering colleagues.
- Disclosing confidential information about colleagues.
- Excluding colleagues from professional activities or information.
- Hindering colleagues from performing their duties.

3. Legal Obligations

Educators must comply with all government laws and regulations and report any violations to relevant authorities, in accordance with the ADEK Values and Ethics Policy.

Professional Conduct Includes:

- Upholding honesty and integrity in all professional activities.
- Understanding and adhering to UAE laws, regulations, and policies relevant to their work.

Prohibited Conduct Includes:

- Falsifying or misrepresenting professional qualifications or employment history.
- Engaging in plagiarism or claiming others' work as their own.
- Wilfully disregarding applicable laws.
- Tutoring students for financial gain.

Digital Activities

Educators must adhere to best practices in digital environments to ensure their own and their students' digital safety, following the ADEK Digital Policy.

4. Professional Conduct Includes:

- Participating in continuous professional development to stay updated on digital safety, identity protection, and information security.
- Assisting students in evaluating digital information reliability.
- Educating students about cyberbullying, including identification and prevention.
- Avoiding plagiarism and monitoring students' work for plagiarized content, implementing corrective actions as needed.

Prohibited Conduct Includes:

- Misusing work devices in violation of the school's responsible use policy.
- Sharing identifiable personal information of students or their work without consent.

5. Community Protection

Educators must not engage in, facilitate, or ignore any form of student or staff maltreatment and must report any instances witnessed, in accordance with ADEK's Student Behaviour, Student Protection, and Safeguarding Policies.

Professional Conduct Includes:

- Reporting any instance or suspicion of maltreatment to relevant authorities.
- Educating students on identifying and reporting maltreatment.
- Ensuring that school premises are safe environments for students.

Prohibited Conduct Includes:

- Any form of student or staff maltreatment.
- Failing to report witnessed maltreatment.
- Facilitating or condoning maltreatment in any form.

6. Community Engagement

Educators will actively contribute to the wellbeing of the school and broader community, promoting civility and civic duty to effect positive societal change, in line with ADEK's Wellbeing Policies.

Professional Conduct Includes:

- Volunteering for social causes and encouraging student participation.
- Supporting environmental and sustainability initiatives and involving students.
- Engaging in professional development to enhance community contribution.

Prohibited Conduct Includes:

- Using social causes to promote extreme behaviour or affiliation with extremist groups.
- Fraudulently exploiting social causes for personal gain, such as through illegitimate crowdfunding.

- ❖ The Policy will be reviewed during the school year 2025 or earlier if necessary.

SCHOOL ADMINISTRATION

Review date: 01/01/2026

