

## POLICY ON PROFESSIONAL CODE OF ETHICS

Introduced:	December 2015
Review 1:	December 2021
Review 2:	December 2023
Review 3:	August 2024
Next Review :	August 2026

### 1. DEFINITION:

The Professional Code of Ethics is a set of principles by which employees of the school's staff are expected to abide by. It consists of thirteen professional and ethical standards which are to be met by all employees covered by the Professional Code of Ethics and forms the basis for the identification of best practice in professional and ethical conduct and any disciplinary action which the school may need to take against individual members of staff in case of non-compliance with the Professional Code of Ethics' standards.

### 2. PURPOSE:

This policy provides those who work in the School with a firm set of principles to guide all of their professional practice and behaviour.

Its purposes are:

- To establish a firm foundation for ethical and professional conduct in school which are under the jurisdiction of the ADEK.
- To raise ethical and professional standards by giving all employees a clear vision of the behaviour expected of them.
- To ensure that all employees understand, accept and embrace the principles enshrined in the Professional Code of Ethics, and thereby uphold high standards of ethical and professional practice and behaviour in all their work and at all times.
- To distribute to all its staff a code of professional and ethical conduct that includes all of these principles.

**3. The Council's Professional Code of Ethics for Private Schools includes the following standards which Dunes International School strictly adheres to:**

**Standard 1 – Religion, culture, society's customs and traditions: Educators will respect the Religion of Islam; respect the Arabic culture and UAE society's values, morals, customs, and traditions.**

Professional conduct includes, for example:

- Showing reverence to Islamic values and practices and respecting other religions.
- Complying with all principles imposed by the Islamic religion in the UAE.

- Respecting UAE society's values, morals, customs and traditions.
- Respecting the national symbols of the UAE.

Prohibited unprofessional conduct includes, for example:

- Behaving in a manner that is contrary to Islamic values in the classroom or other workplace.
- Exhibiting disrespect towards UAE society's values, morals, customs and tradition.

**Standard 2 – Respect for UAE National Identity and Cultural Values: Educators will foster an atmosphere of respect and consideration for all members of their school community as per the ADEK Cultural Consideration Policy.**

Professional conduct includes, for example:

- Exhibiting respect for individuals of different religious, ethnic, or cultural backgrounds.
- Taking all necessary procedures to ensure that classrooms and other workplaces are free from all forms of discrimination.
- Treating all students and colleagues equitably, including all people of determination and students with additional learning needs, in line with the ADEK Inclusion Policy.

Prohibited unprofessional conduct, includes, for example:

- Discriminating against or harassing members of the school community or the public on the grounds of religion, race, origin, social status, age, or gender, or discriminating against female employees who are expecting or have recently given birth.
- Engaging in conduct or activities that lead to the indoctrination and promotion of religious/political extremism, racism, bullying, and all other forms of discrimination.

**Standard 3 – Dress code: Educators will dress appropriately in a manner consistent with official work attire and which does not contradict with UAE society's values, morals, customs and traditions.**

Professional conduct includes, for example:

- UAE nationals observing the appropriate national dress.
- Expatriates dress in a professional manner reflecting proper work attire.

Prohibited unprofessional conduct includes, for example:

- Wearing any clothing that is tight-fitting or revealing or unsuitable for the work environment.

**Standard 4 – Relationship with students: Educators will maintain a caring, professional relationship with all students, both inside and outside the classroom.**

Professional conduct includes, for example:

- Educators behaving in ways that promote the welfare of the students and which affords them the necessary care, and taking all actions within their power to ensure students' safety.
- Educators working to meet the individual learning needs of all students and assisting them to achieve their potential and to develop their self-confidence.



- Educators striving to create a safe and supportive emotional environment for students to learn and enjoy learning; one that is conducive to their knowledge, values and abilities and does not cause intimidation or embarrassment.
- Educators striving to be fair and objective when dealing with students.
- Educators promoting student health through the support of School health services and the facilitation of School health programs and initiatives implemented in the school by the School nurse, the Council, or other government entities (e.g. National Immunisation Program managed by HAAD), as approved by the Council.
- Educators being aware of, and complying fully with, all of the Council's regulations, policies and requirements related to student protection, health, care and welfare.

Prohibited Unprofessional Conduct includes for example:

- Engaging in or encouraging inappropriate relationships with students inside or outside of the classroom, including any behaviour constituting sexual harassment or abuse.
- Sending any inappropriate messages, pictures or other communication to students inside or outside of the classroom.
- Using any form of discipline that involves corporal punishment, emotional or verbal abuse, or any punishment that may cause physical or emotional harm to students (e.g. ridiculing a student's point of view).
- Failure to discipline on-going bullying of a student (including cyber-bullying), which may result in physical or emotional harm to the student (see Policy (65)).
- Behaving negligently or making decisions which endanger students' welfare.
- Using professional relationships with students for personal gain (e.g. private tutoring for students that are concurrently being taught by the teacher, asking for favours from the student's Parents/Guardians, etc.).
- Leniency in student grading, in a manner not consistent with the educational process.

**Standard 5 – Relationship with community: Educators will respect and cooperate with Parents / Guardians and the local community in their daily work to advance student learning.**

Professional conduct includes, for example:

- Establishing open, honest and respectful relationships with Parents/Guardians and the local community.
- Involving Parents/Guardians and the community in the decision-making process relating to students education and wellbeing.
- Communicating all decisions relating to students' learning clearly and promptly to students, Parents/Guardians and stakeholders in the community.

Prohibited unprofessional conduct includes, for example:

- Disregarding the views and concerns of Parents/Guardians and the School community when making decisions about student learning.
- Behaving in a rude or hostile manner when interacting with Parents/Guardians and the community.

**Standard 6 – Relationships with Colleagues: Educators shall commit to collaborating with their colleagues in the best interest of students and the education profession in line with the ADEK staff wellbeing Policy and ADEK student behaviour Policy.**

Professional conduct includes, for example:

- Encouraging and supporting colleagues to adopt and adhere to high professional standards.
- Collaborating with other educators in a way that develops a positive, supportive professional environment for all.
- Assisting in the preparation and induction of new educators through mentorship and guidance

Prohibited unprofessional conduct includes, for example:

- Harassing a colleague verbally or physically, including any inappropriate behaviour that makes a colleague feel uncomfortable or unsafe.
- Spreading false rumours or slandering the reputation of a colleague.
- Revealing confidential information concerning a colleague.
- Intentionally excluding a colleague from work-related or professional activities or work-related information.
- Preventing colleagues from carrying out their official duties.

**Standard 7 – Communications: Educators will ensure that all interactions and communications with colleagues, students, Parents / Guardians and the public reflect the values of respect, wisdom, and integrity.**

Professional conduct includes, for example:

- Ensuring that any public comments they make reflect the policies and priorities of their School and of the Council.
- Ensuring that usage of the Council communication systems (e.g. computers, phones, emails, eSIS) does not include any communication that may be controversial or offensive.
- Maintaining the confidentiality of information relating to students and colleagues unless disclosure is officially permitted and serves clear and specific professional purposes.

Prohibited unprofessional conduct includes, for example:

- Making comments or statements, in an official or unofficial capacity, that disparage the reputation of the Council, the School or colleagues.
- Sharing confidential or sensitive information with any party, inside or outside of their School, who is not authorised to have the information.

**Standard 8 – Legal Obligations: Educators will abide by government laws and regulations at all times and will be obligated to report violations of these laws to relevant authorities, in line with ADEK Values and Ethics Policy.**

Professional conduct includes, for example:

- Maintaining honesty and integrity while conducting work.

- Being aware of, understanding, and adhering to the UAE laws, regulations, and policies relevant to their work.

Prohibited unprofessional conduct includes, for example:

- Falsifying or misrepresenting professional qualifications or employment history.
- Misrepresenting someone else's work as their own or engaging in plagiarism.
- Wilfully disobeying or disregarding any applicable laws.
- Tutor their own students, who are currently in their class, for financial gain.

**Standard 9 – Alcohol, drugs and tobacco: Educators will refrain from using, possessing, and being under the influence of alcohol and illegal drugs, and will not smoke in the workplace.**

Professional conduct includes, for example:

- Abiding by government laws with respect to the substances stated above at all times.
- Refraining from providing alcohol or other drugs to students, or from encouraging students to consume them, or from disregarding students' use.

**Standard 10 – Use of resources: Educators will use property and resources provided for their work efficiently and only for official/work-related purposes.**

Professional conduct includes, for example:

- Complying with the Council's Information Security Policy relating to acceptable use of technology.
- Optimal usage of Council and School resources for work purposes to the extent necessary to carry out the assigned work.
- Maintaining assets and possessions entrusted to them (because of their work), and ensuring they are used wisely and responsibly.

Prohibited unprofessional conduct includes, for example:

- Taking advantage of public or work-related resources for personal benefit (such as checking personal email) or for achieving personal gains or goals.
- Spending the Council's or the School's financial resources in a reckless or wasteful manner.

**Standard 11 – Conflicts of interest: Educators will avoid any situation that represents or may be perceived to represent a conflict of interest in carrying out their professional responsibilities.**

Professional conduct includes, for example:

- Carrying out all responsibilities and taking all decisions in an objective and impartial manner.
- Maintaining integrity and not accepting any bribes (gratuity), gifts, money or services that might impair or influence professional decisions.
- Refraining from using their position for personal gains.
- Reporting a potential conflict of interest to supervisors, and recusing themselves from situations giving rise to perceived conflict of interest.

Prohibited unprofessional conduct includes, for example:



- Involvement in any decisions in which family or friends may benefit.
- Accepting gifts from suppliers or local community members or gifts that may be given in an attempt to influence official work, other than those of nominal value (in most cases, a gift valued at over AED 100 will not be considered to be of nominal value).
- Using School time to conduct non-School business.

## **Standard 12 – Sensitive issues: Educators will not make remarks regarding sensitive issues that could cause anger or discomfort among students, colleagues or the community.**

Professional conduct includes, for example:

- Ensuring that classroom discussions are focused on the subject being taught.
- Being careful when making comments (particularly in relation to potentially controversial matters, such as religion or politics).
- Preventing students from raising potentially controversial matters for group discussions.

Prohibited unprofessional conduct includes, for example:

- Engaging in conversation with students about sensitive issues - such as religion and politics – that do not serve any clear educational purpose and are not related to the School's

## **Standard 13: Digital Activities: Educators shall follow good practices in the digital environment to safeguard their and their students' digital safety, in line with the ADEK Digital Policy.**

Professional conduct includes, for example:

- Undertaking continuous professional development (CPD) to stay up to date with best practices to safeguard one's digital safety, identity, trust, and information security.
- Engaging with students in evaluating the reliability of digital information
- Helping students understand what constitutes cyberbullying and how to identify when they are being subjected to it as the victim or are engaging in it as the perpetrator.
- Avoid the use of plagiarism and monitor the use of plagiarized material in students' work and implement positive corrective measures.

Prohibited unprofessional conduct includes, for example:

- Utilizing work devices in an inappropriate manner in violation of the school's responsible use policy.
- Sharing screenshots of students or student work containing identifiable personal information.

## **4. BREACH REPORTING AND DISCIPLINARY PROCEDURES**

4.1. Any suspected or observed breach of this Code shall be reported immediately to the Principal or the designated safeguarding lead.

4.2. All reports shall be:

- Documented formally



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- Treated confidentially
- Investigated fairly and impartially

#### 4.3. Investigations shall include:

- Preliminary review by SLT
- Evidence collection
- Opportunity for staff response
- Decision aligned with ADEK regulations

4.4. Serious matters shall be escalated to ADEK and/or relevant authorities where required.

### 5. DISCIPLINARY ACTIONS

Depending on severity, frequency, and impact, disciplinary actions may include:

- Verbal warning
- Written warning
- Mandatory retraining or counselling
- Suspension
- Termination of employment
- Reporting to ADEK or legal authorities

All actions shall comply with UAE Labour Law and ADEK requirements.

### 6. REVIEW AND GOVERNANCE

This policy shall be reviewed periodically to ensure continued alignment with ADEK regulations and UAE legal requirements.

#### References

- Federal Decree Law No. (29) of 2006 Concerning the Rights of People of Determination
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law
- MoE Code of Conduct for Education Professionals in General Education
- UAE Ministry of Education Code of Conduct for Education Professionals in General Education

Amendments:

Prepared By	Date
Academic Supervisor	December 2015



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# مدرسة ديونز الدولية

هاتف: ٠٩٧١٢٥٥٢٧٥٢٧  
رقم القطعة: ١٩، شعبية ٩، مصفح، أبوظبي، ص.ب: ٥١٢١  
كود مدرسة: ٧٢٦٨٩ | رقم الانتماء: ٦٦٣٠٠٥١

Review	Date	Reviewed By	Amendments
Review 1	December 2021	Academic Vice Principal/Head of Section/Academic Supervisor	No Changes
Review 2	December 2023	Academic Vice Principal/Head of Section/Academic Supervisor	No Changes
Review 3	August 2024	Academic Vice Principal/Head of Section/Academic Supervisor	Amendment on the basis of ADEK Professional Code of Ethics 2024-2025: 1. Standards Standard 2 & Standard 13, Standard 6 & Standard 14, Standard 8 & Standard 15 Merged into ONE standard as they addresses similar code of ethics. 2. Introduced disciplinary actions.

Principal Mr. Paramjit Ahluwalia	
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