SYSTEMS AND PROCEDURES TO PREVENT, IDENTIFY, AND ADDRESS UNETHICAL BEHAVIOR

Approved By	Board of Trustees
Review Date	August 2025
Next review Date	June 2026

Purpose and Aim

The purpose of this system is to ensure that all members of the school community — leaders, teachers, staff, students, parents, and partners — uphold the highest ethical standards in accordance with the Abu Dhabi Department of Education and Knowledge (ADEK) Values and Ethics Policy.

The school is committed to:
- Promoting an ethical, transparent, and respectful school environment.
- Embedding ADEK's core values of Integrity, Accountability, Respect, Teamwork, Inclusion, Transparency, Tolerance, and Sustainability.
- Maintaining a zero-tolerance policy for unethical or unprofessional behavior.
- Encouraging reporting, open communication, and protection against retaliation.
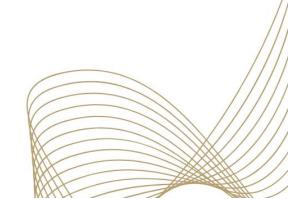
Scope

This system applies to all:
- School leaders and administrative staff
- Teachers and teaching assistants
- Students and parents
- Contractors, vendors, and external service providers

Definition of unethical behavior
Unethical behavior includes (but is not limited to):
- **Professional Misconduct:** Violation of ADEK's Code of Conduct or misuse of authority.
- **Academic Dishonesty**: Cheating, plagiarism, falsifying grades, or data manipulation.
- **Conflict of Interest:** Personal or financial gain influencing professional duties.
- **Discrimination or Harassment**: Any form of bias or unfair treatment.
- **Misuse of School Resources**: Unauthorized use of school assets or funds.
- **Breach of Confidentiality**: Disclosure of private student or staff data.
- **Bullying or Retaliation**: Intimidation of whistleblowers or colleagues.

PREVENTIVE SYSTEMS AND CONTROLS

1. **Policy Communication & Awareness**
- Policies on ethics, behavior, safeguarding, and conduct are shared with staff, students, and parents at the start of each academic year.
- Staff sign a Code of Conduct Agreement; students and parents sign the Behavior Contract.
- Ethics training is delivered during staff induction and annually as refresher sessions.
- Classroom teachers discuss ethical behavior regularly during advisory periods.

2. **Professional Expectations for Staff**
- Staff adhere to ADEK's Values and Ethics requirements, including confidentiality, respect, and fairness.
- Staff avoid conflicts of interest and declare any potential conflicts immediately to the Principal/Vice Principal.
- Teachers follow the school's assessment, grading, and attendance systems consistently.

3. **Student Education & Awareness**
- Ethical behavior is incorporated into:
    - Advisory lessons
    - Moral Education
    - UAE Social Studies
    - School assemblies
- Students receive sessions on digital ethics, academic integrity, and respectful communication.

4. **School Culture & Climate**
- Leadership models ethical behavior and transparency.
- The school maintains a zero-tolerance approach to discrimination, harassment, and bullying.
- Positive behavior reinforcement systems are implemented school-wide.

IDENTIFICATION AND REPORTING SYSTEMS

1. **Reporting Channel:**

Multiple confidential channels are established to report unethical behavior:
- Dedicated Email: ethics-br2@futureleaders.sch.ae
- Physical Drop Box: near the main administration office.
- Direct Report: to the Ethics Officer or Head of School.
- Confidentiality and protection from retaliation are guaranteed.

2. **Early Warning Indicators**

Staff are trained to identify the following signs:
- Sudden behavioral changes
- Student reports of bullying or intimidation
- Repeated academic dishonesty
- Staff conflict or professional misconduct indicators
- Irregularities in grades, attendance, or documentation
- Breach of confidentiality or unprofessional language

3. **Regular Monitoring**
- Supervisors monitor corridors, buses, playgrounds, and classrooms.
- Academic teams review assessment fairness, grading accuracy, and teacher consistency.
- HR monitors staff compliance with contracts and professional conduct standards.

PROCEDURES FOR RESPONDING TO UNETHIAL BEHAVIOR

Step 1: Initial Report or Observation
- Concern is reported verbally, in writing, or via digital/anonymous channels.
- The receiving staff member documents the concern using the Incident Report Form.
- If the matter involves safeguarding, the Child Protection Officer is contacted immediately.

Step 2: Preliminary Review
- The Head of Section or designated SLT member reviews the complaint within 24 hours.
- The issue is classified as:
  - Minor misconduct
  - Major misconduct
  - Safeguarding concern
  - Legal concern requiring external reporting

Step 3: Investigation
- A formal investigation is initiated for any moderate or major concerns.
- Investigation includes:
  - Interviews with involved parties
  - Written statements
  - Review of CCTV (if applicable)
  - Review of documents, emails, or assessment data
- Documentation is stored securely in the school's confidential archive.

Step 4: Decision & Actions
Based on findings, appropriate actions may include:

For Students
- Verbal or written warnings
- Parent meeting
- Behavior contract
- Detention or suspension
- Counseling intervention
- Academic integrity re-training
- Expulsion in extreme cases following ADEK protocols

For Staff
- Professional guidance or coaching
- Formal written warning
- Performance improvement plan
- Reassignment of duties
- Suspension pending further investigation
- Termination (aligned with UAE Labour Law and ADEK requirements)

For Parents/Visitors
- Verbal/written warnings
- Restricted access to school premises
- Reporting to ADEK if behavior violates policy
- Legal action if necessary

Step 5: Documentation
- All cases are documented using:
  - Behavior and incident logs
  - Investigation summary
  - Parent communication logs
  - Evidence attachments
- Records are maintained for minimum 5 years in accordance with ADEK guidelines.

Step 6: Follow-Up & Support
- Counseling or mediation provided to affected students or staff.
- Teachers implement monitoring strategies for repeated behavior cases.
- SLT ensures measures prevent recurrence.

Confidentiality
- All reports and investigations are handled confidentially.
- Disclosure is limited to staff directly involved in handling the case.
- Breach of confidentiality is treated as unethical behavior and subject to disciplinary action.

ROLES AND RESPONSIBILITIES

Principal/Vice Principal
- Oversees compliance with ADEK Values and Ethics.
- Approves investigation outcomes and disciplinary actions.

Heads of Section
- First point of contact for concerns.
- Leads initial review and documentation.

Social Worker
- Provide emotional and behavioral support.
- Support investigations involving student wellbeing.

Teachers & Staff
- Model ethical behavior.
- Immediately report unethical conduct.
- Apply procedures consistently.

Parents
- Support ethical standards at home.
- Attend meetings when requested and cooperate with school procedures.

Students
- Demonstrate ethical conduct.
- Report unethical behavior when witnessed.

Communication & Training
- Annual mandatory training for staff on ethics and reporting procedures.
- Regular reminders through newsletters and assemblies.
- Posting policy excerpts in classrooms, staff rooms, and corridors.

Monitoring & Continuous Improvement
- SLT reviews incident data each term to identify trends.
- Policies updated annually based on ADEK updates.
- School conducts internal audits to ensure full compliance.