FUTURE LEADERS
International Private School
Madinat Zayed, Muroor Road - Branch 2

Professional Code of Ethics Policy

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AIAASC
AMERICAN INTERNATIONAL ACCREDITATION ASSOCIATION OF SCHOOLS AND COLLEGES

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Staff employed in FLIS Branch 2 shall at all times demonstrate integrity, dignity, impartiality, and ethical behaviorin the classroom and in their conduct with fellow colleagues and community members, including parents.
This policy sets out the minimum standards for professional practice and behavior in schools.

Purpose

- Provide those who work with a firm set of principles to guide their professional practice and behavior.
- Establish a firm foundation for ethical and professional conduct in the school that is under the jurisdiction of ADEK.
- Raise ethical and professional standards by providing all staff members with a clear vision of the behavior expected of them.
- Strive to improve educational processes and outcomes and ensure that staff regularly interact with students with an aim to share individual and collective accountability towards their effective education.

Core Values:
This policy is in alignment with the ADEK School Values and Ethics Policy and the ADEK School Governance Policy, which define the conduct of ADEK's employees, school staff, and others who regularly deal with students in all procedures.

Stakeholders:
This policy consists of standards for all staff members, including members of the Governing Board, Corporate Board (if applicable), and owners. All stakeholders shall understand, accept, and embody the principles enshrined in this policy, thereby upholding high standards of ethical and professional practice and behavior in all their work at all times.

Staff Code of Conduct:
FLIS Branch 2 shall develop and distribute their staff code of conduct, in line with the Code of Conduct for Education Professionals in General Education (MoE, 2022), this policy, the ADEK School Cultural Consideration Policy, and may also include other principles that are of specific relevance to the context and mission of the particular school, within the framework of this policy.
The lists of examples within each standard below are intended as minimum guidance and do not comprise a complete set of professional and ethical behaviors that are expected of staff.

Professional Code of Ethics
All education professionals in the UAE are obligated to sign the Code of Conduct for Education Professionals in General Education (MoE, 2022) and

schools shall implement a method to ensure that staff adopt the code and abide by the standards mentioned.
The school shall also incorporate the additional standards while developing their school-based code of conduct.

Additional Standards

Standard 1: 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 School Values and Ethics Policy and ADEK School Cultural Consideration Policy.
Professional conduct includes, for example:

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

Prohibited unprofessional conduct, in line with the ADEK School Values and Ethics Policy, includes, for example:

a. 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.
b. Engaging in conduct or activities that lead to the indoctrination and promotion of religious/political extremism, racism, bullying, and all other forms of discrimination.
c. Dressing in ways that are culturally inconsiderate (e.g., wearing excessively revealing clothing) and goes against the school's dress code.
d. Engaging in conduct that contradicts the Code of Conduct for Education Professionals in General Education (MOE, 2022) and ADEK policies.

Standard 2: 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 School Staff Wellbeing Policy and ADEK School Student Behavior Policy.
Professional conduct includes, for example:

a. Encouraging and supporting colleagues to adopt and adhere to high professional standards.
b. Collaborating with other educators in a way that develops a positive, supportive professional environment for all.
c. Assisting in the preparation and induction of new educators through mentorship and guidance. Prohibited unprofessional conduct includes, for example:

a. Harassing a colleague verbally or physically, including any inappropriate behavior that makes a colleague feel uncomfortable or unsafe.

b. Spreading false rumors or slandering the reputation of a colleague.
c. Revealing confidential information concerning a colleague.
d. Intentionally excluding a colleague from work-related or professional activities or work-related information.
e. Preventing colleagues from carrying out their official duties.

Standard 3: 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 School Values and Ethics Policy.

Professional conduct includes, for example:

a. Maintaining honesty and integrity while conducting work.
b. Being aware of, understanding, and adhering to the UAE laws, regulations, and policies relevant to their work.
c. Obtaining a private teacher work permit, as per Ministry of Human Resources and Emiratization (MOHRE) requirements when conducting tutoring services outside of school hours.

Prohibited unprofessional conduct includes, for example:

a. Falsifying or misrepresenting professional qualifications or employment history.
b. Misrepresenting someone else's work as their own or engaging in plagiarism.
c. Willfully disobeying or disregarding any applicable laws, including partaking in the covering up of a whistleblowing concern.
d. Making comments or statements, in an official or unofficial capacity, that disparage the reputation of ADEK, the school, or colleagues.
e. Tutoring students who are enrolled in the same school that employs the teacher.

Standard 4: Digital Activities:

Educators shall follow good practices in the digital environment to safeguard their and their students' digital safety, in line with the ADEK School Digital Policy.

Professional conduct includes, for example:

a. Undertaking continuous professional development (CPD) to stay up to date with best practices to safeguard one's digital safety, identity, trust, and information security.
b. Engaging with students in evaluating the reliability of digital information and in using artificial intelligence in a responsible, ethical manner.
c. 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.
d. 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:

a. Utilizing work devices in an inappropriate manner in violation of the school's responsible use policy.

b. Sharing screenshots of students or student work containing identifiable personal information.

Standard 5: Community Protection:

Educators will not engage in or facilitate any form of student or staff maltreatment within and outside the school premises, nor will they let any instance of maltreatment witnessed go unreported, in line with the ADEK School Student Behavior Policy, ADEK School Student Protection Policy and the ADEK School Safeguarding Policy.

Professional conduct includes, for example:

a. Reporting to the relevant authorities when any instance or suspicion of student or staff maltreatment is identified.

b. Spreading awareness on best practices with students to identify and report maltreatment.

c. Ensuring that classrooms and school premises are safe spaces for students. Prohibited unprofessional conduct includes, for example:

a. Making inappropriate comments or physical contact, even if in a lighthearted or joking manner.

b. Student or staff maltreatment in any form.

c. Not reporting a witnessed instance of student or staff maltreatment in any form.

d. Facilitating the maltreatment of students in any form.

Standard 6: Community Engagement:

Educators will actively engage with and contribute to the wellbeing of the school and larger community by championing a sense of civility and civic duty to effect positive change in society, whether social, economic, cultural, environmental, etc. in line with the Wellbeing Policy and the Staff Wellbeing Policy.

Professional conduct includes, for example:

a. Volunteering time for social causes and encouraging students to do the same.

b. Contributing to environmental and sustainability initiatives and engaging students to participate.

c. Participating in CPD activities to better engage with and contribute to the community. Prohibited unprofessional conduct includes, for example:

a. Using social causes to mobilize students to behave in extreme manners or to join organizations that can be construed as extremist groups, in line with the Values and Ethics Policy and the Cultural Consideration Policy.

b. Using social causes fraudulently for personal gain (e.g., raising funds through crowdfunding platforms for illegitimate causes).