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

Staff Wellbeing Policy

Approved By	Board of Trustees
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Introduction
Future Leaders International School – Branch 2 is committed to providing a supportive, respectful, and positive working environment that promotes the wellbeing of all staff members. A healthy workplace culture contributes significantly to staff motivation, professional growth, and productivity.
This policy outlines the school's commitment to staff wellbeing and establishes clear structures to support the social, physical, emotional, and professional wellbeing of all employees. The policy aligns with the Department of Education and Knowledge (ADEK) Staff Wellbeing Policy requirements for private schools in Abu Dhabi.

Purpose
The purpose of this policy is to create a welcoming and supportive working environment for all staff members, promote a culture of collaboration and respect, provide confidential channels for discussing wellbeing concerns, improve staff satisfaction and retention, and ensure that staff are supported professionally and personally through appropriate initiatives.

Scope
This policy applies to all employees working at FLIS Branch 2 including school leadership, teaching staff, administrative staff, support staff, and third-party contracted staff working within the school.

Definitions
Duty of Care: The responsibility of the school to safeguard the health, safety, and wellbeing of staff members while they are engaged in school duties or activities.
Grievance: A concern raised by a staff member regarding workplace practices, policies, disciplinary actions, or unfair treatment.
Whistleblowing: The reporting of suspected wrongdoing, malpractice, or misconduct within the school environment that may harm individuals or violate regulations.
Staff Wellbeing Strategy
FLIS Branch 2 will implement a comprehensive Staff Wellbeing Strategy to promote a healthy working environment. School leadership recognizes its duty of care to staff and promotes wellbeing across multiple dimensions including physical, mental, emotional, social, and professional wellbeing.

Staff Wellbeing Committee
FLIS Branch 2 will appoint a Staff Wellbeing Committee or designate a Staff Wellbeing Lead responsible for planning and implementing wellbeing initiatives. The committee will monitor staff wellbeing concerns, coordinate wellbeing activities, review staff feedback, and recommend improvements to school leadership.

Staff Wellbeing Initiatives
The school will implement initiatives to promote staff wellbeing including staff appreciation events, team-building activities, professional development opportunities, mentoring programs, onboarding initiatives, wellness workshops, and activities that support work-life balance.

Staff Support Mechanisms
The school will provide support mechanisms for staff who may require additional assistance. These include leadership wellbeing check-ins, counseling support when required, referrals to external professionals when necessary, and appropriate support during periods of personal or professional stress.

Grievance Reporting and Resolution
FLIS Branch 2 provides confidential channels for staff to report grievances related to workplace practices, professional conduct, or policy implementation. All grievances will be reviewed fairly and resolved through transparent procedures while maintaining confidentiality.

Whistleblowing Procedure
Staff members are encouraged to report concerns related to misconduct, fraud, safety risks, or violations of regulations. The school will investigate concerns objectively while protecting the identity of whistleblowers and ensuring that no retaliation occurs.

Staff Wellbeing Records and Confidentiality
FLIS Branch 2 maintains the confidentiality of staff wellbeing records in accordance with UAE Federal Decree Law No. 45 of 2021 concerning the Protection of Personal Data and ADEK School Records Policy. Sensitive information such as medical records or counseling support documentation will be securely stored and accessed only by authorized personnel.

Monitoring and Evaluation
School leadership will monitor staff wellbeing initiatives through surveys, staff feedback, grievance records, and staff retention indicators. Findings will be used to improve wellbeing initiatives and ensure a positive working environment.