Code of Conduct Policy
2026-2027

Policy Information			
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Principal			
Vice Principal			
Author of policy's role	Admin Department		
Chair of Governors	Ms Gulnaz Reeha		

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1. CODE OF CONDUCT POLICY

1.1 Professional Conduct

All employees must:

* Maintain professionalism at all times
* Respect colleagues, students, parents, and management
* Demonstrate honesty, integrity, and ethical behaviour
* Uphold the dignity and reputation of the school

The following are strictly prohibited:

* Harassment
* Bullying
* Discrimination
* Verbal abuse
* Physical misconduct
* Defamation
* Inappropriate language

1.2 Attendance and Punctuality

Employees are required to:

* Arrive on time
* Follow assigned schedules and duties
* Attend meetings, duties, and school activities punctually

Repeated:

* Late arrivals
* Unauthorized absences
* Negligence in duty

may result in disciplinary action.

Medical leave must be supported by valid medical documentation according to UAE Labour Law and school procedures.

1.3 Communication Standards

Staff shall:

* Communicate respectfully and professionally
* Follow proper reporting channels
* Avoid conflicts and inappropriate behaviour

Employees shall not:

* Spread misinformation
* Engage in public arguments
* Damage the reputation of the school
* Post inappropriate content related to the school on social media

1.4 Confidentiality

Employees must maintain confidentiality regarding:

* Student records
* Parent information
* Employee records
* Internal documents
* Examination materials
* School operations

Unauthorized disclosure of confidential information is strictly prohibited.

1.5 Student Safety and Supervision

Student wellbeing and safety shall remain the highest priority.

Employees must:

* Properly supervise students
* Follow safeguarding procedures
* Report safety concerns immediately
* Ensure safe dismissal and transportation procedures

Failure to ensure student safety may result in serious disciplinary consequences.

Safeguarding Reporting Requirement

Immediate Reporting of Safeguarding Concerns: Any safeguarding or child protection concern, allegation, disclosure, or suspicion involving a student must be reported immediately to the Designated Safeguarding Lead (DSL) in alignment with the school's Child Protection Policy. Staff must not investigate the matter themselves or delay reporting while attempting to establish further information.

1.6 Technology and Social Media Use

School systems and devices shall only be used for educational and professional purposes.

Employees shall not:

* Share confidential information online
* Publish student photographs without approval
* Access inappropriate content
* Misuse school internet or communication systems

Student Photos, Videos and Social Media

Student Images and Social Media: Staff are strictly prohibited from posting, sharing, uploading, or distributing photographs or videos of students on personal social media accounts or personal messaging platforms without explicit written consent from the parent/guardian and prior approval from the school.
Even where parental consent has been provided, staff must comply with the school's approved procedures for photographing, recording, storing, and sharing student images. Staff must never use student images for personal, promotional, or unofficial purposes.

1.7 Dress Code

Employees shall maintain professional attire suitable for an educational institution and respectful of UAE cultural values.

Inappropriate or unprofessional dressing is not permitted.

1.8 Conflict of Interest

Employees shall avoid any activity that conflicts with the interests or reputation of HHES.

No employee may:

* Conduct unauthorized business activities during working hours
* Misuse school resources
* Accept improper benefits affecting professional judgment

1.9 Professional Boundaries with Students

Professional Boundaries: Staff must maintain appropriate professional boundaries with all students at all times. Staff should avoid one-to-one meetings with students in closed or unobservable rooms wherever reasonably practicable. Where individual support or meetings are necessary, they should take place in an open, observable, or appropriately supervised environment.

Staff must not engage in inappropriate or personal relationships with students and must not establish private social media contact or personal communication channels with students. Communication with students should take place only through school-approved platforms and for legitimate educational purposes.

2. DISCIPLINARY PROCEDURES

HHES reserves the right to take disciplinary action against employees violating school policies or UAE regulations.

Disciplinary measures may include:

* Verbal warning
* Written warning
* Final warning
* Suspension
* Termination of employment
* Legal reporting where required

Serious misconduct may result in immediate termination
Examples include:

* Safeguarding violations
* Violence
* Theft
* Fraud
* Harassment
* Criminal activities
* Substance abuse within school premises

3. Breach of Professional Boundaries

Any breach of professional boundaries, inappropriate private communication with students, unauthorised use or sharing of student images, or failure to report a safeguarding concern may be treated as a serious breach of the Code of Conduct and may result in disciplinary action in accordance with the school's policies and applicable UAE legislation.