



POLICY ON VALUES AND ETHICS

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INTRODUCTION

Sunrise English Private School, Abu Dhabi, is committed to upholding fundamental values that safeguard individual rights and foster a positive, respectful, and inclusive learning environment. Our school's values are deeply rooted in the cultural heritage and ethical principles of the UAE, serving as the foundation for all school activities, interactions, and decision-making processes.

This policy aligns with **Federal Decree Law No. (18) of 2020 on Private Education and its amendments**, ensuring that our school operates with integrity, respect, and accountability. It defines the core values that guide our institution and establishes clear expectations for students, staff, and school leaders to uphold the highest ethical standards in all aspects of their work. By embedding these principles into our daily practices, we aim to nurture responsible, compassionate, and principled individuals who contribute positively to society.

PURPOSE

The **Values and Ethics Policy** of **SEPS** is designed to:

- **Define the school's core values** in alignment with the laws, regulations, and relevant policies of the **UAE and Abu Dhabi**, ensuring a strong ethical foundation for all school activities.
- **Establish the expectation** that all school activities reflect and uphold these values while actively promoting them within the school community.
- **Ensure respect for UAE national identity and cultural values** by integrating them into our educational practices and daily interactions.
- **Uphold the highest ethical standards** by requiring school leaders, teachers, and staff to demonstrate integrity, accountability, and professionalism in all aspects of their roles.
- **Foster a culture of awareness, compassion, cultural diversity, trust, mutual respect, and tolerance** within the school community, in line with the principles of the **National Program for Tolerance**.





Definitions

Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented). For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.
Conflict of Interest	Occurs when an individual's financial, personal, social, or other interest(s) might be reasonably deemed to compromise their judgment, decisions, or actions in relation to their professional responsibilities.
Core values	The fundamental values of education combined with the cultural values of the UAE. This comprises all other values imparted by the different frameworks in this policy, and includes teamwork, integrity, honesty, transparency, innovation, inclusion, respect, accountability, tolerance, care compassion, and sustainability.
Culture	The set of distinctive spiritual, material, intellectual, and emotional features of society or a social group, that encompasses, not only art and literature, but lifestyles, ways of living together, value systems, traditions, and beliefs (UNESCO, 2001).





Ethical Leadership	Leadership demonstrated by the Principal, Governing Board, school operators, and school owners, senior leadership, and others, which holds respect for UAE national identity and cultural values and ADEK's core values of education.
Ethics	Moral principles that govern a person's behavior or their conduct.
Extracurricular Activities (ECA)	Organized activities that students can participate in that are usually external to the school curriculum (but may be connected to it). Activities can be scientific, athletic, cultural, intellectual, philanthropic, and/or social in nature, and include, but are not limited to sports teams, clubs, private sports lessons, competitions, performances, recreational activities, field trips and overseas travel, as well as activities hosted virtually.
Governing Board	The governing body of a school, appointed by the school owners, and including qualified representatives and parents. The Governing Board is the senior authority of the school, with responsibility for the overall governance of its activities.
Inclusive Education	An approach to education which celebrates and acknowledges learning diversity and ensures that teaching is adapted to enable all students to learn.
Innovation	The creative generation of new ideas, methods, practices, or devices to make improvements on the status quo.
Malicious Intent	Having a predetermined purpose to disregard UAE national identity and cultural values and consequently cause cultural offense.
School Leadership	Senior members of the school community, including the Principal, members of the Governing Board, operators, and owners/investors.
Tolerance	Willingness to accept behavior and beliefs that are different from one's own without necessarily giving up or weakening one's own beliefs.



Sunrise English Private School

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National Identity	A system of social and moral values associated with the lifestyle of the people in the past, present, and future (Ministry of Culture and Youth, as cited in Official Portal of the UAE Government, n.d.).
Unethical Behavior	Any behavior or action that is in direct breach of ADEK's core values, the Code of Conduct for Education Professionals in General Education (MoE, 2022), the ADEK School Professional Code of Ethics Policy, the UAE national identity and cultural values, and this policy. Unethical behavior includes, but is not limited to, oppression, discrimination, racism, prejudice, favoritism, dishonesty, bullying, and sexual harassment.
Whistleblowing	An instance where an individual passes on information about organizational malpractice (e.g., fraud, corruption, miscarriage of justice, risk of serious harm to an individual, risks or damage to the environment and other actions against public interest) taking place at, or near, their place of employment or education.



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مرفوعة من قبل وزارة التربية والتعليم في الامارات العربية المتحدة
عضو في المجلس المركزي للتعليم الثانوي نيودلهي - الهند - رقم العضوية ٦٦٣٠٠٣٣
وعضو في مجلس سي.بي.إس. بالانتساب للمدارس في الخليج



POLICY

1. Values and Value Frameworks

1.1 Core Values

The school will integrate the core values of education into all its activities and actively promote these values within the school community.

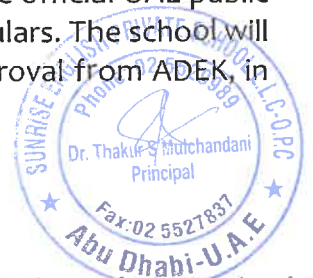
1. The school will embed core values in all aspects of decision-making, planning, development, teaching, policymaking, and administration to foster an inclusive school environment and safeguard the rights of all individuals.
2. The school will promote the significance of core values to all members of the school community by:
 - a. Actively raising awareness and encouraging engagement through events (e.g., Values Days) and communications (e.g., posters, newsletters).
 - b. Incorporating various aspects of core values (e.g., traditions, heritage, citizenship, conservation, volunteering) within the school curriculum.
 - c. Implementing a mechanism to ensure accountability for individuals who fail to uphold the core values.

2. UAE National Identity and Cultural Values

2.1 Celebrating and Honoring UAE National Identity and Cultural Values

To promote the UAE national identity and cultural values, the school will ensure the following at a minimum:

1. **Whole-School Integration:** The school will continuously promote, celebrate, and integrate UAE national identity and cultural values in all aspects of school life (e.g., curriculum, community awareness, visitor experience), in line with the ADEK School Cultural Consideration Policy.
2. **Public Holidays and National Celebrations:** The school will observe official UAE public holidays and national celebrations in accordance with ADEK's circulars. The school will not schedule a working day on public holidays without prior approval from ADEK, in line with the ADEK School Calendar and Public Holidays Policy.





3. **Flags and Portraits:** The school will fly the UAE flag and ensure that the only flag raised in the school is the UAE flag. The school will display official portraits in compliance with the requirements outlined in the *Positions of Their Highness Pictures and Placements and Uses of Flags Manual*, in accordance with the ADEK School Buildings and Facilities Policy.
4. **Assembly and Anthem:** The school will organize a daily assembly (in an appropriate format, such as for the whole school, by cycle, section, or class), in which all students are required to attend and sing the UAE national anthem. The Principal and their delegates will ensure proper conduct during the anthem.
 - a. The school will communicate to staff, students, and visitors the importance of showing respect for the national anthem and the appropriate conduct to follow while it is being sung.
5. **School National Identity Committee:** The school will form a committee, consisting of at least three UAE National parents or parents of UAE National children, to promote UAE national identity and cultural values within the school community. This committee may be part of the Governing Board, a parent council, or a separate entity.
6. **Initiatives:** The school will actively participate in all government-endorsed initiatives related to the promotion of UAE national identity and cultural values, in line with the ADEK School Cultural Consideration Policy.

2.2 Adhering to UAE Laws

The school will ensure that all members of the school community understand, respect, and adhere to the requirements outlined in this policy and all other relevant legislation in the UAE.

1. National Identity

To support and demonstrate alignment with UAE national identity and cultural values, the following documents and artifacts are attached.

- **Whole-School Integration Plan**

A document or framework showing how UAE national identity is embedded in curriculum, events, and school culture.

- **Event Records**

Documentation of observance of **UAE public holidays, national celebrations, and heritage events.**





- **Visual Compliance**

Photographic or inventory records showing:

Display of only the **UAE flag** on campus.

Display of official **portraits** as per the guidelines.

- **Assembly Records**

Daily **assembly schedules** and attendance records where the UAE national anthem is sung.

- **Communication Materials**

Evidence of awareness campaigns about the national anthem and conduct (e.g., posters, emails, presentations).

- **National Identity Committee Documents**

Formation records.

Meeting minutes.

Reports on initiatives.

- **Participation Evidence**

Documentation showing participation in **government-endorsed initiatives** related to national identity.

3. **Ethical Leadership and Culture**

3.1 **Ethical Leadership**

The school will demonstrate a clear commitment to ethical leadership by ensuring that school leaders:

1. Adhere to the principles of ethical leadership in all their decision-making processes, actions, and behavior, as well as the **Code of Conduct for Education Professionals in General Education (MoE, 2022)**, in all school activities and procedures.
2. Encourage the participation of the wider school community in discussing ideas and making decisions, in line with the approved curriculum.
3. Ensure that there is no conflict of interest between their personal, financial, social, or other interests that may affect their professional duty to deliver high-quality education in line with this policy.
4. Provide training to staff on ethical behavior.





3.2 Appointment of Staff

School leaders will ensure that the recruitment, selection, appointment, and promotion of staff follow the core values outlined in this policy.

1. Recruitment, selection, appointment, and promotion of staff will be conducted fairly, transparently, and objectively, minimizing bias or personal preferences.

3.3 Ethical Behavior

Every member of the school community will uphold the highest standards of ethical behavior. The school will establish systems and procedures to prevent, identify, and address unethical behavior.

1. **Unethical behavior** includes any actions or behaviors that breach the core values, the **Code of Conduct for Education Professionals in General Education (MoE, 2022)**, the **School Professional Code of Ethics Policy**, and the **School Cultural Consideration Policy**. This includes, but is not limited to, oppression, discrimination, racism, prejudice, favoritism, dishonesty, bullying, and any form of harassment.
2. The school will ensure that all community members demonstrate and uphold the highest integrity and honesty in all academic work, with no tolerance for plagiarism, collusion, cheating, tampering, fabrication, or unauthorized assistance. This is in alignment with **Federal Decree Law No. (33) of 2023 Concerning Combating Cheating and Violations of Examination Systems** and the **School Assessment Policy**.
3. The school will refrain from using ADEK's name to communicate difficult or negative information or decisions to community members, unless explicitly authorized (e.g., circulars will state that schools are authorized to communicate school closures due to rain; however, non-approvals for school-specific requests made to ADEK are not to be communicated).
4. The school will refrain from directing members of the school community to ADEK to seek unauthorized exemptions or to mobilize staff or parents to lobby ADEK to reverse a decision (e.g., seeking exemptions for full capacity, contesting an inspection rating).
5. The school will establish mechanisms and procedures to identify and address instances of unethical behavior.
6. The school will act in accordance with the **ADEK Professional Code of Ethics Policy** and follow school-established procedures if a staff member is found to have behaved unethically.





- Any report of potential violations of the **School Cultural Consideration Policy** will be investigated, and non-compliance will lead to corresponding sanctions if malicious intent is established.
- The school will integrate the ethical self-evaluation process into the performance evaluations of leaders and staff.

3.4 Whistleblowing

In accordance with **Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties**, the school is required to establish a Whistleblowing Policy to ensure there is a safe channel and reporting mechanism for individuals to disclose observed illegal or unethical practices and to redress such practices.

- The school will have a mechanism in place for anonymous reporting to protect the identity of the individual reporting or being reported in a whistleblowing concern.
- If the identity of an individual in the school community who reports or is the subject of a whistleblowing concern is known, the school will ensure confidentiality and protect individuals from any disciplinary action, stigmatization, or discrimination, particularly for the latter, until the investigation is completed.

3.5 Positive Education Environment

The school will foster a positive school environment that reflects the core values through the following actions and initiatives:

- Promoting creativity, positivity, and teamwork, including the involvement of parents and the local community, where appropriate, in alignment with the **School Parent Engagement Policy**.
- A staff-wide commitment to the core values, demonstrated through fair, respectful actions and behaviors that promote trust and equality.
- Establishing a clear expectation that staff and students embrace diversity, encourage inclusive education, and respect UAE national identity and cultural values.
- Providing school policies and documents in both English and Arabic to facilitate engagement with the parent community.





To establish and maintain ethical leadership, the following documents and procedures are followed

- **Code of Conduct Acknowledgment**

Signed acknowledgments from leaders, staff, and educators regarding adherence to:

MoE's Code of Conduct for Education Professionals.

ADEK's Professional Code of Ethics.

The school's internal ethics policy.

- **Training Records**

Documentation of **staff training sessions** on ethical behavior and professional integrity.

- **Conflict of Interest Declarations**

Signed forms from leadership and key personnel declaring potential or actual conflicts of interest.

- **Recruitment and Promotion Policy**

Document showing fair and transparent procedures for:

- 1.Hiring.
- 2.Selection.
- 3.Promotion of staff.

- **Unethical Behavior Procedures**

Internal protocols and forms for:

- 1.Reporting unethical behavior.
- 2.Investigation and disciplinary process.

- **Academic Integrity Policy**

Document outlining expectations and consequences related to:

- 1.Plagiarism.
- 2.Cheating.
- 3.Fabrication or tampering.





• Whistleblowing Policy

1. Mechanism for anonymous reporting.
2. Protection procedures for whistleblowers.

• Self-Evaluation Frameworks

Tools or rubrics used in **performance evaluations** for ethical conduct of leaders and staff.

• Positive Education Records

Documentation of actions taken to promote a **positive school environment**, such as:

1. Community engagement activities.
2. Diversity and inclusion efforts.
3. Parent engagement documentation (available in both English and Arabic).

5. Compliance

4.1 The school is fully compliant with this policy by the beginning of the Academic Year 2025/26 (Fall term).

Approved By:



Dr. Thakur S. Mulchandani,

School Director/Principal