



SCHOOL POLICY ON PROFESSIONAL CODE OF ETHICS

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Introduction

At Sunrise English Private School, Abu Dhabi, all staff members are expected to uphold the highest standards of integrity, dignity, impartiality, and ethical conduct in their interactions within the classroom, with colleagues, parents, and the wider school community. This policy outlines the fundamental principles and minimum standards for professional practice and behavior, ensuring a respectful, fair, and responsible educational environment.

Purpose

The Professional Code of Ethics at Sunrise English Private School, Abu Dhabi, aims to:

- Provide all school staff with clear principles to guide their professional practice and behavior.
- Establish a strong foundation for ethical and professional standards in alignment with ADEK regulations.
- Promote ethical and professional excellence by ensuring all staff members understand the expected standards of behavior.
- Enhance educational processes and outcomes by fostering a culture of accountability, collaboration, and commitment to students' effective learning and development.





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.





Educator	Staff who are directly involved in and support the teaching and learning process. This includes leadership, teaching, teaching support, and social and healthcare positions as defined in the <i>ADEK School Staff Eligibility Policy</i> .
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.
People of Determination (PoD)	Every person suffering from a temporary or permanent, full, or partial deficiency or infirmity in their physical, sensory, mental, communicational, educational, or psychological abilities to an extent that limits their possibility of performing the ordinary requirements (Federal Law No. (29) of 2006 on the Rights of Persons with Disabilities and its amendments).
Professional Code of Ethics	A set of principles that staff, including the Governing Board, are expected to abide by. The code forms the basis for the identification of best practices in professional and ethical conduct and any disciplinary action that a school may need to take against individual members of staff in case of non-compliance.





Policy

1. Overview

- 1.1 Core Values: This policy is in alignment with the *School Values and Ethics Policy* and the *School Governance Policy*, which define the conduct of the school staff, and others who regularly deal with students in all procedures.
- 1.2 Stakeholders: This policy consists of standards for all staff members, including members of the Governing Board, and owners. All stakeholders will 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.
- 1.3 Staff Code of Conduct: The school has developed and distributed the staff code of conduct, in line with the *Code of Conduct for Education Professionals in General Education* (MoE, 2022), this policy, the *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.





2. Professional Code of Ethics

2.1 All education professionals in the UAE are obligated to sign the *Code of Conduct for Education Professionals in General Education* (MoE, 2022) and the school implements a method to ensure that staff adopt the code and abide by the standards mentioned. The school issues the policy to all staff members, who are required to read, understand, and sign it. The School Leadership Team closely monitors staff conduct and regularly reviews adherence to the code of conduct. In the event of a breach, appropriate action is taken.

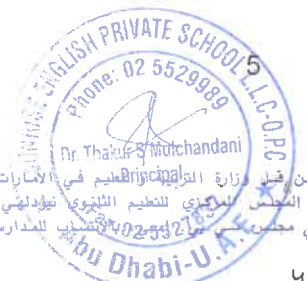
2.2 The school will also incorporate the additional standards (see Section 3. Additional Standards) while developing the school-based code of conduct.

3. Additional Standards

3.1 Standard 1: Respect for UAE National Identity and Cultural Values: Staff at Sunrise English Private School will foster an atmosphere of respect and consideration for all members of their school community as per the *School Values and Ethics Policy* and *School Cultural Consideration Policy*.

1. Professional conduct includes, for example:

- Exhibiting respect for individuals of different religious, ethnic, or cultural backgrounds.
- 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 *School Inclusion Policy*.

2. **Prohibited unprofessional conduct, in line with the *School Values and Ethics Policy*, includes:**

- 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.

3.2 **Standard 2: Relationships with Colleagues:** Staff at Sunrise English Private School will commit to collaborating with their colleagues in the best interest of students and the education profession, in line with the *School Staff Wellbeing Policy* and *School Student Behavior Policy*.

1. **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.

2. Prohibited unprofessional conduct includes, for example:

- Harassing a colleague verbally or physically, including any inappropriate behavior that makes a colleague feel uncomfortable or unsafe.
- Spreading false rumors or slandering the reputation of a colleague.
- Revealing confidential information concerning a colleague.
- Intentionally excluding a colleague from work-related or professional activities or work-related information.
- Preventing colleagues from carrying out their official duties.

3.3 **Standard 3: Legal Obligations:** Staff at Sunrise English Private School 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 the *School Values and Ethics Policy*.

1. Professional conduct includes:

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





2. Prohibited unprofessional conduct includes:

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

3.4 **Standard 4: Digital Activities:** Staff at Sunrise English Private School will follow good practices in the digital environment to safeguard their and their students' digital safety, in line with the *School Digital Policy*.

1. Professional conduct includes:

- Undertaking continuous professional development (CPD) to stay up to date with best practices to safeguard one's digital safety, identity, trust, and information security.
- Engaging with students in evaluating the reliability of digital information and in using artificial intelligence in a responsible, ethical manner.
- 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.
- Avoid the use of plagiarism and monitor the use of plagiarized material in students' work and implement positive corrective measures.





2. Prohibited unprofessional conduct includes:

- Utilizing work devices in an inappropriate manner in violation of the school's responsible use policy.
- Sharing screenshots of students or student work containing identifiable personal information.

3.5 Standard 5: Community Protection: Staff at Sunrise English Private School 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 *School Student Behavior Policy*, the *School Student Protection Policy* and the *School Safeguarding Policy*.

1. Professional conduct includes:

- Reporting to the relevant authorities when any instance or suspicion of student or staff maltreatment is identified.
- Spreading awareness on best practices with students to identify and report maltreatment.
- Ensuring that classrooms and school premises are safe spaces for students.

2. Prohibited unprofessional conduct includes:

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

3.6 **Standard 6: Community Engagement:** Staff at Sunrise English Private School 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 ADEK School Wellbeing Policy and the School Staff Wellbeing Policy.

1. **Professional conduct includes:**

- 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.

2. **Prohibited unprofessional conduct includes:**

- 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 *School Values and Ethics Policy* and the *School Cultural Consideration Policy*.



Sunrise English Private School

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

4. Compliance

- 4.1 The school is expected to fully compliant with this policy for the start of the Academic Year 2025/26

Approved by



Dr. Thakur Mulchandani

School Director / Principal



Sunrise English Private School

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