



## INTRODUCTION

EFIA is committed to maintaining a high-performing, ethical, and professionally qualified workforce that supports the delivery of high-quality education for all students. This policy outlines EFIA's standards for staff recruitment, vetting, employment, performance management, professional development, rights and responsibilities, and succession planning.

## PURPOSE OF THE POLICY

The objectives of this policy are to:

- Establish fair and transparent processes for recruitment, onboarding, probation, performance management, and CPD.
- Ensure all EFIA staff, are properly vetted and registered in ADEK PASS before engagement.
- Clarify EFIA's employment requirements related to eligibility, qualifications, attestation, professional behaviour, and performance.
- Define the responsibilities and rights of EFIA's employees.
- Support EFIA's workforce planning, succession planning, and compliance accountability.

## POLICY STATEMENTS

### PASS REGISTRATION & VETTING

EFIA ensures strict compliance with ADEK PASS regulations:

#### Mandatory PASS Registration

- All internal and external EFIA staff **must be registered** in PASS and receive an ADEK appointment letter **before joining**.
- All staffs must have a work permit/VISA to work with EFIA

#### Vetting Requirements

All individuals undergo:

- Background checks
- Police clearance
- Child protection checks

EFIA will not employ anyone under investigation for safeguarding concerns.



## Eligibility Verification

ADEK validates eligibility for all core positions; EFIA will only proceed with employment once ADEK verifies the credentials.

## Non-Core Positions

EFIA develops its own eligibility criteria for Non Academic positions. All such staff will be vetted and registered in PASS prior to duty.

## Updating PASS Profiles

- Update PASS profiles at the start of every academic year or as and when required.
- Ensures job titles match appointment letters.

## **STAFF EMPLOYMENT STANDARDS**

### Employment Eligibility

EFIA employs staff strictly based on qualification, experience, and alignment with ADEK's and CBSE eligibility requirements.

### Qualification Attestation

All staff must submit:

- MOFA attested relevant academic certificates along with the marksheets.
- UAE equivalency certificates (for teaching staffs)

### Experience Verification

- Minimum of two years of experience in relevant subject/field
- Experience certificates must be attested if issued from outside UAE.

### Mandatory Staffing Positions

- Principal
- Vice Principal
- Head of Inclusion
- School Nurse
- Health & Safety Officer
- Social Worker



## Grandfathering Provision

Long-standing EFIA staff who don't meet new standards may continue working **only under approved upgrading pathways** (e.g., completing teaching qualification by AY 2026–27).

## Substitute Staffing

EFIA may appoint substitute staff for temporary gaps ,but:

- Substitute roles cannot be used to replace class teaching positions.
- Duration limited to 6 months unless ADEK exceptions apply.
- Must meet the qualification and experience requirement.
- Must provide written consent.

## Multiple Roles

Staff may hold up to **three roles** at EFIA with written consent (e.g., Subject Teacher + HOD + Child Protection Lead). Additional ECA roles (Coach, Club Coordinator) are permitted.

## **RIGHTS & RESPONSIBILITIES**

### Legal Framework

EFIA adheres to UAE Labour Law, ADEK policies, CBSE guidelines and all staffing regulations.

### Non-Discrimination

EFIA ensures equal employment opportunities without discrimination related to:

- Gender (except where ADEK mandates gender-specific staffing)
- Disability
- Nationality
- Religion
- Ethnicity

### People of Determination

- Encourages applications from People of Determination
- Provides reasonable workplace accommodations
- Considers their needs fairly during evaluation

### Probation

EFIA applies a probation period (maximum 6 months). Staff receive full salary during probation.



## Leaves

- All leave entitlements follow UAE Labour Law and EFIA policy calendar.
- During probation, staffs are not entitled for any leave.
- Staffs are entitled for summer vacation salary as follows
  - Teaching Staffs – 45 days
  - Non- teaching Staffs – 40 days
  - Admins – 30 days
  - Support Staffs – 30 days

## Working Hours

- The Principal and SLT communicates teaching hours, non-teaching hours, and administrative hours annually.
- Punctuality and regular attendance are mandatory.
- Any absence must be reported according to the school's leave procedures.

## Compensation and Benefits

- Salaries are determined by the Management as per the qualifications, experience, and role responsibilities.
- Benefits may include leave entitlements, health insurance, professional development, and end-of-service benefits, as applicable by law.
- Salary reviews are subject to performance and institutional policy.

## Contract Terms

EFIA issues minimum two-year contracts for full-time educators. All employees shall receive a written contract specifying:

- Job title and responsibilities
- Employment type and duration
- Salary scale and benefits
- Working hours and academic calendar
- Probation period
- Termination and notice clauses

## CPD Requirements

- All EFIA staff will complete **50 hours of CPD annually**.
- Leadership & teachers may require additional hours based on ADEK standards.
- SLT and CPD coordinator maintains CPD records and ensures staff access to training.



## Code of Conduct

All employees will:

- Act professionally and ethically at all times.
- Maintain respectful relationships with students, colleagues, parents, and the community.
- Safeguard student confidentiality and wellbeing.
- Refrain from harassment, abuse, or inappropriate conduct.
- Refrain from private tutoring of enrolled students without permission

## Child Protection and Safeguarding

- Employees must adhere strictly to child protection and safeguarding policies.
- Any concerns or allegations involving student safety must be reported immediately.
- Failure to comply may result in disciplinary action or termination.

## Performance Management

- Regular performance evaluations will be conducted.
- Staffs are expected to meet professional standards and participate in training and development initiatives.
- Unsatisfactory performance may result in corrective action or disciplinary procedures.

## Disciplinary Procedures

- Disciplinary action will be fair, confidential, and progressive.
- Employees have the right to be informed of allegations and to respond.
- Serious misconduct may result in suspension or dismissal.

## Appraisal Framework

Employees shall be evaluated based on:

- Professional competence
- Attendance and punctuality
- Classroom performance (teachers)
- Contribution to school culture

## Termination

- No teaching or leadership staff may be terminated during the school term without ADEK approval.
- Termination may occur due to resignation, completion of contract, redundancy, misconduct, or poor performance.
- Required notice periods shall be honored as per contract and law.
- Exit procedures will be conducted professionally and confidentially.



Serious misconduct cases follow:

- Immediate Suspension
- Supervisor investigation
- Committee Review
- Decision on reinstatement or termination

### **EXIT CLEARANCE**

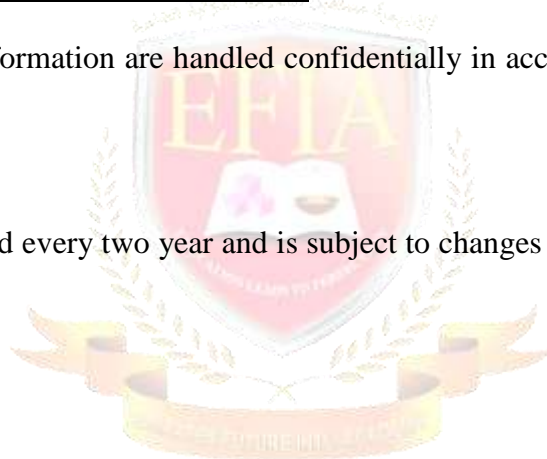
- Return of all property
- Submission of clearance form signed by the respective officials.
- Final settlement
- Experience or service letter (if completed one year service and resigned at the end of the academic year)

### **CONFIDENTIALITY & DATA PROTECTION**

All employment-related information are handled confidentially in accordance with data protection laws.

### **POLICY REVIEW**

This policy will be reviewed every two year and is subject to changes as per the school and ADEK guidelines.



Saji Oommen  
Principal