



## 1. INTRODUCTION

At EFIA, we believe that the strength of our school community lies in the values, professionalism, and ethical standards of our staff. This policy defines the professional code of ethics that all EFIA employees are expected to follow, ensuring that every action we take reflects honesty, respect, and responsibility.

## 2. SCOPE

This policy applies to all members of the EFIA community, teaching and non-teaching staff, school leaders, administrative employees, and anyone representing the school in an official capacity.

## 3. ETHICAL VALUES AT EFIA

At EFIA, our professional ethics are built on the values that define who we are and what we stand for.

Core Value	What It Means for Us at EFIA
<b>Integrity</b>	We act with honesty and transparency in all matters.
<b>Respect</b>	We treat everyone (students, parents, and colleagues) with dignity and kindness.
<b>Responsibility</b>	We take ownership of our duties and hold ourselves accountable for our actions.
<b>Professionalism</b>	We maintain high standards of conduct, appearance, and communication.
<b>Confidentiality</b>	We protect sensitive information shared within the school community.
<b>Commitment to Students</b>	We always prioritize the wellbeing, safety, and learning of our students.

## 4. PROFESSIONAL CONDUCT EXPECTATIONS

### 4.1 *Respect for UAE Culture and Values*

EFIA is proud to uphold the culture and traditions of the United Arab Emirates. All staff will promote respect for Emirati values, language, and heritage in daily school life. We celebrate diversity and encourage tolerance, understanding, and unity within our multicultural school community.

#### **Staffs will:**

- Respect UAE customs, traditions, and laws.
- Demonstrate cultural sensitivity in dress, language, and behavior.
- Celebrate UAE national identity through participation in school and national events.



## *4.2 Relationships with Colleagues*

We believe that a positive workplace culture starts with respect and teamwork. All staff are expected to communicate professionally, support one another, and help create a collaborative environment.

### **Staff will:**

- Communicate respectfully and resolve conflicts constructively.
- Support new colleagues through mentoring and guidance.
- Maintain confidentiality regarding internal matters.

### **Staff will not:**

- Engage in gossip, bullying, or disrespectful behavior.
- Use social media or any platform to defame colleagues or the school

## *4.3 Commitment to Legal and Ethical Compliance*

EFIA staff act in full compliance with all **ADEK, MoE, and UAE Labor Law** requirements. Every employee represents the school and upholds ethical standards in all professional dealings.

### **Staff will:**

- Provide accurate information in all documentation.
- Report unethical, unsafe, or illegal behavior immediately to the HR Department.
- Seek approval for external work or tutoring in accordance with MoHRE guidelines.

## *4.4 Professional Digital Conduct*

As a modern learning community, EFIA uses technology responsibly. All staff adhere to model positive online behavior and maintain professionalism when using digital platforms.

### **Staff will:**

- Use school devices and systems for educational and professional purposes only.
- Protect the privacy of students, staff, and school data.
- Obtain written consent before sharing school-related media or student photos.

## *4.5 Student and Community Protection*

The safety and wellbeing of our students is at the heart of EFIA's mission. All staff have a **moral and legal duty** to safeguard children from harm, neglect, or abuse.

### **Staff will:**

- Be familiar with EFIA's Child Protection and Safeguarding Policy.



- Immediately report any concern about a student's safety to the School Safeguarding Officer.
- Maintain professional boundaries with students at all times.

#### *4.6 Positive Community Representation*

EFIA staff are ambassadors of the school. Our actions, both on and off campus, reflect the values of our institution and the UAE.

#### **Staff will:**

- Represent the school positively in all public settings.
- Participate in community and national initiatives when possible.
- Encourage students to engage in service, sustainability, and civic projects.

#### **5. REPORTING AND INVESTIGATION PROCESS**

- All reports are handled with strict confidentiality and fairness.
- The Administration department will document all cases and ensure follow-up actions are completed.
- Disciplinary action will depend on the nature of the violation, in line with EFIA and ADEK policies.

#### **6. POLICY REVIEW & APPROVAL**

This Policy is subject to changes as per the school and UAE law and revised version will be submitted for approval as per the process

Saji Oommen  
Principal

*Date of Next Review: 10/03/2028*