



1. PURPOSE

To ensure EFIA fully complies with the **ADEK** regulations, policies, circulars, and relevant UAE laws. This policy establishes the internal framework for maintaining compliance, managing complaints, addressing non-compliance, and coordinating ADEK inspections or audits.

2. SCOPE

Applies to:

- All EFIA departments (Academic, Administration, HR, Accounts, IT)
- All staff (academic, non-academic, and contractual)
- ADEK and authorized external authorities

3. EFIA COMPLIANCE FRAMEWORK

Category	Examples of Compliance Areas	Frequency	Responsible Department
Academic & Licensing	Curriculum alignment, ADEK inspection readiness, teacher licensing	Ongoing	Principal / Academics / PRO
Health & Safety	Safety audits, emergency preparedness, building compliance	Termly	HSE Officer
Human Resources	Staff qualification validation, employment contracts, background checks	Ongoing	Registration/HR
Financial Compliance	ADEK-approved fees, audits, and budget reporting	Annual	Accounts
Data & Record Management	eSIS / PASS updates, confidentiality, and record retention	Ongoing	Supervisors
Complaints & Grievances	Parent, staff, or student complaints handled within ADEK timeframes	As required	Complaints Committee

4. HANDLING COMPLAINTS:

- Complaints Committee address grievances from parents, students, or staff.
- Complaints will be acknowledged within 24 hours and resolved within 10 working days.
- If unresolved, the complainant can escalate the issue to ADEK.



5. EFIA SCHOOL COMPLIANCE COMMITTEE

To ensure that all school operations remain fully compliant with **ADEK regulations**, EFIA has established a **School Compliance Committee** responsible for monitoring, evaluating, and maintaining adherence to all educational, operational, and safety standards.

Role	Position / Responsibility
Principal (Chairperson)	Leads the committee and ensures full compliance with ADEK requirements.
Vice Principal (Deputy Chair)	Assists the Principal in overseeing academic and operational compliance.
Senior Leadership Team (SLT)	Monitors departmental adherence to ADEK policies and school regulations.
Head of Inclusion	Ensures compliance with ADEK's inclusion and student support requirements.
Section Coordinators (KG, Primary, Middle, Senior)	Implement and track compliance at the section level; report to the Vice Principal.
Admin Officer	Maintains records, prepares compliance reports, and coordinates ADEK submissions.

6. MEETING FREQUENCY

- The Compliance Committee will meet **once per term** or as required ,following ADEK inspections, audits, or policy updates.

7. COMPLIANCE VISITS: The school will undergo:

- Annual Compliance Visits (Mandatory).
- School Readiness Visits (For new or modified school buildings).
- Ad-Hoc Visits (For specific compliance concerns).
- Progress Monitoring Visit (To review corrective action outcomes)

8. NON-COMPLIANCE & ENFORCEMENT ACTIONS

Level	Action by ADEK	EFIA Response
1	Letter of Concern	Administrator prepares corrective plan within 5 working days.
2	Warning / Fine	Principal reviews with Compliance Committee; report to ADEK.



REF: EFIA /PLCY -003/2025-26

Issue Date: 28/03/2025

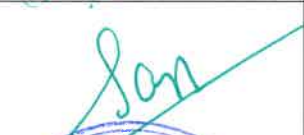
Level	Action by ADEK	EFIA Response
3	Activity Suspension	Affected operations paused until corrective proof submitted.
4	License Restriction	No new enrollments; Registrar ensures communication with ADEK.
5	Financial/Administrative Supervision	EFIA cooperates with ADEK-appointed supervisory body.
6	License Suspension	EFIA ceases operations per ADEK decree.
7	License Cancellation	School closure process initiated per ADEK rules.

9. STAFF-RELATED COMPLIANCE ACTIONS

- EFIA suspends or investigates any staff suspected of professional misconduct, discrimination, or violation of UAE values, pending final decision.
- The **Principal**, with HR, ensures due process in line with **Federal Law No. (33) of 2021** and the **ADEK Employment Policy**.
- ADEK reserves the right to **ban or restrict** staff found guilty of serious misconduct

10. POLICY REVIEW

This policy will be reviewed annually by the HR Department, in consultation with the Principal and Compliance Committee, to ensure continuous alignment with ADEK's latest guidelines.

	Name	Signature	Date
Policy Reviewed by:	Ms. Raufia Salam (Vice Principal)		20/03/2025
Policy Approved by:	Mr. Saji Oommen (Principal)		28/03/2025



