



**Code of Behavioral and Professional Violations for Employees
in Private Educational Institutions**

Our Vision

The school envisages learning as a communitarian process of imbibing education from the natural, academic, social and technological ecosystems created around the institution of school.

Our Mission

We strive to provide a new model of education for the expatriate children in the UAE in a culturally inclusive, technologically effective and ecologically sensitive way in a cosmopolitan environment.

General Objectives of the Code

This Code aims to reinforce the commitment of all employees in private educational institutions to their mission and profession, and to elevate professional standards in alignment with the vision and mission of the Ministry of Education and the aspirations of the educational institution. Specifically, the objectives include:



Establishing clear, publicized ethical standards and behavioral principles that govern the educational and instructional process.



Contributing to the identification of ethical conduct among employees with respect to their profession and society, in a manner that aligns with the evolving roles in education.



Embedding professional ethics as applicable principles both within and beyond private educational institutions, and instilling them as role models for students in all contexts.

Scope of Application of the Code:

The provisions of this Code apply to all employees working in private schools and early childhood institutions that are licensed by the Ministry of Education. This application includes any rules, regulations, specific requirements, or directives issued by the Ministry that serve to implement, interpret, or complement the provisions of this Code.

Core Values to Uphold:

The Principal of the private educational institution, along with all staff members, shall uphold the following core values while performing their administrative, educational, and instructional duties. These values must be reflected in their personal conduct and interactions with students, colleagues, parents, and the broader community:

Responsibility and Accountability

We are accountable for our words, actions, and outcomes, with a commitment to developing private educational institutions that foster responsible generations.

Transparency

We communicate openly with our teams and the community, and we maintain clarity in our vision and decision-making processes.

Team Spirit

We work collaboratively and in unity with our staff and partners.

Focus

We concentrate on our priorities to serve the best interests of our institutions and students.

Empathy

We consider others before making decisions and show mutual compassion, which strengthens our cohesion and sense of community.

Positive Traits of Educational Field Personnel

- Maintain a professional relationship with all students/children within the educational institution.
- Respect and cooperate with parents and the local community of the United Arab Emirates to support student/child learning.
- Respect and collaborate with senior management, colleagues, and teaching staff within the institution.
- Comply with applicable laws and regulations in the UAE, ensuring the protection of all children’s rights—regardless of their category or background—against abuse, neglect, exploitation, and bullying; raise their awareness of these rights; and report any suspected or actual violations in accordance with UAE laws.
- Demonstrate positive conduct and serve as a role model for all employees and students/children in the private educational institution. All individuals must be treated with professionalism, courtesy, and respect at all times, without exception or discrimination.
- Maintain a modest and appropriate appearance that aligns with the customs and traditions of the United Arab Emirates.
- Use institutional property and resources efficiently and solely for official purposes to support work-related responsibilities.
- Respect Emirati culture and Islamic values.
- Maintain a strict separation between personal and professional digital identities when using social media, in order to uphold the dignity of the educational profession and preserve professional boundaries

Procedures for Handling Violations

The following outlines the penalties applicable to each level of violation

Level of Violation	Frequency of Violation	Procedures and Implementation Guidelines
Level 1 Violation	Upon occurrence	Written warning.
	Upon first recurrence	One-day deduction from gross salary.
	Upon further recurrence	Five-day deduction from gross salary.
Level 2 Violation	Upon occurrence	Three-day deduction from gross salary.
	Upon first recurrence	Ten-day deduction from gross salary.
Level 3 Violation	Upon occurrence	Deduction from basic salary not exceeding ten (10) days per violation and not exceeding sixty (60) days per year.
	Upon first recurrence	Suspension from work without pay for a period not less than one month and not more than three (3) months.
Level 4 Violation	Upon occurrence	Dismissal from service with a permanent ban from employment in any other educational institution in the country.

Monitoring and Control Committee at the Educational Institution This is one of the committees that must be established within the educational institution. It is chaired by the Principal of the educational institution and shall include two (2) administrative staff members. The committee is responsible for monitoring and following up on violations committed by employees of the institution and for determining the actions to be taken in accordance with the provisions of this Code. The committee shall escalate matters to the competent authority at the Ministry when necessary.

Members of the Monitoring and Control Committee	
Principal	Chair
Administrative Officer	Member
Vice Principal	Member
HR	Member

For complete details of the code kindly refer to:

“Code of Behavioral and Professional Violations for Employees in Private Educational Institutions” issued by Ministry Of Education, UAE

