

PROFESSIONAL CODE OF ETHICS POLICY

(Revised in Aug 2025)



Islamiya English School Abu Dhabi LLC



PROFESSIONAL CODE OF ETHICS POLICY

Introduction

Staff employed at Islamiya English School in Abu Dhabi shall at all times demonstrate integrity, dignity, impartiality, and ethical behavior in the classroom and in their conduct with fellow colleagues and community members, including parents. This policy sets out the minimum standards for professional practice and behavior in schools.

DEFINITION(S):

The Professional Code of Ethics is a set of principles by which employees at the Council's Headquarter and its regional offices as well as Private Schools staff, members of the Board of Trustees and Owners ("Educators") are expected to abide.

It consists of twelve professional and ethical standards which are to be met by all employees covered by the Professional Code of Ethics and forms the basis for the identification of best practice in professional and ethical conduct and any disciplinary action which a School may need to take against individual members of staff in case of non-compliance with the Professional Code of Ethics' standards.

PURPOSE(S):

- Provide those who work in schools with a firm set of principles to guide their professional practice and behavior.
- Establish a firm foundation for ethical and professional conduct in all schools that are under the jurisdiction of ADEK.
- Raise ethical and professional standards by providing all staff members with a clear vision of the behavior expected of them.
- Strive to improve educational processes and outcomes and ensure that staff regularly interact with students with an aim to share individual and collective accountability towards their effective education.

This policy is based firmly on the Council's core values of education (Policy (1)), which defines the conduct of the Council's employees, School staff and others who regularly deal with students in all procedures, which is:

- Teamwork: emphasizing the values of cooperation with others.
- Integrity and honesty: commitment to the right behaviors under any circumstances.
- Transparency: dealing with others in a clear, sincere and honest manner.
- Respect: respect for students, colleagues, Parents / Guardians and community.
- Accountability: the individual bears responsibility of his words and deeds.
- Care and compassion: caring for others and feeling of responsibility toward them.

This policy provides those who work in Private Schools with a firm set of principles to guide all of their professional practice and behavior.

This policy also applies to Council employees as they interact with Private School students and their Parents / Guardians, School leaders, teachers, staff, members of the Board of Trustees and Private School Owners. Its purposes are:

To establish a firm foundation for ethical and professional conduct in all Private Schools which are under the jurisdiction of the Council.

To raise ethical and professional standards by giving all employees a clear vision of the behavior expected of them.

POLICY:

Overview

1.1 Core Values:

This policy is in alignment with the **ADEK Values and Ethics Policy** and the **ADEK Governance Policy**, which define the conduct of ADEK's employees, school staff, and others who regularly deal with students in all procedures.

1.2 Stakeholders:

This policy consists of standards for all staff members of the governing board, corporate board (if applicable), and owners. All stakeholders shall 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:

Schools shall develop and distribute their staff code of conduct, in line with the Code of Conduct for Education Professionals in General Education (MoE, 2022), the **ADEK Professional Code of Ethics**, the **ADEK 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 schools shall implement a method to ensure that staff adopt the code and abide by the standards mentioned.

The Council expects that Private Schools ensure that all employees understand, accept and embrace the principles enshrined in the Professional Code of Ethics, and thereby uphold high standards of ethical and professional practice and behavior in all their work and at all times.

The Professional Code of Ethics has been adapted from the "ADEC Public Schools (P-12) Policy Manual" in the Emirate of Abu Dhabi.

The Council requires all Schools to prepare and distribute to all their staff a code of professional and ethical conduct that includes all of these principles.

The School's code of conduct may also include other principles that are of specific relevance to the particular context and mission of that particular School within the framework of the Professional Code of Ethics. The Council's Professional Code of Ethics consists of twelve standards for all Private School staff, members of the Board of Trustees, Owners, students and Parents/Guardians, as well as Council employees who work with Private Schools.

The lists within each standard are intended as guidance and do not comprise a complete set of professional and ethical behaviors that are expected of staff. The main objective for the Council's employees in its headquarters and regional offices, as well as.

Private Schools staff, members of the Board of Trustees and Owners, is to achieve the public good in regard to improving educational processes and outcomes, and also that staff who regularly interact with students share an individual and collective accountability for the effective education of students. For this reason, the term Educators is used throughout this Professional Code of Ethics to describe all of them.

The Council's Professional Code of Ethics for Private Schools includes the following standards:

Standard 1 – Religion, culture, society’s customs and traditions: Educators will respect the Religion of Islam; respect the Arabic culture and UAE society’s values, morals, customs, and traditions.

Professional conduct includes, for example:

- Showing reverence to Islamic values and practices and respecting other religions.
- Complying with all principles imposed by the Islamic religion in the UAE.
- Respecting UAE society’s values, morals, customs and traditions.
- Respecting the national symbols of the UAE. Prohibited unprofessional conduct includes, for example:
 - Behaving in a manner that is contrary to Islamic values in the classroom or other workplace.
 - Exhibiting disrespect toward UAE society’s values, morals, customs and tradition.

Standard 2 – Tolerance and respect for diverse cultures: Educators will foster an atmosphere of tolerance in Schools and the workplace.

Professional conduct includes, for example:

- Exhibiting tolerance and respect to 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 harassment and discrimination.
- Treating all students and colleagues equitably, including those with special needs. Prohibited unprofessional conduct includes, for example:
 - Discriminating against or harassing colleagues or members of the public on the grounds of religion, race, origin, social status, age, gender or against pregnant employees or those with a newborn.
 - Discriminating against or harassing students, on the grounds of religion, race, origin, social status, age or gender.
- Engaging in conduct that represents any kind of extremism or cultural indoctrination.

Standard 3 - Dress code: Educators will dress appropriately in a manner consistent with official work attire and which does not contradict with UAE society’s values, morals, customs and traditions.

Professional conduct includes, for example:

- UAE nationals observing the appropriate national dress.
- Expatriates dress in a professional manner reflecting proper work attire.

Prohibited unprofessional conduct includes, for example:

Standard 4 - Relationship with students:

Educators will maintain a caring, professional relationship with all students, both inside and outside the classroom.

- Wearing any clothing that is tight-fitting or revealing or unsuitable for the work environment.
Professional conduct includes, for example:
 - Educators behaving in ways that promote the welfare of the students and which affords them the necessary care, and taking all actions within their power to ensure students’ safety.
 - Educators reporting to relevant authorities if they suspect that a student is being harmed or may possibly be harmed.
 - Educators working to meet the individual learning needs of all students and assisting them to achieve their potential and to develop their self-confidence.

- Educators striving to create a safe and supportive emotional environment for students to learn and enjoy learning; one that is conducive to their knowledge, values and abilities and does not cause intimidation or embarrassment.
- Educators striving to be fair and objective when dealing with students.
- Educators promoting student health through the support of School health services and the facilitation of School health programs and initiatives implemented in the School by the School nurse, the Council, or other government entities (e.g. National Immunization Program managed by HAAD), as approved by the Council.
- Educators being aware of, and complying fully with, all of the Council's regulations, policies and requirements related to student protection, health, care and welfare. Prohibited Unprofessional Conduct includes for example:
 - Engaging in or encouraging inappropriate relationships with students inside or outside of the classroom, including any behavior constituting sexual harassment or abuse.
 - Sending any inappropriate messages, pictures or other communication to students inside or outside of the classroom.
 - Using any form of discipline that involves corporal punishment, emotional or verbal abuse, or any punishment that may cause physical or emotional harm to students (e.g. ridiculing a student's point of view).
 - Failure to discipline on-going bullying of a student (including cyber-bullying), which may result in physical or emotional harm to the student (see Policy (65)).
 - Behaving negligently or making decisions which endanger student welfare.
 - Using professional relationships with students for personal gain (e.g. private tutoring for students that are concurrently being taught by the teacher, asking for favors from the student's Parents/Guardians, etc.).
- Leniency in student grading, in a manner not consistent with the educational process.

Standard 5 – Relationship with community: Educators will respect and cooperate with Parents / Guardians and the local community in their daily work to advance student learning.

Professional conduct includes, for example:

- Establishing open, honest and respectful relationships with Parents/Guardians and the local community.
- Involving Parents/Guardians and the community in the decision-making process relating to students education and wellbeing.
- Communicating all decisions relating to students' learning clearly and promptly to students, Parents/Guardians and stakeholders in the community. Prohibited unprofessional conduct includes, for example:
 - Disregarding the views and concerns of Parents/Guardians and the School community when making decisions about student learning.
 - Behaving in a rude or hostile manner when interacting with Parents/Guardians and the community.

Standard 6 – Relationships with colleagues: Educators shall follow direction from direct supervisors and commit to collaborating with their colleagues in the best interest of students and the education profession.

Professional conduct includes, for example:

- Complying with all official instructions and decisions from their direct supervisors and from the relevant Council authorities.
- Encouraging and supporting colleagues to adopt and adhere to high professional standards.

- Collaborating with other Educators in a way that develops a positive, supportive professional environment for all.
- Assisting in the preparation and induction of new Educators through mentorship and guidance. 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 statements 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.

Standard 7 – Communications: Educators will ensure that all interactions and communications with colleagues, students, Parents / Guardians and the public reflect the values of respect, wisdom, and integrity.

Professional conduct includes, for example:

- Ensuring that any public comments they make reflect the policies and priorities of their School and of the Council.
- Ensuring that usage of the Council communication systems (e.g. computers, phones, emails, ESIS) does not include any communication that may be controversial or offensive.
- Maintaining the confidentiality of information relating to students and colleagues unless disclosure is officially permitted and serves clear and specific professional purposes. Prohibited unprofessional conduct includes, for example:
- Making comments or statements, in an official or unofficial capacity, that disparage the reputation of the Council, the School or colleagues.
- Sharing confidential or sensitive information with any party, inside or outside of their School, who is not authorized to have the information.

Standard 8 – Legal obligations: Educators will abide by government laws and regulations at all times and will be obligated to report violations of these laws to relevant authorities.

Professional conduct includes, for example:

- Maintaining honesty and integrity while conducting work.
- Being aware of, understanding and adhering to the provisions of legislation, laws and policies relevant to their work. Prohibited unprofessional conduct includes, for example
- Falsifying or misrepresenting professional qualifications or employment history.
- Willfully disobeying or disregarding any applicable laws.

Standard 9 – Alcohol, drugs and tobacco: Educators will refrain from using, possessing, and being under the influence of alcohol and illegal drugs, and will not smoke in the workplace.

Professional conduct includes, for example:

- Abiding by government laws with respect to the substances stated above at all times.
- Refraining from providing alcohol or other drugs to students, or from encouraging students to consume them, or from disregarding students' use.
- School nurses supervising the administration of prescribed medications to students, and ensuring compliance with the Council's guidelines. Prohibited unprofessional conduct includes, for example: Consuming or being intoxicated by alcohol or other drugs while performing duties.
- Smoking in School buildings and/or on the Council's premises.

- Encouraging students to use alcohol, tobacco or unauthorized drugs at any time.

Standard 10 – Use of resources: Educators will use property and resources provided for their work efficiently and only for official/work-related purposes.

Professional conduct includes, for example:

- Complying with the Council’s Information Security Policy relating to acceptable use of technology.
- Optimal usage of Council and School resources for work purposes to the extent necessary to carry out the assigned work.
- Maintaining assets and possessions entrusted to them (because of their work), and ensuring they
- Are used wisely and responsibly. Prohibited unprofessional conduct includes, for example:
- Taking advantage of public or work-related resources for personal benefit (such as checking personal email) or for achieving personal gains or goals.
- Spending the Council’s or the School’s financial resources in a reckless or wasteful manner.

Standard 11 – Conflicts of interest: Educators will avoid any situation that represents or may be perceived to represent a conflict of interest in carrying out their professional responsibilities and tasks.

Professional conduct includes, for example:

- Carrying out all responsibilities and taking all decisions in an objective and impartial manner
- Maintaining integrity and not accepting any bribes (gratuity), gifts, money or services that might impair or influence professional decisions.
- Refraining from using their position for personal gains.
- Reporting a potential conflict of interest to supervisors, and recusing themselves from situations giving rise to perceived conflict of interest. Prohibited unprofessional conduct includes, for example:
- Involvement in any decisions in which family or friends may benefit.
- Accepting gifts from suppliers or local community members or gifts that may be given in an attempt to influence official work, other than those of nominal value (in most cases, a gift valued at over AED 100 will not be considered to be of nominal value).
- Using School time to conduct non-School business.

Standard 12 – Sensitive issues: Educators will not make remarks regarding sensitive issues that could cause anger or discomfort among students, colleagues or the community.

Professional conduct includes, for example:

- Ensuring that classroom discussions are focused on the subject being taught.
- Being careful when making comments (particularly in relation to potentially controversial matters, such as religion or politics).
- Preventing students from raising potentially controversial matters for group discussions. Prohibited unprofessional conduct includes, for example:
- Engaging in conversation with students about sensitive issues - such as religion and politics – that do not serve any clear educational purpose and are not related to the School’s approved curriculum. School Owners, the Board of Trustees, sub- committee members, teachers and other School Faculty should abide by the Council’s Professional Code of Ethics and its standards. In cases such Professional Code of Ethics is violated, the School will impose appropriate sanctions in accordance to the Council’s regulations, policies and requirements. The sanctions imposed depend on the severity of the violation and the relevant staff’s behavioral history.

2.2 Schools shall also incorporate the additional standards (see Section 3) while developing their school-based code of conduct.

3. Additional standards

3.1 Standard 1: Respect for UAE National Identity and Cultural Values: Educators will foster an atmosphere of respect and consideration for all members of their school community as per the ADEK Cultural Consideration Policy.

1. Professional conduct includes, for example:

- a. Exhibiting respect for individuals of different religious, ethnic, or cultural backgrounds.
- b. 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 ADEK Inclusion Policy.

Private Teacher work Permit

Obtaining a private teacher work permit, as per Ministry of Human Resources and Emiratisation (MOHRE) requirements when conducting **tutoring** services outside of school hours.

2. Prohibited unprofessional conduct, in line with the ADEK Values and Ethics Policy, includes, for example:

- 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 this policy.

3.2 Standard 2: Relationships with Colleagues:

Educators shall commit to collaborating with their colleagues in the best interest of students and the education profession, in line with the ADEK Staff Wellbeing Policy and ADEK 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:

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

3.3 Standard 3: Legal Obligations:

Educators 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 ADEK Values and Ethics Policy.

1. Professional conduct includes, for example:

- a. Maintaining honesty and integrity while conducting work.
- b. Being aware of, understanding, and adhering to the UAE laws, regulations, and policies relevant to their work.

2. Prohibited unprofessional conduct includes, for example:

- a. Falsifying or misrepresenting professional qualifications or employment history.
- b. Misrepresenting someone else's work as their own or engaging in plagiarism.

Disregarding Applicable Laws

- c. Willfully **disobeying or disregarding any applicable laws**, including partaking in the **covering up** of a whistleblowing concern.

Prohibition of Disparaging Comments and Statements.

Making comments or statements, in an official or unofficial capacity, **that disparage the reputation of ADEK, the school, or colleagues.**

- d. Tutor their own students, who are currently in their class, for financial gain

3.4 Standard 4: Digital Activities:

Educators shall follow good practices in the digital environment to safeguard their and their students' digital safety, in line with the ADEK Digital Policy.

1. Professional conduct includes, for example:

- a. Undertaking continuous professional development (CPD) to stay up to date with best practices to safeguard one's digital safety, identity, trust, and information security.

Reliability of Digital Information.

Engaging with students in evaluating the reliability of digital information and in using **artificial intelligence** in a responsible, ethical manner.

- b. Engaging with students in evaluating the reliability of digital information.
- c. 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.
- d. 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, for example:

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

3.5 Standard 5: Community Protection:

Educators 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 ADEK Student Behavior Policy, ADEK Student Protection Policy and the ADEK Safeguarding Policy.

1. Professional conduct includes, for example:

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

2. Prohibited unprofessional conduct includes, for example:

Prohibition of inappropriate comments or physical contact

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

- a. Student or staff maltreatment in any form.
- b. Not reporting a witnessed instance of student or staff maltreatment in any form.
- c. Facilitating the maltreatment of students in any form.

3.6 Standard 6: Community Engagement:

Educators 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 the ADEK Wellbeing Policy and the ADEK Staff Wellbeing Policy.

1. Professional conduct includes, for example:

- 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, for example:

- 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 **ADEK Values and Ethics Policy and the ADEK Cultural Consideration Policy**.
- b. Using social causes fraudulently for personal gain (e.g., raising funds through crowd funding platforms for illegitimate causes)

4. Compliance

4.1 This policy shall be effective as of the start of the Academic Year 2024/25 (Fall term). Schools are expected to be fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term).

4.2 Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 promulgating the Crimes and Penalties Law or any other relevant law. ADEK reserves the right to intervene if the school is found to be in violation of its obligations.

ROLES AND RESPONSIBILITIES:

Schools will: -

- Distribute a code of conduct that includes all the standards contained in the Professional Code of Ethics. Ensure that all Educators adhere to the Professional Code of Ethics.
- Encourage all staff to report serious violations of the Professional Code of Ethics to their Principal/Vice-Principal or direct supervisor and keeping all reports confidential.
- Offer awareness programs to ensure that all staff know and understand what is expected of them.
- Monitor compliance with the Professional Code of Ethics and take strict actions where there is evidence of non-compliance.
- Deal with any of the Professional Code of Ethics violations by imposing appropriate actions dependent on the violation gravity and the behavioral history of the employee.

Policy Review

This policy is to be reviewed and checked annually by the SLT.

This policy is also approved by the governing bodies

Draft Date:	03/07/25
Approved By Board of Governors:	Approved
Principal Approval:	
Review Date:	22/08/25

The End.