

Staff Code of Conduct

Version	Approved by	Approval date	Review date
01	Board of Directors	August 2024	September 2025

Administrators Responsible	President, Dean, Registrar
Purpose	The purpose of this policy is to establish clear expectations for the conduct of staff members at ISGL. It aims to promote a positive and respectful work environment, uphold the organisation's values and ensure the well-being of employees and stakeholders.
Scope	This policy applies to all employees, including full-time, part-time, temporary, and contract staff, volunteers, interns, and any other individuals engaged in work on behalf of ISGL. It encompasses all aspects of employment, including interactions within the workplace, engagement with colleagues, students and any activities representing the organisation.

At the International School of Global Leaders (ISGL), we are committed to fostering a culture of professionalism, integrity, inclusivity and safety. Our Staff Code of Conduct outlines the expectations and standards of behavior that all staff members must adhere to while representing ISGL.

ISGL is committed to supporting staff through appropriate induction, training and maintaining a safe working environment.

Staff Behaviour:

- Uphold ISGL's Reputation and Goals:** Staff members are expected to protect and enhance the reputation and goals of ISGL. This includes representing the institution positively in all interactions, both within and outside the school. Staff should act as ambassadors for ISGL and promote its mission and values.
- Demonstrate Commitment to Professional Standards:** Staff members must exhibit a strong commitment to professional standards in various aspects of their work. This encompasses teaching and learning, research, administration, and any industry involvement. They are responsible for upholding the highest standards of excellence and professionalism in their respective roles.
- Collaborate Diligently and Respectfully:** Collaboration is key to the success of ISGL. Staff members should work diligently, cooperatively, and collegially with all members of the ISGL community. This includes respecting the intellectual freedom of others, valuing diverse perspectives, and fostering a culture of mutual respect.
- Maintain Professionalism:** Staff members are expected to maintain a high level of professionalism in all their interactions. This involves consistently acting with objectivity, integrity, and fairness in decision-making and behavior. Professional conduct is essential for creating a positive and respectful work environment.
- Comply with Policies and Obligations:** Staff members are required to comply with all ISGL's policies, as well as statutory obligations and any relevant codes of practice. This ensures that the institution operates within legal and ethical boundaries, promoting transparency and accountability.
- Communicate Professionally:** Effective communication is vital within the ISGL community. Staff members should communicate professionally and respectfully with all members of the community, including colleagues, students, and stakeholders. It's crucial to avoid disseminating offensive, threatening, harassing, or discriminatory information.
- Enhance Skills and Expertise:** Staff members must continuously invest in their professional development. This includes maintaining and enhancing their skills, scholarship, and expertise within their field or area of work. Staying current with industry trends and best practices benefits both the individual and ISGL.
- Respect ISGL's Property and Confidentiality:** Staff should respect ISGL's property, resources, systems, and records. Additionally, they must maintain confidentiality where relevant and required, safeguarding sensitive information and respecting privacy.
- Use Work Time Appropriately:** While employed by ISGL, staff members should use work time for fulfilling their professional duties and responsibilities. Using work time for private gain or unrelated external activities is not permitted.

- j. **Declare Conflicts of Interest:** Staff members should declare any real or potential conflicts of interest that could reasonably be thought to conflict with or influence judgments made during their professional duties. Transparency in this regard helps maintain ethical conduct.
- k. **Uphold Principles of Justice and Report Misconduct:** Staff members should uphold principles of natural justice and procedural fairness when making decisions. Ensuring that all decisions are made in a timely fashion helps maintain efficiency and transparency. Additionally, staff members have a responsibility to promptly report any breaches of professional or behavioral conduct to their supervisors or managers, contributing to a culture of accountability and integrity within ISGL.
- l. **External Work and Employment:** Full-time staff members are required to seek approval from their supervisor or manager before engaging in any external work or employment to ensure it does not conflict with their responsibilities at ISGL. This process helps maintain transparency and ensures that external commitments do not negatively affect their duties within the institution.

Staff Well-being and Safety:

- a. **Protect Health, Safety, and Welfare:** Staff members have a duty to ensure the health, safety, and welfare of all individuals in the workplace. This includes taking reasonable precautions to prevent accidents, injuries, or harm to anyone within the ISGL environment. It involves being vigilant and proactive in identifying and addressing potential risks.
- b. **Comply with Workplace Health and Safety Legislation:** Staff must adhere to the relevant Workplace Health and Safety legislation applicable in their jurisdiction. This means following local laws and regulations designed to safeguard the well-being of employees and stakeholders. Additionally, staff should stay informed about any updates or changes to these laws.
- c. **Implement ISGL's Safety Policies:** Staff members are responsible for implementing ISGL's safety and security policies. This includes compliance with specific policies such as the Health and Wellbeing Policy, Staff and Student Sexual Assault and Sexual Harassment Policies, and the Critical Incident Policy. These policies outline the procedures and measures in place to ensure the safety and well-being of the ISGL community.
- d. **Promote Safe Working Practices:** It is essential for staff to actively promote safe working practices and environments within ISGL. This involves creating a culture where everyone is aware of potential hazards, follows safety protocols, and takes precautions to prevent accidents. Staff should lead by example and encourage others to prioritize safety.
- e. **Maintain Premises Security:** Staff members should play a role in maintaining the security of the ISGL premises where they work. This includes safeguarding keys and access devices issued to them, ensuring that they are used only for approved and scheduled duties. Unauthorized use of keys or access devices can compromise security.
- f. **Maintain a Smoke and Drug-Free Environment:** Staff members are expected to help maintain a smoke and drug-free environment at ISGL. This includes adhering to any policies or regulations related to smoking or substance use on campus. Promoting a healthy and drug-free atmosphere is conducive to the overall well-being of the community.
- g. **Report Safety Breaches:** In cases where breaches or incidents occur that pose a risk to the safety or well-being of the ISGL community, staff members have a responsibility to report these immediately to their supervisors or managers. Reporting such incidents promptly enables swift action to mitigate risks and address safety concerns.

Academic Freedom and Integrity:

- a. **Promote Academic Freedom:** Staff members should actively promote academic freedom of inquiry and expression. This principle encourages open and uninhibited exploration and expression of ideas, provided such expression aligns with applicable laws. It fosters an environment where diverse viewpoints and intellectual curiosity thrive.
- b. **Encourage Critical Judgment and Scholarship:** Staff should encourage students and fellow staff to engage in academic pursuits with critical judgment and scholarship. This includes respecting confidentiality obligations, relevant laws and institutional policies. Encouraging these practices contributes to a robust academic atmosphere.
- c. **Ethical Research Practices:** When conducting research, staff members should adhere to established ethical practices outlined in ISGL's Research Framework. Ethical research practices ensure that studies are conducted with integrity, respect for participants, and adherence to ethical guidelines.
- d. **Maintain Academic Standards:** Staff members are responsible for maintaining professional, accreditation, and regulatory standards that protect academic freedom, academic, and research integrity. Upholding these standards ensures that academic pursuits are conducted with rigor and credibility.

- e. **Uphold Academic Integrity:** Upholding academic integrity is paramount. Staff should acknowledge authorship and contributions accurately, avoiding any activities that could breach ISGL's policies related to academic and research integrity. This includes proper citation and attribution of sources.
- f. **Respect Intellectual Property:** Staff members are expected to respect the intellectual property of others. This entails acknowledging and crediting the work of others appropriately. Additionally, staff should comply with ISGL's policy for intellectual property and research when developing their own intellectual property.
- g. **Maintain Examination Integrity:** The integrity of the examination system and processes is crucial. Staff members must ensure that specific details of questions or answers are not divulged before the scheduled examination. Maintaining the integrity of assessments contributes to fair and equitable evaluation.
- h. **Follow Assessment Procedures:** Staff should follow ISGL's processes and policies for assuring and awarding academic merit and assessment outcomes. This includes ensuring that relevant criteria are met before assessments are awarded, contributing to fairness and consistency in evaluation.
- i. **Report Breaches:** In cases where breaches of academic freedom, academic and research integrity are observed, staff members have a responsibility to report these immediately to their supervisors or managers. Reporting ensures that potential violations are addressed promptly, preserving the integrity of the academic environment.

Discrimination and Harassment:

- a. **Uphold ISGL's Commitment to Equity, Diversity, and Reasonable Adjustment:** Staff members should actively support and uphold ISGL's commitment to equity, diversity, and reasonable adjustment. This includes fostering an environment where all individuals, regardless of their background or characteristics, have equal access to opportunities and resources. Reasonable adjustments should be made to accommodate the diverse needs of the ISGL community.
- b. **Support Inclusive Practices:** Staff should actively support and promote inclusive practices within the ISGL community. This involves creating an environment that is free from unlawful discrimination on grounds such as gender, sexual orientation, race, cultural background, religion, or political conviction. Inclusivity encourages respect for all individuals and their unique perspectives.
- c. **Zero Tolerance for Sexual Harassment and Assault:** ISGL maintains a zero-tolerance approach to sexual harassment and assault. Staff members must refrain from any form of sexual harassment or assault towards any member of the ISGL community. It is imperative to ensure that the learning and working environment is safe and free from any form of sexual misconduct.
- d. **Apply Equal Opportunity Principles:** Staff members should apply the principles of equal opportunity, equity, and diversity in their interactions and decision-making. When supervising employees, they must ensure that those they oversee understand ISGL's principles and processes related to equal opportunity and diversity. This includes fostering an environment where all individuals are treated fairly and respectfully, regardless of their characteristics or background.

Use and Security of Information:

- a. **Maintain the Confidentiality, Integrity, and Security of Information:** Staff members are responsible for safeguarding the confidentiality, integrity, and security of all information within their purview. This includes ensuring that sensitive data and information are protected from unauthorized access or disclosure.
- b. **Secure Personal Information:** Staff members must take measures to secure personal information related to students or staff. This involves preventing loss, misuse, or unauthorized access to personal data. It's important to adhere to data protection regulations and best practices.
- c. **Record and Document Information:** Staff should diligently record and document information in accordance with ISGL's policies for recording and storing information. Proper documentation helps maintain accurate records and supports transparency and accountability.
- d. **Protect Cybersecurity Systems:** Staff members should refrain from deliberately reducing, bypassing, or damaging ISGL's cybersecurity systems. These systems are in place to protect sensitive information from cyber threats, and their integrity should be maintained at all times.
- e. **Adhere to Privacy Principles:** When collecting, storing, and reporting information, staff members should adhere to privacy principles. This involves respecting the privacy rights of individuals and ensuring that their personal information is handled in a lawful and ethical manner.
- f. **Respect Individuals' Right to Privacy:** Staff members must respect the right to privacy of individuals whose information they handle. This includes keeping personal information confidential and not disclosing it without proper authorisation.
- g. **Report Information Breaches:** In the event of any breaches related to information use or security, staff members should promptly report these incidents to their supervisors or managers. Timely reporting allows for swift action to address security concerns and protect sensitive information.

Compliance with this Policy:

- a. **Compliance is Mandatory:** All staff members are obligated to comply with this policy as a condition of their employment with ISGL. This policy sets the standards of behavior and conduct expected from staff members, and adherence to it is a fundamental requirement of their employment.
- b. **Disciplinary Action for Breaches:** ISGL reserves the right to take disciplinary action against staff members who breach this policy or any other ISGL policies. Such breaches may result in consequences in accordance with ISGL's disciplinary procedures.
- c. **Management of Breaches:** Breaches related to existing policies will be managed through the processes outlined in those specific policies and associated procedures. These processes are designed to address policy violations, provide due process, and determine appropriate actions to rectify the situation.
- d. **Presidential Breaches:** In cases where breaches involve the President, decisions regarding consequences will be made by the Chairman of the Board of Directors. This ensures an impartial and fair assessment of high-level breaches.
- e. **Appeals Process:** Any decisions made by ISGL related to breaches of this policy are subject to appeal. ISGL has established a structured process for staff members to appeal such decisions, as outlined in the Staff Grievance and Complaints Policy and Procedures. This appeals process is in place to uphold fairness and transparency in resolving disputes related to policy breaches.

Related Documents

- a. Scholarship of Learning and Teaching Policy
- b. Staff Code of Conduct Policy
- c. Staff Development Policy
- d. Staff Grievance and Complaints Policy and Procedures