



PROFESSIONAL STANDARDS POLICY

CODE OF CONDUCT FOR MEMBERS OF THE SCHOOL COMMUNITY

1 CONFIDENTIALITY AND PROFESSIONALISM

All staff at Minaret College are required to respect and follow the guidelines pertaining to confidentiality of matters of school business. Breaches of confidentiality will not be tolerated, unless such breaches are required at law.

Matters of confidentiality may not be discussed with anyone unless prior permission has been sought and granted by the Head of Campus or his/her nominee. Staff must be supportive of the School in the community at all times, in the interest of welfare and reputation of the School. Only the Head of Campus his/her nominee or authorised persons are permitted to speak to the media on behalf of the School.

2 SUPPORT FOR THE SCHOOL

All Staff working at Minaret College are required to support the School through their commitment to schools' ethos, and effort in helping to establish and maintain a healthy image of the School. Such commitment and effort is vital to ensure the growth and success of the School. Every effort must be made to safeguard the School's reputation and standing in the community.

3 EQUAL OPPORTUNITY FOR ALL MEMBERS

Minaret College believes in equal opportunity for its entire staff. The executive arm of Minaret College will ensure that all appropriate action is taken to eliminate employment discrimination, and ensure that employment and promotion decisions are based on merit.

4 DRESS CODE AND CONDUCT

4.1 CONDUCT

All Staff are expected to set an example of personal conduct and presentation that is consistent with the Islamic ethos of the School.

4.2 DRESS

- a) All female staff are required to wear loose clothing, covering all the body except face and hands.
- b) All Female staff are required to wear long and loose clothing (ankle level) at all times while at school or on school related activities.

- c) All female staff (both Muslim & Non-Muslim) are required to wear a hijab or similar head scarf.
- d) All male staff are required to dress formally (tie not compulsory), except while on sporting activities and excursions where a casual dress code is appropriate. No shorts are to be worn at any time. e. No thongs to be worn. Shoes must be formal and consistent with the School's ethos.

4.3 APPEARANCE

- a) Must be neat and presentable at all times
- b) Facial make up must be used modestly and in a manner that is consistent with the School's Islamic ethos.
- c) No body piercing, tattoos (not exposed), ankle bracelets

5 PUNCTUALITY

All Staff are required to be at school by the time assigned by the Head of Campus and are required to be present at assemblies, Prayers, staff meetings and other school activities.

All teachers are expected to be at school by 8.15 am and must not leave prior to 4pm, unless prior approval has been sought from the Executive Principal or his delegate.

6 ATTENDANCE CODE

Upon commencement, all staff members will be given an attendance code. The attendance code must be used every morning and afternoon when entering and leaving the school. Under no circumstance, is an employee permitted to sign in/out for any other employee.

7 MOBILE PHONE USAGE

While it is accepted that mobile phones are an important part of modern life and communications, it is important that all staff accept that their use during class time and on various other occasions at school is inappropriate.

Mobile phones are not to be used at the following times:

- Staff meetings
- Training and Development sessions
- Class teaching time

8 SUPERVISION

- a) No student is to be left unsupervised
- b) Early arrivals at school will be supervised by the rostered teacher on duty.
- c) Duty teachers must monitor the school grounds continuously, be vigilant at all times. This responsibility has 'duty of care' implications.
- d) Teachers must arrive at their supervision location or point at the assigned time.

9 SMOKING

- a) Schools are by law smoke free zones.
- b) Smoking is not permitted in and around school grounds, or during any time when the staff member is fulfilling their duty and role. Please refer to the drug, smoking and alcohol management policy.

10 ENGAGING IN OTHER EMPLOYMENT

An employee should not engage in any other employment or business without the prior approval of the Executive Principal or his delegate.

11 RESPECTFUL WORKPLACE

Minaret College is committed to ensuring that the working and learning environment is free from bullying, harassment, sexual harassment and discrimination. For more details please refer to the respectful workplace policy.

12 COMPLIANCE WITH COLLEGE POLICIES AND PROCEDURES

Minaret College retains the right to vary or rescind any policies or procedures at any time in its absolute discretion and where necessary without consultation.

12.1 POLICIES AND PROCEDURES

All staff are required to comply with directions given to them and to adhere to all of the College's policies and procedures.

12.2 COMPLIANCE

12.2.1 VERBAL WARNING

Staff members who fail to comply wilfully or otherwise will be advised verbally. This will serve as a courteous reminder of the school's requirement and expectations.

A staff member who fails to comply with policies and procedures may be given at most two verbal warnings for the same transgression after which a written warning will be issued.

12.2.2 WRITTEN WARNING

First written warning:

- will be recorded and serve as an official notice of breach of the College's policy or procedure.
- Staff member will be required to show cause by way of written explanation to their immediate supervisor. The staff member will have 24 hours to provide this written explanation.

Second written warning

- The issuance of second written warning will result in disciplinary action,
- The matter will be referred to the Executive Principal or his delegate for consideration or disciplinary action

Disciplinary action may result in the termination of employment.

DOCUMENT CONTROL

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