



PROFESSIONAL CODE OF ETHICS POLICY

Academic Year 2026 – 2027

1. Introduction

Staff employed in schools in Abu Dhabi shall at all times demonstrate integrity, dignity, impartiality, and ethical behaviour 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 behaviour in schools.

2. Purpose

- Provide those who work in schools with a firm set of principles to guide their professional practice and behaviour.
- 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 behaviour 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.

3. Definitions

Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented). For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities, but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.
Educator	Staff who are directly involved in and support the teaching and learning process. This includes leadership, teaching, teaching support, and social and healthcare positions as defined in the ADEK Staff Eligibility Policy.

Governing Board	The governing body of a school, appointed by the school owners, and including qualified representatives and parents. The governing board is the senior authority of the school, with responsibility for the overall governance of its activities.
People of Determination (PoD)	Every person suffering from a temporary or permanent, full, or partial deficiency or infirmity in their physical, sensory, mental, communicational, educational, or psychological abilities to an extent that limits their possibility of performing the ordinary requirements (Federal Law No. (29) of 2006 Concerning the Rights of People of Determination).
Professional Code of Ethics	A set of principles that staff, including the governing board, are expected to abide by. The code forms the basis for the identification of best practices in professional and ethical conduct and any disciplinary action that a school may need to take against individual members of staff in case of non-compliance.

4. Policy

4.1 Overview

4.1.1 Core Values: This Belvedere British School (BBS) 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.

4.1.2 Stakeholders: This policy consists of standards for all staff members of the governing board, corporate board, 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 behaviour in all their work at all times.

4.1.3 Staff Code of Conduct: BBS has developed and distributed our 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*.

5. Professional Code of Ethics

5.1 All education professionals at BBS are obligated to sign the Code of Conduct for Education Professionals in General Education (MoE, 2022) and we implement a valid method to ensure that staff adopt the code and abide by the standards.

5.2 At BBS, we have incorporated the additional standards (see Section 3) while developing our school-based code of conduct.

6. Additional standards

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

6.1.1 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*.

6.1.2 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
- e. Professionals in General Education (MoE, 2022) and this policy.

6.2 Standard 2: Relationships with Colleagues: Educators at BBS 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 Behaviour Policy*.

6.2.1 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.

6.2.2 Prohibited unprofessional conduct includes, for example:

- a. Harassing a colleague verbally or physically, including any inappropriate behaviour that makes a colleague feel uncomfortable or unsafe.
- b. Spreading false rumours or slander 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.

6.3 Standard 3: Legal Obligations: Educators at BBS 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*.

6.3.1 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.

6.3.2 Prohibited unprofessional conduct includes, for example:

- c. Falsifying or misrepresenting professional qualifications or employment history.
- d. Misrepresenting someone else's work as their own or engaging in plagiarism.
- e. Wilfully disobeying or disregarding any applicable laws.
- f. Tutor their own students, who are currently in their class, for financial gain.

6.4 Standard 4: Digital Activities: Educators at BBS shall follow good practices in the digital environment to safeguard their and their students' digital safety, in line with the *ADEK Digital Policy*.

6.4.1 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.
- 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.

6.4.2 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.

6.5 Standard 5: Community Protection: Educators at BBS 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 Behaviour Policy*, *ADEK Student Protection Policy* and the *ADEK Safeguarding Policy*.

6.5.1 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.

6.5.2 Prohibited unprofessional conduct includes, for example:

- 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.

6.6 Standard 6: Community Engagement: Educators at BBS will actively engage with and contribute to the well-being 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*.

6.6.1 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.

6.6.2 Prohibited unprofessional conduct includes, for example:

- a. Using social causes to mobilise students to behave in extreme manners or to join organisations 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 crowdfunding platforms for illegitimate causes).

7. Compliance

7.1 This policy was effective as of the start of the Academic Year 2024/25. At BBS, we have striven to be fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term).

7.2 At BBS, we understand that 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 and that ADEK reserves the right to intervene if the school is found to be in violation of its obligations.

8. References

- Federal Decree Law No. (29) of 2006 Concerning the Rights of People of Determination
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law
- MoE Code of Conduct for Education Professionals in General Education
- UAE Ministry of Education Code of Conduct for Education Professionals in General Education

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Department of Education and Knowledge, Abu Dhabi (ADEK)

This policy replaces Policy 29 (Rights and Responsibilities) and Policy 30 (Professional Code of Ethics) in the Private School Policy and Guidance Manual 2014-2015.

This policy applies to Charter Schools. However, any circular issued prior to this policy or issued specifically for Charter Schools thereafter supersedes the requirements of this policy.

Review and Approval

Review Date: June 2026

Next Review Date: June 2027

Approved by:

Mr Robert Charles Thorn
Principal

Dr. Rawaa Al Jumeily
BBS Board of Governors

School Stamp