



*Mokopane
English Combined School*

EMIS: 991102504



MOKOPANE ENGLISH COMBINED SCHOOL

CODE OF CONDUCT - EMPLOYEES

INTRODUCTION

Mokopane English Combined School is a multi-denominational independent school. As an institution of learning, it seeks to demonstrate progressive and sustained educational values and ethics.

The School has developed a Code of Conduct for Employees to give direction to their conducting themselves in a professional and appropriate manner. This Code of Conduct is not exhaustive and must be read in conjunction with employees' contracts of employment and various School policies, procedures and practices that also set out conduct and performance requirements and standards for employees.

The Employer has the right to amend, revise and add to this Code and charge employees with any offence which is deemed an offence in terms of the common law, school rules/standards and acceptable practice.

GENERAL PRINCIPLES

1. Employees are expected to recognise, respect and conform to the values adhered to by the School. All employees must promote these values in their dealings with learners, parents and their colleagues - on a day-to-day basis, in the classroom, on the sports field and in all extra-mural activities.

In particular:

- **Responsibility** – being accountable for any actions regarding developing his/her competencies and in conducting him/herself in the workplace, preserving the essential learning-centred character of the School.
- **Respect** – considerate conduct towards others that promotes an environment of cooperation and trust.
- **Fairness** – conduct towards others that shows decision-making based on impartial and objective criteria for the common good and not on personal favouritism or personal self-interest.
- **Honesty** – speaking the truth and acting in a truthful manner, not withholding information that would mislead others regarding the truth.
- **Integrity** – adhering to moral and ethical principles and doing the right thing at all times and in all circumstances, no matter what the consequences will be.

2. All employees, as representatives of the School, will uphold these values in the discharging of their manual, professional, organisational and administrative duties. Employees are expected to adhere to and comply with all school policies and standards.
3. Employees should demonstrate a spirit of loyalty and service to the School, its administrators, School Board and learners. It should be noted that in terms of South African common law, an employee has a number of basic duties and obligations to his/her employer, including maintaining reasonable efficiency, furthering and protecting the employer's interests, rendering honest service, being obedient and refraining from misconduct. As such, employees are legally obliged to protect the interests and reputation of the School.
4. Employees will treat their colleagues, superiors, learners and parents with respect and dignity, as well as suppliers and other persons associated with the School. Behaviour that is both ethical and professional is the cornerstone of the ethos of the School, and is therefore a critical component and obligation of all contracts of employment.
5. It is expected that employees will conduct themselves in a considerate and responsible manner, preserving the educational character of the School. Employees will therefore not conduct themselves in an unruly or disturbing manner, and will refrain from any form of intrusive or threatening conduct, on or off the school premises, towards any person who is in any way associated with the School.
6. No employee may undermine or attempt to undermine the dignity, beliefs, privacy, integrity, reputation or professional standing of another employee. Any unacceptable or intolerant behaviour, harassment, hate speech or discriminatory conduct by an employee will be treated as serious misconduct. Employees are expected not to reciprocate when experiencing disrespectful conduct.
7. Learners are to be treated with consideration, kindness and respect. Educational staff members in particular are expected to be alert to any evidence of a learner being under unreasonable stress, or being a victim of abuse or neglect. School employees who have a reasonable suspicion of any learner suffering from abnormal stress, abuse or neglect are required in terms of this Code (and also as provided for by law) to

report their suspicions to the Head and/or the school Psychologist / Counsellor. Any personal information disclosed by a learner to a teacher or other employee must be treated as being strictly confidential.

8. All employees will fulfil their obligations to the School in terms of their contract of employment to the best of their abilities, until released by mutual consent or in accordance with the law.
9. Employees must adhere to authority and follow valid instructions from a superior.
10. Employees may lodge an objection through proper channels, such as the Grievance Procedure, to any administrative policies or school practices that the employee cannot accept in good conscience.
11. Should any employee have good reason to believe that a colleague or other person is acting illegally or in a way which may be harmful to the School, other employees or individual learners, that employee has a clear duty to report their concerns to the Head and/or the School Board.
12. No employee may, without the prior consent of the Head, disclose to any other person or concern any confidential and/or private information that may be acquired during the course of employment with the School. All discussions at staff meetings or similar shall be kept confidential.
13. All employees are responsible for protecting the intellectual property and personal information of the School, co-workers, learners, etc. that they may be exposed to in the course of their employment. The provisions of the Protection of Personal Information Act (when operative) must be observed at all times.

CONDUCT AND STANDARDS EXPECTED OF EMPLOYEES

14. Employees must at all times be neat and presentable in accordance with their job function. Employees are required to be well presented at all times and fit for duty.
15. The personal or private use of School facilities, vehicles, equipment and property without proper permission or authorisation, is expressly prohibited. This includes the use of stationery, telephone, internet, e-mail, fax and copying facilities. Should any such unauthorised use result in damage, injury or harm, the employee concerned will further bear full responsibility for the results of their actions. Equipment or similar issued to an employee, must be properly cared for, looked after and secured.
16. Working hours, rest periods and arranged time periods must be strictly adhered to by all staff. Poor timekeeping practices, unexplained absences or premature departures from the workplace or from school events are not conducive to orderly school activity or discipline and will be subject to disciplinary action.
17. The School provides a service to its community and clients, which often requires staff members' involvement beyond customary working hours. All members of staff are expected to be in attendance during normal or extended working hours and are also expected to be reasonably flexible i.e. willing to perform work not ordinarily expected of them but which they are capable of performing. This is particularly the case when a colleague is absent, or is unable to perform the work that needs to be done for any reason.
18. The School reserves the right of access to its premises and property and insists on adherence to appropriate safety procedures and protective measures. Employees and their visitors are required to respect the School's rights and obligations in this regard and to strictly observe the rules and regulations put in place by the School.

Persons who are not entitled to be on the School property should not be permitted to remain on the property once identified. Employees should not invite persons onto the property that have no good reason to be there. This is particularly the case after normal school hours, over weekends or during School holiday periods.

- 18.1. If any visitor is invited to enter the School property by an employee, the responsible employee will be expected to notify the School Security and/or Reception of the visitor's expected arrival. All visitors to the School must be escorted by the employee they are visiting, and that employee is responsible for the visitor's personal safety and behaviour while on the School's premises.
- 18.2. Casual visitors will only be given entrance to the School if there is a legitimate reason for their wishing to access the School's premises. Such visitors will only be permitted to enter if the

employee they are visiting or meeting is available to meet them, will escort them while on the School premises, will ensure that they do not disrupt School activities, and will ensure that the visitor leaves the School premises once their business has been completed.

- 18.3. Visitors and parents are to be discouraged from congregating immediately outside of the School's premises at the School gates where congestion and security concerns may be the result. The School has the obligation to reasonably ensure the safety of its learners, their parents and School employees while attending school.
19. Employees must inform the School if they have, or know of a learner or co-worker who has, a notifiable disease. Legal requirements in this regard must be adhered to.
20. Employees may not be in possession of, under the influence of, or consume alcohol or other intoxicating substances during working hours, on the school premises or in school vehicles, and may not use, distribute or sell such substances.
 - 20.1. No alcohol may be served on school premises .
 - 20.2. Employees can at any time be required to submit to breathalyser or similar tests if suspected of being under the influence of any substance.
 - 20.3. If an employee is taking medication which could impair his/her faculties, the employee is required to disclose this to their superior and/or the Head prior to the start of the school day.
 - 20.4. Employees who report for duty under the influence of alcohol or drugs, or if they are considered unfit for duty, will be refused access to, or evicted from, the School's premises.
21. Smoking is prohibited on the School premises, in School vehicles and in the vicinity of learners, except in areas as may be specifically designated in terms of smoking regulations.
22. Employees may not be in possession of any potentially dangerous object, weapon or firearm on the School's premises without the specific permission of the School Head and if they are found to be or suspected of being in possession of any dangerous weapon or object, may be evicted from, or refused access to, the School premises.
23. Employees may not use language (verbal/written) or gestures that are insulting, intimidating or provoking, or which may offend any individual or group, whether privately or publicly. Any form of abuse, harassment (sexual or otherwise), hate speech or victimisation is strictly prohibited and is regarded as a serious offence.
24. Fighting, assault or other physical confrontation is strictly prohibited, even when provoked, unless it is necessary for the employee to act in self-defence.
25. No unauthorised freelance- or alternative work may be undertaken by an employee without prior arrangement with the Head or School Board. Employees may also not be involved with any actions, meetings or business during working hours that have not been authorised by the School.
26. No employee may take learners on any excursions without adequate adult supervision and without the required indemnity forms signed by their parents / guardians. All excursions involving learners must be authorised and take place with the knowledge of the Head.
27. Employees may not undertake, or engage in, activities for which they are not qualified or not competent to perform. Where licences or permits are required for a specific activity, employees may not engage in that activity unless they have the required licence / permit.
28. Social media, associated applications and cell phones may not be used during teaching times for personal reasons. All employees must comply with the School's policies/instructions in respect of the use of, and access to, the internet, computers and other electronic devices.
29. No videos, photos, texts or similar with inappropriate content such as sex / violence / hate speech / harassment / etc. may be circulated or displayed.

PROFESSIONAL CODE OF CONDUCT FOR PROFESSIONALS – ALL TEACHING STAFF

30. All persons employed in educational or academic posts by the School - whether on a full-time or part-time basis - are required to be registered members of the South African Council of Educators (SACE). The School will require written confirmation of a teacher's professional membership with SACE prior to any employment relationship commencing. As members of SACE, all teachers are required to conduct themselves in a manner that conforms fully with the SACE Code of Professional Ethics for educators, as amended from time to time.
31. The teacher will teach in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, political affiliation, colour, gender, physical characteristics, age, ancestry or place of origin. The teacher should treat all learners with respect and should be considerate of their personal, intellectual, cultural and other individual circumstances and needs.
32. All teachers should be responsible for recognising individual learner educational needs, prescribing and implementing appropriate instructional programmes and evaluating the progress of all their learners.
33. The teacher may not divulge information about any learner received in confidence or in the course of professional duties, except as required by the Head or by law, or as required in the professional and considered judgment of the teacher as being in the best interests of the learner to disclose relevant information to the proper authorities. Where possible, specific permission to disclose should be obtained from the relevant learner / parent / guardian. Any personal information disclosed by a learner to a teacher will be treated as highly confidential.
34. The teacher may not take advantage of his/her professional position to profit from the sale of goods or services to or on behalf of learners in the teacher's or a colleague's charge.
35. The teacher may not charge for tutoring a learner in any learning area in which he/she is responsible for giving classroom instruction to that learner, except with the prior permission of the Head.
36. The development and nurturing of an understanding relationship between teacher and learner, which is based on mutual respect and recognition of the role that each plays in the learning situation, is desirable. It is, however an abuse of this professional relationship if a teacher should, *inter alia*
 - enter into an improper association or relationship with a learner
 - show undue personal favour or disfavour towards any learner
 - in any way unduly influence a learner's marks or results
 - commit such acts against a child which are illegal or unprofessional
 - endeavour to exert an undue influence with regard to personal attitudes, opinions and behaviour that are not connected with the ethos or objectives of the School
 - engage in inappropriate contact with a learner in terms of social media platforms and/or communications not relating to school activities.
37. Teachers will to the best of their abilities work to promote the qualities of initiative, self-reliance and independence in their learners. In doing so they must recognize the human right to self-determination and strive to endow learners with the confidence necessary to become agents of their own learning and discovery.
38. The teacher in discharging his/her duties in relation to the learner, shall be punctual, empathic, prompt and prepared, shall attend lessons at all times and shall recognise his/her responsibilities with regard to the academic and personal development of their learners.
39. All teachers should be open minded and allow others to express their opinions and should not hinder the development of democratic processes with regard to the administration of the School. Disputes arising between teachers regarding professional concerns or differences which cannot be resolved through personal interaction, must be submitted to the Head for consideration and resolution. Disputes should not be communicated or referred to external or third parties outside of the School structure by the teacher until the School's internal grievance, conflict and dispute procedures have been exhausted.
40. No teacher may undermine the professional standing of another teacher. A teacher must be informed if one of his or her learners is receiving private tuition from a fellow member of staff.

41. Teachers must accept that professional training and personal evaluation of their educational efforts and routines is an ongoing process. Teachers are also required to take cognisance of evaluations conducted by, or on behalf of, the School and make serious efforts to meet goals set by the School to sustain and improve its academic standards.

End of Pro Forma: Code of Conduct: School Employees
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