



# Mokopane English Combined School

*Do more; do it better: make a difference*

Primary and High Schools 015 4911794  
Foundation Phase 0154911252  
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www.mecs.school.co.za

POLICY NAME	EMPLOYMENT POLICY		
Effective Date	1/1/2023	Authorised by:	Principal
Next Review Date	1/1/2025	<i>Brian Dawson</i>	Principal
Next Review Date	1/1/2027		

**PLEASE NOTE THAT terms and conditions of employment may be amended from time to time in consultation with employees. Some conditions may for example change due to amendments of legislation.**

## INTRODUCTION

In this document, any reference to gender shall include the other gender, unless the contrary is expressly indicated.

This manual contains general provisions that are applicable to all employees. Note however that some of these provisions may not be applicable to a specific employee, depending on the status/category of that employee (part-time / relief / temporary etc.). Specific arrangements in this regard are normally set out in the employee's contract of employment.

## 1. EMPLOYMENT STATUS AND APPOINTMENT

It is the policy of the School to ensure that every employee has a proper employment contract that sets out his/her status, duties and conditions of employment.

## 2. POLICIES AND PROCEDURES

The School has developed policies that are applicable to various categories of employees. These include the policies as contained in, or attached to, this document, or which may be obtained from the Admin office of the school website staff portal, for perusal, as may be applicable.

## 2. REMUNERATION

- 2.1. As an independent educational institution, the School does not manage and compensate its employees in terms of the guidelines and decisions of the National/Provincial Department of Education. The School appoints its own employees and pays them non-discriminatory, market-related salaries according to seniority, experience, qualifications, scarcity of subject expertise and the contribution of the relevant employees.
- 2.2. Increases are normally considered once a year and are subject to an employee's performance during the course of the year, the general financial position of the School and other economic factors.

## 3. WORKING HOURS

- 3.1. All employees are expected to be on duty during normal school hours as determined by the School management from time to time and to be present on the school premises whenever so required for academic, cultural, sport and other activities. Working hours for individual employees are as set out in their contract of employment, and may be varied from time to time.
- 3.2. School hours may be changed at the discretion of the Head to ensure the smooth running of school activities. Employees will be informed thereof.

- 3.3. All employees will be expected to dedicate such hours to their duties and other obligations as may reasonably be necessary to execute their responsibilities satisfactorily and according to the School's standards of excellence. This includes extra-mural and other school-related activities and responsibilities. Further after hours activities may take place during afternoons, in the evenings, or during weekends or school holidays and all employees are expected to work overtime when so required.
- 3.4. Senior management and employees whose annual earnings exceed the threshold as determined in terms of the BCEA from time to time, are not entitled to additional payment when working more than 9 hours per day or 45 hours per week (excluding meal breaks). This is taken into consideration in relation to their remuneration packages.
- 3.5. Employees who do qualify for statutory overtime payment will be compensated according to the BCEA – normally at 1½ times the normal hourly rate. The School may however give time off to employees in lieu of overtime payment, in terms of the provisions of employees' employment contracts. Overtime work is subject to prior authorisation by the employee's superior in order to qualify for payment.
- 3.6. Employees are responsible for (the cost of) their own meals and refreshments during school-related activities. If employees however are required to stay overnight on School-related business or activities, a daily allowance (as determined by the School from time to time) is payable to the employee towards food and incidentals, subject to the submission of valid expense vouchers to the School.

## **5 UNEMPLOYMENT INSURANCE FUND**

All employees who receive the maximum remuneration in terms of the unemployment Insurance Act, contribute to the fund at 1% of the employee's gross salary. The School also contributes 1% to the Fund. (This is subject to legislation.)

## **6 BENEFIT SCHEMES**

Medical insurance is available with limitations. Details available from the Finance office on request.

## **7 RETIREMENT**

- 7.1. The School may provide for a Retirement Fund for its employees. Should this be the case, it is a condition of employment that an employee becomes a member of the Retirement Fund as may be made available by the School. Deductions will be made in accordance with the rules of the Scheme as amended from time to time and contributions form part of the employee's cost of employment remuneration package. Employees must provide the School with nomination of beneficiary forms and it shall be the responsibility of the employee to update the beneficiary details as and when necessary.
- 7.2. An employee retires at the end of the year during which he/she reaches the age of 65 or at the age as may be determined by the rules of the Retirement Fund from time to time. Upon reaching this age, retirement is automatic and the existing employment relationship is terminated.
- 7.3. Employment subsequent to retirement is discretionary and normal recruitment and selection principles and practices will apply. Retired employees may only be employed on a temporary basis by the School. The appointment will be regarded as a new temporary employment relationship with such new conditions of employment as may be agreed between the parties.

## **8 LEAVE**

### **8.1 Annual leave**

- 8.1.1. Leave provisions for part-time and temporary employees are as set out in their contracts of employment.
- 8.1.2. Annual leave must be taken during the year-end closure of the School in December. Any other leave days may only be taken as agreed with the Head / School Board, generally only during scheduled school holidays for academic employees. Leave days granted and taken in excess of the annual leave entitlement will be unpaid.
- 8.1.3. Scheduled school holidays will generally be regarded as working time for employees. Time off during school holidays shall be subject to any school/educational- operational- or other obligations of the employee in the execution of his/her duties as an employee of the School. Should the employee have any operational-, academic-, cultural-, sport- or other obligations during school holidays, leave will not be granted during such periods.
- 8.1.4. At the start of every school term, academic and administrative staff may be expected to be on duty up to two days prior to the start of the term to prepare for the new term. These employees may

also be expected to remain on duty for two days after the school has closed at the end of the school year, to prepare for the next school year.

## 8.2 Sick leave

- 8.2.1. Employees are entitled to sick leave in accordance with the provisions of the Basic Conditions of Employment Act, i.e. five-day workers are entitled to thirty (30) working days paid sick leave in a 3-year cycle of continuous employment with the School. The first 3-year cycle commences at the start of employment.
- 8.2.2. During the first six (6) months of employment, an employee is entitled to one day sick leave for every twenty-six (26) days worked. Thereafter, the employee is entitled to his/her full sick leave cycle entitlement. Sick leave provisions for temporary employees are as set out in their contracts of employment.
- 8.2.3. Sick leave may not be accumulated from one sick leave cycle to the next, and unused sick leave has no cash surrender value and cannot be 'encashed' by the employee.
- 8.2.4. Should an employee be absent for health reasons for more than two (2) consecutive days or for more than a total of two days in any eight (8) week period, the employee will only be entitled to paid sick leave upon submission of a valid medical certificate.
- 8.2.5. Medical certificates must be issued by a registered medical practitioner who has examined the employee and who can, in his/her professional capacity, certify that the employee had been unfit to perform his/her duties due to illness or injury, for a specified period.
- 8.2.6. The employee must personally inform the Head (and/or immediate superior) of any such absence, and the expected date of his/her return to work, before 07h00 or as soon as possible on the first day of absence, and on each day of absence thereafter.
- 8.2.7. The School reserves the right to expect the employee to subject him/herself to a medical examination by a medical practitioner appointed by the School, and at its expense, to obtain a (second) medical opinion regarding any serious injury, repeated illness or alleged ill-health that appears to indicate employee disability - whether temporary, permanent, partial or full incapacity as a result of ill health or injury.
- 8.2.8. Should such an assessment or medical examination determine that the employee's illness or injury does significantly affect their ability to perform their normal function and work, the School may take such steps as are necessary to address this.
- 8.2.9. Should the employee's sick leave entitlement in a particular cycle have run out, or should valid medical certificates not be submitted when so required, those periods of absence due to medical reasons, shall be unpaid.
- 8.2.10. Thirty Six (36) working days in a cycle of three years. Twelve (12) days are allocated per annum and cannot be carried over to the next year. A medical certificate is required for sick leave of three days or more. A supervisor may, however, request a medical certificate, if a teacher is absent for a third day in an eight-week cycle because of illness, or shows a fixed pattern of taking sick leave. Should sick leave be taken on a Friday or Monday preceding or following a long week-end, a medical certificate will be requested  
Ordinary dental and doctor's visits have to be scheduled for after school hours. No paid leave will be granted for these appointments. Paid leave will be granted when a teacher needs to seek specialist treatment. The teacher must, however, notify the principal well in advance of the appointment date.

### **8.3. Leave for Temporary Disability**

- 8.3.1. When an educator's normal sick leave in a certain sick leave cycle is exhausted and it is a medical practitioner's / dentist's view that the educator is temporarily disabled due to illness, additional sick leave can be granted, provided that:
- 8.3.2. The educator's supervisor is aware of the illness.
- 8.3.3. The medical practitioner / dentist certify that the disability is temporary.

### **8.4. Permanent Disability**

- 8.4.1. If an educator's degree of disability is permanent in nature, the Principal will decide about additional leave or what action / s to follow.

### **8.5. Leave due to Occupational Accidents or Diseases**

- a. An educator, who, because of an Injury on Duty is absent, receives special sick leave under the Compensation for Occupational Injuries and Diseases Act, 1993, provided the injury is according to the provisions of the Court. Please note that it is compulsory for an injury on duty to be reported. Neglecting to report an injury is punishable.

### **8.3 Maternity leave (Currently under review)**

- 8.3.1. In terms of the Basic Conditions of Employment Act, an employee is entitled to four (4) months' maternity leave.
- 8.3.2. In terms of the statute, maternity leave may commence from four (4) weeks prior to the expected birth, and may not end until six (6) weeks after the birth - unless a medical practitioner has approved of shorter periods.
- 8.3.3. An employee who intends to take maternity leave must notify the Head thereof, and must indicate the dates upon which the maternity leave will commence and the expected return to work. Such notification must be given at least 12 weeks prior to the commencement of maternity leave, except when this is not reasonably practicable.
- 8.3.4. There is no statutory obligation on an employer to pay the employee during maternity leave. However, an employee of the School who takes maternity leave and who has been employed for a year or more must apply timeously for unemployment benefits
- 8.3.5. Should the employee wish to make an interest free loan from the school, an amount equal to the UIF benefit may be advanced to employee by the school on a monthly basis for the duration of the maternity leave.
- 8.3.6. A loan agreement will be signed by the employee before taking maternity leave. This loan agreement will state that the employee will pay the advanced sums back to the school's coffers, as soon as she receives the UIF benefits, or within 12 months, whichever is the earliest.
- 8.3.7. The H.O.D will check and discuss a handing over document with the replacement teacher and the employee going on maternity leave, at least one month before leave is taken. All aspects regarding planning schedules, resources, files, books, work, portfolios, tests, exams etc. will be covered to ensure a smooth handover and continuation of the academic-, administrative- and other duties. The full co-operation in this regard is expected from the person going on leave.
- 8.3.8. Matters and concerns from parents during the time of maternity leave, should be immediately directed to the school for handling by the H.O.D. The person on leave should not deal with parents.
- 8.3.9. An employee cannot work for the first six weeks after the birth, unless a medical practitioner has said that she is fit to do so. An employee who is pregnant or breastfeeding may not perform work that could endanger her or her child's health.
- 8.3.10. Should such an employee not return to duty after having taken maternity leave, any remuneration paid to the employee during such leave will have to be paid back to the School and employees will be required to sign an acknowledgement of debt to that effect.
- 8.3.11. Employees should note that notice periods may, in terms of legislation, not run concurrently with any leave period, including maternity leave. Should an employee resign during a period of maternity leave, the employee's notice period may accordingly in any event only commence after the end of the maternity leave period and must generally be worked out, unless the School waives this requirement.

8.3.12. If the employee does not tender her services during the notice period, and the School has not waived this requirement, the employee may be held contractually liable for any damages incurred by the School as a result thereof.

8.3.13. In the case of adoption of a new-born baby by an employee, maternity leave within the framework as outlined above and with the necessary changes as applicable to the situation, will be considered.

## 8.4 Family Responsibility leave

Subject to legislation, every employee who has been employed for four (4) months by the School may be granted a total of three (3) days' paid family responsibility leave per year once appropriate proof of the necessity for such leave has been provided. This leave will only apply in the following circumstances:

- When the employee's child is born (where maternity leave is not applicable);
- When the employee's child is ill; or
- In case of the death of: the employee's spouse or life partner, the employee's parents, adoptive parents, grandparents, child, adopted child, grandchild, brother or sister.

This category of leave does not accrue and cannot be converted to monetary compensation (including upon termination of employment).

## 8.5 Study leave

The School encourages employees to improve their knowledge and skills. Special leave may be granted to a teacher for an approved study related education. This study area must be in the interest of development and an asset to the school. Proof of the exam timetable as well as proof of sitting the exam must be handed to the principal before any payment for absence will be made. Study leave may be granted, with; or without, or with partial pay. Study leave for an examination may be taken a day before the exam sitting as well as on the day of the sitting. An extra day or two (2) may be granted at the principal's discretion. Should the exam be written on a Monday, Friday can be taken as study leave

Paid study- and examination leave may be considered and granted as follows:

- 8.5.1. Prior approval must be obtained from the Head.
- 8.5.2. Examination subjects must be relevant to the employee's position or to the benefit of the School.
- 8.5.3. Studies must be at a recognised tertiary institution.
- 8.5.4. Timely submission of examination schedules.
- 8.5.5. Applications for study leave to be submitted at least seven (7) working days prior to leave being taken.
- 8.5.6. Study leave may be granted on the day prior to an examination (except if this is on a Sunday, Public Holiday or any period of leave) and/or on the day of the examination.
- 8.5.7. Study leave will be capped at a maximum of ten (10) days per year in total.

## 8.6. Special Leave for Participation in Sports / Cultural and Other Activities/Religious Holidays

With the approval of the principal, leave with full pay is granted to sporting, cultural or other similar activities.

- 8.6.1. These include, among others:
  - 8.6.1.1. To participate in sporting events, representing regional level.
  - 8.6.1.2. To act as an Official / Referee at provincial level.
  - 8.6.1.3. To act as Host or group leader of a course.

- 8.6.1.4. Attendance at courses, meetings or other events as approved by the Principal.
- 8.6.1.5. Supervising a learner at provincial level for sport or cultural activities.
- 8.6.1.6. A teacher may take paid leave for a significant religious holiday, falling within the school term.

#### 8.7. UNPAID

8.8. At the sole discretion of the principal, unpaid leave may be granted where exceptional circumstances exist, and must be authorised by management, subject to the following conditions:

8.8.1. Unpaid leave will only be granted once all accumulated annual leave has been taken.

8.8.2. In the case of protracted illness, unpaid leave will only be considered once:

8.8.2.1. The sick leave entitled has been exhausted

8.8.2.2. All accumulated annual leave has been taken

In such cases, the employee will be entitled to approach the UIF to claim ill-health benefits.

8.5.1. Factors to be taken into account when considering whether to grant unpaid leave are:

8.5.1.1. The reason for the request;

8.5.1.2. Length of service – ideally after twelve (12)

8.5.1.3. Work performance

8.5.1.4. Attendance history; and

8.5.2. The employee, for the duration of unpaid leave, must maintain the employee and employer's contribution to the Retirement Fund and Medical Aid Scheme for extended periods of unpaid leave. These payments must be made in advance.

8.5.3. Application for unpaid leave must be made in writing and should be authorised by the Principal. Once authorised, the original leave application must be sent to the admin office for processing and then filed in the employee's personal file and the duplicate returned to the employee.

8.5.4. Leave application forms may be obtained from the admin office.

8.5.5. Unpaid leave is limited to a maximum of six working days over a two year period in cases other than illness but may be extended upon review by the Chairman of the Board.

8.5.6. Unpaid leave may be granted according to regulations defined in the school policy.

9.1. **BONUS** Permanent employees may qualify for a discretionary bonus payment in terms of their employment contract, if they are still in the employ of the School at the time of payment of the bonus.

9.2. This is not a guaranteed bonus or a 13th cheque but is subject to the discretion of the School Board and availability of funds.

## 9 OTHER BENEFITS

The School may offer a preferential rate in respect of school fees to permanent full time employees whose children ((biological / legally adopted or under registered guardianship) have been admitted to the School. This rate may vary from time to time and must be regarded as a privilege and not a right.

## 10 TRAINING AND DEVELOPMENT

11.1 It is the policy of the School to encourage employees to improve themselves by way of evaluation, academic-, professional-, sport- and other training by appropriately accredited professional and academic institutions.

11.2 Training, personal development or study may be considered and supported on its merits, especially if such training or studies will contribute towards the development of the employee and will be to the benefit of the School.

11.3 All employees of the School are required to have the necessary technological skills to properly utilise relevant electronic equipment and/or instruct learners accordingly. Employees are specifically required to participate in training and development relating to new and existing technology as may be applicable – including the use of computers, tablets, smart boards, smart phones, internet, software programmes and the like.

11.4 Employees may also be required to attend courses, conferences and other developmental events as are considered necessary for the development of the employee's knowledge and skills. The cost of these developmental activities will generally be borne by the School and shall not constitute remuneration,



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however if the employee leaves the School's employ within 6 months of the training been completed, the employee will be liable to reimburse the School for the cost of the training.

- 11.5 The costs for (renewal of) certificates / permits which are prerequisites of an employee's employment, such as First Aid certificates or public driver permits, are the employee's responsibility and the onus is on the relevant employee to attend to this prior to expiry of the current certificate / permit.

## 11 UNIFORMS AND/OR SAFETY CLOTHING

- 11.1 Ancillary staff employees may be required to wear a uniform when on duty. Safety clothing or items will also be provided as necessary.
- 11.2 The School will provide two set(s) of required uniform items when the employee (Ancillary staff) starts employment, and at such intervals thereafter as may be reasonably required, given normal wear and tear.
- 11.3 These items will remain the property of the School and must be returned when new uniforms are provided or upon leaving employment.
- 11.4 Should the uniform be lost or damaged beyond fair wear and tear prior to the issuing of new uniforms, the employee may be required to replace the uniform.
- 11.5 The employee will be responsible for the cleaning and care of the uniforms.

## 12 ADVANCES ON SALARY / STAFF LOANS

It is the policy of the School not to provide staff loans/salary advances to employees.

## 13 USE OF SCHOOL PROPERTY / ASSETS BY EMPLOYEES

Any equipment, tools, uniforms or other School property that are used by employees whilst employed by the School, must upon termination of employment immediately be returned to the School. Employees are also expected to accept responsibility for such property and to take proper care thereof.

## 14 CELL PHONES AND ELECTRONIC DEVICES (REFER TO SEPARATE CELL PHONE POLICY)

Personal cell : The use of any such devices may not interfere in any way with the performance of an employee's duties.

## 16 USE OF VEHICLES FOR SCHOOL-RELATED OBLIGATIONS

### 16.1 Private vehicles

- 16.1.1 Should the School require an employee to use his/her private vehicle for particular school-related obligations, he/she will be compensated at a fixed tariff per kilometre (as determined by management from time to time) for round-trip distances exceeding 200km travelled, and subject to such arrangements as may be determined by the Head from time to time.
- 16.1.2 A claim form recording kilometres travelled must be submitted before payment can be made. Compensation will be paid at the next available pay date.
- 16.1.3 Employees will only qualify for such compensation / re-imburement if the School has not made other transport available, and if prior authorisation has been obtained from the Head for the use of the employee's private vehicle for a particular school-related obligation.
- 16.1.4 Re-imburement / compensation in terms of this arrangement will, except in exceptional circumstances, not be applicable to extramural obligations.
- 16.1.5 The School will not accept responsibility for any damage, traffic fines or losses in relation to such use of the employee's private vehicle.
- 16.1.6 Employees are strongly advised to have comprehensive and appropriate insurance for their vehicles.

## **17 SAFETY, HEALTH, SECURITY AND RISK-MANAGEMENT**

- 17.1 All employees are subject to the loss control- and security arrangements as applicable at the School or at any other premises under the control of the School. An employee's person, vehicle or property may reasonably be searched by security and/or a member of the School's management.
- 17.2 Employees must note that the School reserves the right to use close-circuit television and/or surveillance-related equipment (covert or overt) on the school premises or in particular work spaces, for risk-control, security and safety reasons.
- 17.3 Computer and electronic equipment is made available to employees for the purpose of education and School-related business. Any misuse thereof, or private use which may prejudice the School in any way, will constitute misconduct. The School reserves the right to monitor the use of such equipment (including e-mails, voice mails and other electronic records) as well as to monitor and/or intercept communications of employees, which are sent or received by way of School equipment.
- 17.4 All employees are expected to comply with all health and safety rules in terms of the law, or as established by the School from time to time. These include regulations around the use of equipment and vehicles. Where necessary or required, employees must wear or use appropriate safety attire.
- 17.5 All incidents, injuries on duty and/or communicable diseases must be reported immediately to the Head or designated manager.
- 17.6 Non-compliance with health-, safety- or security rules will be regarded as serious misconduct. The School will not accept responsibility for any damage, loss, injury or medical condition resulting from the employee's non-compliance with such rules.

## **18 ALCOHOL AND OTHER INTOXICATING SUBSTANCES**

- 18.1 School employees work in an environment where minor children are present. There is also regular interaction between employees, parents, other members of the school community and/or third parties.
- 18.2 The School accordingly has a zero tolerance policy in respect of the use or possession of any intoxicating substance in relation to the workplace. It is unacceptable for any employee of the School to report to / be in attendance at work or work-related activities whilst being, or appearing to be, under the influence of alcohol or any other intoxicating substance, smelling of alcohol, or being unfit for duty in any respect due to the use of or exposure to such substances. Under no circumstances may an employee transport or supervise children unless completely sober and presentable.
- 18.3 Employees may not have in their possession, partake of, or offer any other person intoxicating substances in any circumstance associated with the work environment, except during authorised social functions where alcohol is served. Employees are nevertheless expected to practice moderation on such occasions and not act in any way that may reflect adversely on the School. Any over-indulgence and/or resulting unacceptable conduct will be subject to disciplinary action.
- 18.4 Employees who are taking medication or are subject to other treatments / circumstances which may impair their ability to perform their duties properly and safely, must alert the Head and/or their superior of this, prior to commencing such duties.
- 18.5 The School has the right, and is obliged by law, to deny an employee access to the workplace when that employee appears to be under the influence of alcohol or another intoxicating substance.
- 18.6 Employees may be required to submit to a breathalyser- or similar test at any time when this is deemed necessary by School management.

## **19 SMOKING**

- 19.1 The School's premises is a smoke-free zone and no smoking may take place in the presence of, or near, learners or in contravention of statutory Smoking Regulations.
- 19.2 The School may designate a smoking area outside, in which case this will be the only place where employees may smoke.
- 19.3 Smoke breaks must coincide with tea / meal breaks and may not interfere with the employee's duties and responsibilities.

## **20 CONFIDENTIALITY**



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- 20.1 Employees shall not, during the existence of their employment or after the termination thereof, be entitled to use any information or knowledge that specifically relates to the School and which the employee has obtained as a consequence of his/her appointment at, or association with, the School, for his/her own benefit or for the benefit of someone else.
- 20.2 Based on their employment relationship with the School, employees shall hold confidential and will not (directly or indirectly) use or make known to any person or entity, except to the extent it is absolutely necessary for the normal execution of their duties, any information relating to the School's business or operations that may come into their possession during their employment.
- 20.3 Employees are also required to protect all personal and/or private information of the School and any such information they may have access to relating to persons or organisations associated with the School. Legal provisions in this regard must be strictly adhered to.
- 20.4 Interviews with the media may only be conducted by the Head or by a senior employee who has been properly authorised to do so.

## 21 GIFTS, BENEFITS AND ETHICAL CONSIDERATIONS

- 21.1 In the interest of transparency as well as honest and ethical management practices and good governance, all gifts, gift vouchers, benefits, expressions of appreciation or considerations, etc. exceeding a value of R500.00 (or as may be determined from time to time) that may be offered or made available to an employee by parents, learners, suppliers or any other person who (directly or indirectly) has an interest in the School, must immediately be declared to the Head and thereafter be referred to the School's management for information and consideration if necessary.
- 21.2 Benefits in relation to this clause include (but is not limited to) excursions, the loan of assets, free services, holidays or the arrangement thereof, meals, discount on purchases, assets or services, etc.
- 21.3 Should an employee be unsure whether a specific gesture or gift must be declared, then he/she must declare it.
- 21.4 Employees may under no circumstances ask or accept any amount of money from any parent, learner, contractor, supplier or the like.
- 21.5 Non-compliance of these provisions will be regarded as serious misconduct and will accordingly be subject to appropriate disciplinary action.

## 22 RESOLVING DIFFERENCES OR GRIEVANCES

- 22.1 It is in the best interests of the School and its stakeholders to ensure that any differences, disagreements or conflicts that may arise in relation to the workplace, be resolved quickly, fairly and confidentially.
- 22.2 Any disagreement which cannot be amicably resolved through discussion between employees and/or their superiors, should be dealt with in accordance with the School's Grievance Procedure.

## 23 GENERAL

- 23.1 The School is an independent, English language school, based on a multi-faith, multi-cultural ethos that aims for excellence in all respects. All employees are expected to align the quality and manner of their service with the achievement of this objective and to maintain such standards as may be determined by the Head and/or School Board from time to time.
- 23.2 All employees are expected to conduct themselves in a dignified and professional manner at all times so as to bring credit to the School and to promote its objectives. Some specific rules of conduct have been included in the School's Code of Conduct, but these do not constitute a closed list.
- 23.3 It is also expected of employees to strictly comply with the School's rules and standards and to adhere to instructions from their superiors.

- 23.4 Misconduct or conduct contrary to the School's standards, will lead to disciplinary action.
- 23.5 Employees may not approach members of the School Board directly in respect of any problem or issue, but must refer all matters to the Head.
- 23.6 No unauthorised person is permitted on the School's premises and shall be removed from the premises in the case of trespassing.
- 23.7 Employees are obliged to disclose to the School if he/she has committed / been convicted of a sexual offence and/or qualifies for inclusion in the National Register for Sexual Offenders.
  - 23.7.1 Prospective employees must obtain and provide to the School a clearance certificate from the Registrar in this regard prior to commencement of employment.
  - 23.7.2 Existing employees may be required to participate in any initiative by the School to obtain clearances for its staff; alternatively, provide the School with a valid and updated clearance certificate when so required.
  - 23.7.3 Employees also have an obligation to inform the Employer immediately if his/her status in this regard changes or if he/she is charged with or convicted of, any sexual offence.

Any issue not covered in this manual or in other documents referred to herein, as well as any queries in respect of terms and conditions of employment, must be referred to the Head.