

English Version

Professional Code of Ethics Policy

Horizon Private School - American Branch

Document Control

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Policy Purpose and Philosophy

At Horizon Private School (HPSB), we believe that the quality of our learning environment is defined by the character and conduct of our people. This policy establishes the "Rules of Engagement" for our professional community, ensuring that every interaction reflects integrity, dignity, and impartiality.

Our purpose is to:

- **Guide Practice:** Provide a firm set of principles to guide professional practice and

behavior for all staff.

- **Ensure Safety:** Establish a foundation where learners are physically and emotionally safe.
- **Elevate Standards:** Raise ethical standards by providing a clear vision of expected behavior.
- **Accountability:** Ensure staff share collective accountability towards effective education.

Scope and Application

This policy applies to **all stakeholders** within the HPSB community, including:

- All School Staff (Academic, Administrative, and Support).
- Members of the Governing Board and Owners.
- Volunteers and Third-Party Providers operating on campus.

This policy governs conduct:

- Within the school premises.
- During online/digital interactions (distance learning, social media).
- During school-related events, trips, and external representation.

Legal Framework and Compliance

This policy is drafted in strict compliance with the following regulations:

- **ADEK School Professional Code of Ethics Policy (2024).**
- **MoE Code of Conduct for Education Professionals in General Education (2022).**
- **ADEK School Values and Ethics Policy.**
- **Federal Decree Law No. (31) of 2021** (Crimes and Penalties).
- **Federal Decree Law No. (29) of 2006** (Rights of Persons with Disabilities).

Definitions

- **Educator:** Staff directly involved in and supporting the teaching and learning process, including leadership, teaching support, and social/healthcare positions.
- **Learner:** Any student enrolled at HPSB.
- **People of Determination (POD):** Persons with a temporary or permanent physical, sensory, mental, communicational, or psychological impairment.
- **Additional Learning Needs (ALN):** Requirements for additional support or modifications for students with special educational needs, barriers to learning, or those identified as gifted and talented.
- **Professional Code of Ethics:** The set of principles staff and the Governing Board are expected to abide by, forming the basis for best practices and disciplinary action.
- **Partnership with Families:** The collaborative relationship between the school and

parents/guardians.

Roles and Responsibilities

The Governing Board

- Oversees the school's adherence to ethical standards and models these behaviors in governance duties.

Principal/ Executive Vice Principal

- Ensures the policy is integrated into the school culture ("Warm Authority") and investigates reported breaches.

Compliance Officer

- Updates the policy in line with ADEK circulars and manages the signing of the Code of Conduct by all staff.

All Staff

- Must read, understand, and sign the Code of Conduct, embodying these principles in daily interactions.

Policy Statements and Procedures

HPSB adopts the **Six Standards of Professional Ethics** mandated by ADEK.

Standard 1: Respect for UAE National Identity and Cultural Values

Educators must foster an atmosphere of respect aligned with UAE culture and Islamic values.

Our Commitment:

- Exhibit respect for individuals of different religious, ethnic, or cultural backgrounds.
- Treat all learners equitably, including People of Determination (POD), ensuring classrooms are free from discrimination.
- Ensure workplaces are free from all forms of discrimination.

Prohibited Conduct:

- Discrimination or harassment based on religion, race, origin, social status, age, or gender.
- Discrimination against female employees who are expecting or have recently given birth.
- Promoting religious or political extremism, racism, or bullying.
- Dressing in a way that is culturally inconsiderate or excessively revealing.

Standard 2: Relationships with Colleagues

We maintain a supportive professional environment driven by collaboration.

Our Commitment:

- Collaborate to develop a positive environment for all.
- Mentor and guide new educators to ensure their successful induction.
- Encourage colleagues to adhere to high professional standards.

Prohibited Conduct:

- Harassing a colleague verbally or physically.
- Spreading false rumors or slandering a colleague's reputation.
- Revealing confidential information concerning a colleague.
- Intentionally excluding colleagues from work-related information preventing them from carrying out official duties.

Standard 3: Legal Obligations and Integrity

Educators are public figures who must abide by government laws at all times.

Our Commitment:

- Maintain honesty and integrity in all work.
- Obtain a Private Teacher Work Permit (MoHRE) if conducting tutoring services strictly following MoHRE requirements.
- Report violations of laws to relevant authorities.

Prohibited Conduct:

- Falsifying qualifications or employment history.
- Tutoring HPSB Learners: It is strictly prohibited for teachers to privately tutor students who are enrolled at HPSB.
- Plagiarism or misrepresenting someone else's work.
- Partaking in the covering up of a whistleblowing concern.
- Making statements, official or unofficial, that disparage the reputation of ADEK or the school.

Standard 4: Digital Activities

Educators must safeguard their own and their learners' digital safety.

Our Commitment:

- Engage with learners on how to evaluate digital information and use Artificial Intelligence (AI) ethically.
- Help learners identify and report cyberbullying.
- Undertake Continuous Professional Development (CPD) to safeguard digital identity and security.

Prohibited Conduct:

- Utilizing work devices for inappropriate content.
- Sharing photos or screenshots of learners containing **identifiable personal information without authorization.
- Failing to monitor or implement corrective measures for plagiarized material in student work.

Standard 5: Community Protection (Safeguarding)

Our Commitment:

- Immediately report any suspicion of learner or staff maltreatment to the Designated Safeguarding Lead (DSL) and relevant authorities.
- Spread awareness on how students can identify and report maltreatment.

Prohibited Conduct:

- Making inappropriate comments or physical contact with learners, even in a "joking" manner.
- Maltreatment of students or staff in any form.
- Failing to report a witnessed instance of maltreatment.

Standard 6: Community Engagement

Educators act as role models for civic duty and sustainability.

Our Commitment:

- Actively support social and community initiatives and encourage learners to do the same.
- Contribute to HPSB sustainability initiatives.
- Participate in CPD activities to better engage with and contribute to the community.

Prohibited Conduct:

- Using social causes to mobilize learners toward extremism.
- Fraudulent fundraising or using social causes for personal gain.

Monitoring, Review, and Communication

- **Sign-Off:** All staff must sign a declaration of adherence to this policy and the MoE Code of Conduct annually.
- **Disciplinary Action:** Failure to comply results in measures according to HR policy and ADEK regulations, notwithstanding penalties imposed by Federal Decree Law No. (31) of 2021.
- **Review:** This policy is reviewed annually or upon updates to ADEK/MoE regulations.

References and Related Documents

- **External (ADEK):**
 - [ADEK School Professional Code of Ethics Policy \(2024\).](#)
 - Ministry of Education (MoE) Code of Conduct for Education Professionals (2022).
 - Federal Decree Law No. (31) of 2021 (Crimes and Penalties).
 - MoHRE Ministerial Resolution No. (710) of 2023 (Private Tuition).
 - ADEK School Student Protection Policy.