

English Version

Values & Ethics Policy

Horizon Private School - American Branch

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Policy Purpose and Philosophy

At Horizon Private School (HPSB), we believe that education extends beyond academic attainment; it is the cultivation of character, integrity, and cultural respect. This policy establishes the moral compass of our school, ensuring that our "Warm Authority" is rooted in the highest ethical standards and a deep respect for the UAE's National Identity.

The purpose of this policy is to:

- **Define Core Values:** Embed the fundamental values of education and the cultural values

of the UAE into the fabric of daily school life.

- **Ensure Ethical Leadership:** Guarantee that all decisions, from the classroom to the boardroom, are made with transparency, integrity, and fairness.
- **Promote National Identity:** Honor the heritage of the UAE through specific, mandated practices and community engagement.
- **Safeguard the Community:** Provide clear frameworks for preventing and reporting unethical behavior, ensuring a safe, inclusive, and respectful environment for all learners and staff.
- **Promote Global Standards:** Foster awareness, compassion, and mutual respect in line with the National Program for Tolerance.

Scope and Application

This policy applies to all members of the HPSB community, including:

- **Learners:** In all learning environments, ECAs, and off-site excursions.
- **Staff:** All academic, administrative, and operational personnel.
- **Leadership & Governance:** The Governing Board, Trustees, and Executive Leadership.
- **Families & Partners:** In their interactions with the school and participation in school life.
- **Third-Party Providers:** Contractors and visitors operating within school grounds.

Legal Framework and Compliance

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

- **ADEK Policy:** ADEK School Values and Ethics Policy (v1.1, Sept 2024).
- **Federal Law:** Federal Decree Law No. (18) of 2020 on Private Education.
- **Penal Law:** Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties (Whistleblowing and reporting obligations).
- **Academic Integrity:** Federal Decree Law No. (33) of 2023 Concerning Combating Cheating and Violation of Examination Systems.
- **Code of Conduct:** MoE Code of Conduct for Education Professionals (2022).

Definitions

- **Core Values:** The fundamental values of education combined with the cultural values of the UAE. This includes integrity, honesty, transparency, inclusion, respect, tolerance, and sustainability, teamwork, innovation, and accountability.
- **UAE National Identity:** A system of social and moral values associated with the lifestyle, traditions, and heritage of the UAE people, past, present, and future.
- **Ethical Leadership:** Leadership demonstrated by the Principal and Governing Board that holds respect for UAE National Identity and ensures decisions are free from conflict of interest.

- **Conflict of Interest:** A situation where an individual's personal, financial, or social interests might compromise their professional judgment or duties.
- **Whistleblowing:** The disclosure of information regarding organizational malpractice (e.g., fraud, risk of harm, corruption) through a safe, confidential and anonymous channel.
- **Unethical Behavior:** Any action in breach of ADEK's core values or the MoE Code of Conduct, including oppression, discrimination, racism, prejudice, favoritism, dishonesty, bullying, and harassment.

Roles and Responsibilities

The Governing Board

- Shall maintain a School National Identity Committee including a minimum of three (3) UAE National parents or parents of UAE National children to guide cultural promotion.
- Ensure school operations adhere to the highest ethical standards and UAE laws.

Leadership Team

- Model Ethical Leadership in all decision-making and staff appointments.
- Integrate ethical self-evaluation into the performance evaluation of all staff.
- Ensure the UAE Flag is flown correctly and official portraits are displayed in compliance with protocols.
- Manage the "Whistleblowing" mechanism, ensuring protection for those who report concerns.

Staff (Academic & Admin)

- Integrate Core Values into the curriculum and daily interactions with learners.
- Maintain professional boundaries and avoid conflicts of interest.
- Report any suspected unethical behavior or safeguarding concerns immediately.

Learners

- Demonstrate respect for the UAE National Anthem and symbols during assemblies.
- Uphold academic honesty and treat peers with kindness and tolerance.

Families (Partners)

- Support the school's values at home and in communications with school staff.
- Participate in National Identity initiatives.

Policy Statements and Procedures

Integration of Core Values

HPSB does not view values as abstract concepts but as daily practices.

- **Curriculum:** Values such as tolerance, sustainability, and citizenship must be woven into lesson planning across all subjects.
- **Visibility:** Core values will be actively promoted through posters, newsletters, and community events.
- **Accountability:** We maintain mechanisms to hold individuals accountable if they act in opposition to these values, prioritizing restorative practices where appropriate.

UAE National Identity and Cultural Values

Respect for our host country is paramount. HPSB mandates the following:

- **The National Anthem:** A daily assembly will be organized where all learners attend and sing the UAE National Anthem. Staff must ensure appropriate conduct and respect during the anthem.
- **Flags & Portraits:** Only the UAE flag shall be raised on school grounds. Official portraits of Their Highnesses will be displayed strictly according to the *Positions of Their Highness Pictures and Placements* manual.
- **Holidays:** HPSB will observe all official UAE public holidays. No working school days will be scheduled on these dates without explicit ADEK approval.
- **National Identity Committee:** A dedicated committee, including at least three UAE National family partners, will oversee cultural integration and initiatives.

Ethical Conduct and Communication

- **Fair Recruitment:** All staff appointments will be conducted fairly, transparently, and objectively, free from bias or personal preference.
- **Conflict of Interest:** All staff and leaders must declare any potential conflicts of interest (financial, personal, or social) that could compromise their professional duties.
- **ADEK Communication:** HPSB will never use ADEK's name to communicate negative decisions or non-approvals for school-specific requests unless explicitly authorized (e.g., weather closures). We will not mobilize families to lobby ADEK to reverse decisions.
- **Prohibited Advocacy:** HPSB will not mobilize families or staff to lobby ADEK to reverse decisions, seek unauthorized seat capacity exemptions, or contest inspection ratings.
- **Academic Integrity:** Students must uphold the highest integrity in all academic work. Any violation during examinations is subject to severe penalties in alignment with Federal Decree Law No. (33) of 2023.

Whistleblowing and Reporting

HPSB is committed to a culture of safety and transparency.

- **Reporting Mechanism:** The school provides anonymous and confidential channels for staff, families, and learners to report illegal or unethical practices (Whistleblowing).
- **Confidentiality:** HPSB guarantees protection against retaliation, stigmatization, or disciplinary action for any individual who reports a concern in good faith, or who is the subject of a concern until the investigation is complete.

Fostering a Positive Environment

To ensure our "Warm Authority" is felt by all:

- **Bilingual Roadmap:** HPSB provides all key policies and documents in both English and Arabic to facilitate deeper engagement with the parent community.
- **Inclusion:** We embrace diversity and ensure our admissions and teaching practices accommodate learners of determination, in line with the [Inclusion Policy](#).

Monitoring, Review, and Communication

Monitoring: The compliance of this policy is monitored via the School National Identity Committee and the HR Department (for ethical conduct).

Review: This policy is reviewed annually or following changes in UAE legislation.

Communication:

- **Staff:** Included in induction training.
- **Families:** Shared via the Parent Handbook and website.
- **Learners:** Addressed during advisory period, homeroom and Moral Education sessions.

References and Related Documents

- **External (ADEK):**
 - [ADEK Values and Ethics Policy \(2024\)](#).
 - Federal Decree Law No. (18) of 2020; Federal Decree Law No. (33) of 2023.
- **Internal (ADEK):**
 - [HPSB-013: Inclusion Policy](#).
 - [HPSB-020: Compliance Policy](#).