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**STAFF CODE OF CONDUCT POLICY**

**Statement of intent**

At Scottish Corner Kinder World (SCKW) we value the professionalism and individuality of our staff. We wish to ensure that the staff reflect the high standards of our Preschool and recognise that we represent the school in our dealings with the children, careers, other professionals and the public. We require all staff, volunteers and students to provide a positive model of behavior by treating children, parents and one another with friendliness, care and courtesy.

It is expected that all staff, volunteers and students at SCKW should provide an example of good conduct that you wish others to follow.

The Code of Conduct forms part of an employee’s contract. Failure to comply with the associated SCKW policies may result in disciplinary action being taken and SCKW reserves the right to take legal action against employees where

breaches of the Code warrant such action.

1. Be flexible, reliable and punctual
2. Be honest and trustworthy in word and deed
3. Be hard working, self motivated and willing to do as directed and a positive role model to everyone, children, parents and other staff
4. Be supportive to colleagues and treat them with lots of respect and trust
5. Be welcoming to everyone within the preschool with a smile

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1. Maintain high standards in safety, and hygiene by keeping the preschool safe and clean
2. Show initiative
3. Keep confidentiality at all times (any issues – including personal – concerning children, their parents, staff and students should not be discussed outside the preschool.)
4. Act in the best interest of the children at all times
5. Use and encourage children to follow the Grace and Courtesy rules : say please and thank-you and general manners
6. Ensure inclusive practise is provided at all times
7. Give equal opportunities to everyone within the preschool regardless of their age, gender, race, religion, culture or background. We are committed to providing equality of opportunity and will not tolerate any illegal discrimination or harassment based on race, colour, religion, sex, national origin or any other class.
8. Read and sign and follow all SCKW policies and procedures and implement them at all times
9. Ensure that your behaviour at work or outside does not cause embarrassment to the Preschool or reflect negatively on the Preschool in a way that would bring its reputation into disrepute or cause a loss of public confidence. This includes through the use of social networking sites. This must be ensured at all times including while you are working for SCKW or you have left the organization.
10. Understand that babysitting for parents out of preschool hours is at your own risk and that anything that happens in this time, the preschool is not liable for.
11. Keep all personal belongings in the staff room or at location designated by the Center Head.

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1. During the period of the employment with the school, you will devote full time to the work of the school. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the school.
2. Experience letter will be given only after completion of minimum one year.
3. Your appointment has been done on the basis of the information and particulars furnished by you in your application (including bio-data), the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
4. You shall not access your phone for personal conversation or browsing or indulge in inappropriate content during the school working hours.
5. You shall use the electronic devices like computer/ tabs/ i-pads/ printer/ scanner for school purpose solely.
6. You shall use other resources only for the school purpose.
7. You shall leave all resource files and curriculum planners at school and at no point of time can they be carried home. In case of work to be carried home from school, prior permission from Center Head has to be taken.
8. In case of late arrival to school prior intimation has to be given by a formal call to the Center Head. Late arrival of more than 15 minutes more than twice in a Calendar month will result in deduction of Half Day salary.
9. The working hours shall be applicable on all the working days for 05 Days a week i.e. from Monday to Friday. However, whenever necessity arises or in case of emergency or urgency or deadlines to be met, you shall, at the request of your superiors, be available beyond the normal working hours and on holidays and on days not included in the working days.

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1. Management could also assign additional responsibilities or change in duty within the regular working hours with prior intimation and guidance based on any changes that may arise with regards to new admissions.
2. On working days, you may leave after ensuring that all your students of your concerned class have left or have been picked up by their concerned parents/ guardians.
3. Salary is confidential information and in no circumstances does any employee discuss or disclose any matter related to salary with any other employee or their relatives.

**Staff Dress Code**  
To ensure that all staff are appropriately attired for the work place to a high standard of dress and grooming commensurate with their position at all times.

We would ask the staff to adhere to the following guidelines:

1. Maintain a neat appearance and wear the name badge provided
2. Clothing must be safe, comfortable and practical for the range of indoor and outdoor tasks that the role requires.
3. Skirts and shorts must be knee length or longer.
4. Leggings and low rise jeans should be covered by a top of suitable length.
5. Clothing must not be low cut, strappy or expose bras/ underwear or midriff or back.
6. Jeans may be worn but must not be ripped or tatty.
7. Footwear should be removed before entering the classroom.
8. Keep finger nails clean and fairly short and jewellery and make up to a minimum

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**Staff taking medication/other substances**

1. Inform the Center Head of any medical conditions or medication that may affect their daily work in writing
2. Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for children.
3. Staff medication on the premises must be securely stored and out of reach of children at all times.

**Probation Period**

Probation/Confirmation: You will be on probation for a period of 6(six) months on joining work. If the Management is not satisfied with your work and conduct, your services are liable to termination without notice at any time during or on completion of the probation period. This period of probation is liable to such extension(S) as the Management may deem fit in its sole discretion. Unless a communication in written confirming you is given, you will not be deemed to have been made permanent.

During the probation period your services can be terminated with one month notice on your side and one week notice from our side and without any reasons whatsoever.

If your services are found satisfactory during the probation period, you will be confirmed in the present position. Your services can be terminated on one month’s notice on either side.

Absence without prior approval of your Center Head, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to end without any notice or intimation. In such cases no pending salary will be paid and no experience certificate will be provided at whatsoever reason provided for such absence later.

No leaves will be allowed for this period except holidays.

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**Leave Policy ( further explained in detail )**

You will be eligible to the benefits of the school leave rules on your confirmation in the Company’s service.

| **Type** | For teaching staff | For non-teaching staff/ childcare |
| --- | --- | --- |
| Summer vacation | 2 weeks in the month of May | 2 weeks in the month of May |
| Diwali vacation | 1 week | 1 week |
| Christmas vacation | 1 week | 1 week |
| Govt Holidays | As per Govt Calendar | As per Govt Calendar |

* Staff is entitled to privilege or casual leave for 11 days in a year.
* Sick leave can be sanctioned at the discretion of the company on presentation of medical proofs
* SCKW reserves the right to call staff for any work needed for critical operational support
* Teachers Leave application form must be submitted to Center Head at least two weeks in advance
* Leave before and after a weekend shall be considered only after prior intimation and application.

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**Resignation Policy**

In case of resignation, an application has to be submitted a month prior to the Center Head in person. One month of notice has to be served and that shall begin only after it has been discussed and approved by the director. In case the procedure has not been followed, the employee will have to forgo his/her salary for the notice period served. In such a case no experience letter will be provided.

Experience letter, in case you leave the organization will be given only after completion of minimum one year.

You will abide by the Rules and Regulations/Standing Orders of the school in force. At present, and as varied from time to time.

SCKW will expect you to discharge the responsibilities entrusted on you with the highest standards of initiative, efficiency and economy.

Your continuance in the services of the Company will be subject to your physical fitness as may be required for the position you may hold.

*All employees are requested to read all points carefully and adhere to them.*

*All employees are requested to return a signed copy back to Center Head acknowledging that they have read and understood all points and promise to adhere to them at all times till they are employed with SCKW.*

**I have gone through the aforesaid letter and have understood fully the contents and intends of the said letter and all the terms and conditions are fully satisfactory and acceptable to me , and they are binding on me.**

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Signature Date