Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competences in our global minded, future leaders.

Introduction

International Community School (ICS) is committed to fostering an environment of integrity, respect, and professionalism among all members of its staff. The Professional Code of Ethics outlined in this document is designed to guide the behavior and decision-making processes of educators, administrators, support staff, and the school's leadership. This policy aligns with the Abu Dhabi Department of Education and Knowledge (ADEK) Professional Code of Ethics and sets forth the standards and expectations for all personnel working within ICS.

Purpose

The purpose of this policy is to:

- Provide clear ethical guidelines for all staff members to ensure consistent and professional behavior.
- Establish a foundation for ethical and professional conduct that promotes the wellbeing and development of students, colleagues, and the broader school community.
- Foster a culture of integrity, accountability, and respect within ICS.
- Ensure that all staff members understand and comply with the ethical standards required by ADEK and ICS.
- Encourage continuous reflection on professional practices to improve educational outcomes and the overall school environment.

Core Values

The ICS Professional Code of Ethics is grounded in the following core values:

1. **Integrity**: Upholding honesty, transparency, and fairness in all actions and decisions.
2. **Respect**: Demonstrating consideration and valuing the dignity of every individual in the school community.
3. **Accountability**: Taking responsibility for one's actions and their impact on others.
4. **Confidentiality**: Protecting the privacy of students, colleagues, and parents by handling sensitive information with discretion.
5. **Commitment to Excellence**: Continuously striving for improvement in teaching, learning, and professional development.

Scope

This policy applies to all staff members at ICS, including:

- Educators and teaching staff
- Administrative and support staff
- School leadership and management
- Members of the Governing Board

Professional Standards

1. Respect for UAE National Identity and Cultural Values

ICS staff members are expected to foster an atmosphere of respect and consideration for all members of the school community. This standard aligns with the ADEK Cultural Consideration Policy and emphasizes the importance of respecting the cultural norms and values of the UAE.

- **Professional Conduct Includes**:
    - Exhibiting respect for individuals of different religious, ethnic, or cultural backgrounds, ensuring that the school is an inclusive environment where diversity is celebrated.
    - Taking proactive steps to ensure that classrooms and other workspaces are free from discrimination, bias, or prejudice, fostering a sense of belonging for all students and staff.
    - Treating all students and colleagues equitably, including those who are People of Determination and those with additional learning needs, in alignment with the ADEK Inclusion Policy.
    - Dressing in ways that are culturally respectful and consistent with the school's dress code, setting a positive example for students and maintaining the dignity of the profession.
- **Prohibited Conduct Includes**:
    - Engaging in any form of discrimination or harassment based on religion, race, origin, social status, age, gender, or any other protected characteristic.
    - Promoting religious or political extremism, racism, or any form of discrimination through speech, actions, or materials used in the classroom.
    - Wearing clothing that is culturally inappropriate or violates the school's dress code, such as excessively revealing attire or clothing with offensive symbols or language.

2. Relationships with Colleagues

ICS staff members are expected to cultivate positive, professional relationships with their colleagues, fostering a collaborative and supportive work environment. This standard is in line with the ADEK Staff Wellbeing Policy.

- **Professional Conduct Includes**:
    - Encouraging and supporting colleagues in their professional growth, offering constructive feedback, and sharing resources and best practices.
    - Collaborating with other educators and staff to create a cohesive and supportive professional environment that prioritizes the educational needs of students.
    - Assisting in the preparation and induction of new educators through mentorship, guidance, and sharing of institutional knowledge to help them integrate smoothly into the school community.
    - Engaging in open and respectful communication with colleagues, addressing conflicts or disagreements in a constructive manner that fosters mutual understanding and resolution.
- **Prohibited Conduct Includes**:
    - Harassing or bullying colleagues in any form, including verbal, physical, or emotional abuse, or engaging in behavior that creates a hostile or intimidating work environment.
    - Spreading false rumors, gossip, or slander that could damage a colleague's reputation or professional standing.
    - Disclosing confidential information about colleagues without their consent, violating their privacy and trust.

- Intentionally excluding colleagues from professional activities, meetings, or access to information that is necessary for them to perform their duties effectively.
- Undermining colleagues by preventing them from carrying out their official duties or by deliberately obstructing their work.

3. Legal Obligations

ICS staff members are required to comply with all relevant UAE laws and regulations, as well as school policies, at all times. This standard emphasizes the importance of legal and ethical compliance in all professional activities.

- **Professional Conduct Includes**:
  - Maintaining honesty, transparency, and integrity in all professional activities, including interactions with students, parents, colleagues, and external stakeholders.
  - Understanding and adhering to relevant UAE laws, school policies, and ADEK regulations that govern professional conduct, student safety, and educational practices.
  - Reporting any violations of laws, regulations, or school policies to the appropriate authorities, ensuring that legal and ethical standards are upheld within the school.
- **Prohibited Conduct Includes**:
  - Falsifying or misrepresenting professional qualifications, employment history, or other credentials in an effort to gain employment or advancement.
  - Engaging in plagiarism, copying, or misrepresenting someone else's work as one's own, whether in academic, professional, or creative endeavors.
  - Willfully disregarding or disobeying applicable laws, regulations, or school policies, particularly those related to student safety, confidentiality, and professional integrity.
  - Engaging in private tutoring or other professional activities for financial gain that conflict with or undermine one's official duties at ICS, such as tutoring current students outside of school hours without the school's consent.

4. Digital Activities

In the digital age, ICS staff members must adhere to best practices in the digital environment to protect their own and their students' digital safety, privacy, and integrity. This standard aligns with the ADEK Digital Policy and emphasizes responsible use of technology.

- **Professional Conduct Includes**:
  - Participating in continuous professional development (CPD) to stay informed about the latest best practices in digital safety, identity protection, and information security.
  - Educating students about the reliability of digital information, the importance of critical thinking when engaging with online content, and the ethical use of digital resources.
  - Helping students understand what constitutes cyberbullying, how to identify it, and what actions to take if they or others are subjected to it, either as victims or perpetrators.
  - Promoting academic honesty by avoiding plagiarism and encouraging students to produce original work, while also implementing corrective measures when plagiarism is detected.

- **Prohibited Conduct Includes**:
    - Misusing work devices or digital platforms in violation of the school's responsible use policy, such as accessing inappropriate content or using school resources for personal gain.
    - Sharing screenshots, photos, or any digital content that includes identifiable personal information of students, colleagues, or parents without their explicit consent.
    - Engaging in or facilitating any form of cyberbullying, online harassment, or digital misconduct that could harm the reputation or wellbeing of students, colleagues, or the school.

5. Community Protection

ICS staff members have a duty to protect the safety and wellbeing of all students and colleagues, both within and outside of school premises. This standard aligns with the ADEK Student Protection Policy, ADEK Student Behavior Policy, and ADEK Safeguarding Policy.

- **Professional Conduct Includes**:
    - Vigilantly monitoring and maintaining the safety of the school environment, ensuring that all classrooms, playgrounds, and other school areas are secure and free from hazards.
    - Reporting any suspicions or instances of maltreatment, abuse, or neglect involving students or staff to the appropriate authorities immediately, following the school's safeguarding procedures.
    - Promoting awareness among students about their rights and the importance of reporting any form of maltreatment, and ensuring they know how to seek help if needed.
    - Acting as a role model by demonstrating empathy, care, and respect in all interactions with students, reinforcing the importance of a safe and supportive school environment.
- **Prohibited Conduct Includes**:
    - Engaging in or facilitating any form of maltreatment, abuse, or neglect of students or staff, whether physical, emotional, or psychological.
    - Failing to report observed or suspected instances of maltreatment, abuse, or neglect, thereby putting students or colleagues at risk.
    - Allowing or encouraging behaviors that could compromise the safety and wellbeing of students, such as turning a blind eye to bullying, harassment, or other harmful behaviors.

6. Community Engagement

ICS staff members are encouraged to actively engage with and contribute to the wellbeing of the school and the larger community, championing social, cultural, environmental, and civic responsibilities. This standard aligns with the ADEK Wellbeing Policy and ADEK Staff Wellbeing Policy.

- **Professional Conduct Includes**:
    - Volunteering time and expertise for social causes, community service projects, and environmental initiatives, and encouraging students to participate in these activities as part of their civic education.
    - Leading by example in promoting sustainability, such as by reducing waste, conserving resources, and participating in school-wide environmental campaigns.
    - Engaging in continuous professional development (CPD) activities to better serve the community and contribute to the school's mission of fostering responsible global citizens.
    - Participating in school and community events, such as cultural celebrations, charity drives, and public forums, to strengthen the bonds between the school and the wider community.
- **Prohibited Conduct Includes**:
    - Using social causes or community initiatives for personal gain, such as raising funds fraudulently or misrepresenting the purpose of a campaign.
    - Mobilizing students to engage in extreme or illegal activities, or to join organizations that could be construed as extremist groups, in violation of the ADEK Values and Ethics Policy and the ADEK Cultural Consideration Policy.
    - Engaging in or promoting activities that contradict the school's values or that could harm the reputation of ICS or its stakeholders.

Compliance

- **Effective Date**: This policy is effective from the start of the Academic Year 2024/25 (Fall term).
- **Compliance Deadline**: Full compliance with this policy is required by the start of the Academic Year 2025/26 (Fall term).
- **Legal Accountability**: Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, and legal consequences as stipulated by ADEK regulations. ICS reserves the right to take appropriate action against staff members who violate this code of ethics, in accordance with federal and local laws.

Linked Policies

This Professional Code of Ethics Policy is interconnected with the following ICS and ADEK policies:

- Staff Code of Conduct
- Digital Policy
- Inclusion Policy
- Student Protection Policy
- Health and Safety Policy
- Bullying Prevention Policy
- Cultural Consideration Policy
- Values and Ethics Policy
- Safeguarding Policy

References

- Federal Decree Law No. (29) of 2006 Concerning the Rights of People of Determination
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law
- MoE Code of Conduct for Education Professionals in General Education

Conclusion

The ICS Professional Code of Ethics is a living document that reflects our commitment to maintaining the highest standards of ethical behavior and professional conduct. All staff members are expected to familiarize themselves with this policy, adhere to its principles, and contribute to the positive and respectful culture that defines our school. By upholding these standards, we ensure that ICS remains a place where students, staff, and the broader community can thrive in an environment of trust, respect, and excellence.