Approved by: Principal	Date: 30 January 2026

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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 competencies in our global minded, future leaders.

Introduction

At ICS, we believe that the wellbeing of our staff is fundamental to cultivating a positive, productive, and supportive work environment. In alignment with the Abu Dhabi Department of Education and Knowledge (ADEK) Staff Wellbeing Policy, this policy is designed to ensure that all staff members are treated fairly, supported in their professional development, and provided with a safe and healthy work environment. Our commitment to staff wellbeing is comprehensive, encompassing the mental, physical, social, and emotional health of every staff member.

Purpose

The ICS Staff Wellbeing Policy aims to create an environment where all staff feel valued, respected, and supported. We strive to:

- **Foster a Welcoming Environment:** Our school culture is built on inclusivity, respect, and a warm, welcoming atmosphere for all staff members, regardless of their role or background.
- **Promote Collaboration and Support:** We are dedicated to nurturing a collaborative environment where staff can work together, support each other, and have safe spaces to discuss any aspect of their wellbeing.
- **Enhance Overall Wellbeing:** By improving staff experiences and addressing their holistic wellbeing needs, we aim to achieve higher job satisfaction, better retention rates, and a more motivated workforce.

Commitment to Staff Wellbeing

At ICS, we recognize that our duty of care extends beyond just physical safety to include the mental, emotional, and social wellbeing of our staff. We are committed to providing a supportive work environment that addresses the comprehensive wellbeing needs of all staff members. Teacher certificates, awards, recognition, dress down days, free coffee day, positive notes and emails.

The Role of the Staff Wellbeing Committee

To ensure that the wellbeing of our staff is consistently prioritized, ICS will establish a Staff Wellbeing Committee. This committee will serve as the central body responsible for planning and executing all staff wellbeing initiatives. The committee will be tasked with developing, implementing, monitoring, and reviewing policies related to staff wellbeing. Additionally, the committee will handle grievances and ensure that our school environment remains conducive to the health and happiness of our staff.

The committee's responsibilities will include:

- **Developing a Wellbeing Strategy:** This strategy addresses the holistic needs of our staff, considering their social, physical, mental, intellectual, and emotional wellbeing. It will also cater to the specific needs of different roles within the school, such as teachers, support staff, and leadership teams.
- **Planning Wellbeing Events:** The committee creates and maintains a calendar of wellbeing events throughout the academic year, ensuring that there are regular opportunities for staff to engage in activities that promote their wellbeing.
- **Providing Guidelines and Recommendations:** The committee will offer best practices on how to identify and manage stress, prevent burnout, and maintain a healthy work-life balance.
- **Supporting New Staff:** Onboarding initiatives will be put in place, including buddy programs and orientation events, to help new staff members integrate smoothly into the school's culture.
- **Organizing Wellbeing Activities:** The committee will organize various initiatives focused on different aspects of wellbeing, such as staff lunches, sports events, and celebrations of personal milestones like birthdays.

- **Offering Healthcare Services:** Access to healthcare services, including counseling, will be provided as part of the school's insurance policy. In more serious cases, referrals will be made to external healthcare professionals.
- **Staff Wellbeing Corner:** Relaxing place for staff to go away from everyday tasks to reset.

Supporting Staff Wellbeing

Supporting the wellbeing of our staff is an ongoing process at ICS. The school is committed to regularly checking in on the wellbeing of staff members and providing support to those who may be displaying early signs of stress, burnout, or other concerns. We recognize the importance of early intervention and will develop a process to identify staff who may be at risk and to engage with them positively and supportively.

In cases where a staff member is experiencing serious wellbeing concerns, such as severe burnout or depression, the school will have a process in place for confidential reporting. This process will involve school counselors, nurses, or other designated staff members who can provide initial support and, if necessary, refer the individual to external professionals.

Grievances and Whistleblowing

At ICS, we are committed to ensuring that all staff members have access to clear, transparent, and confidential channels for reporting grievances. We believe that a positive work environment is one where staff feel safe to voice their concerns without fear of retribution.

To support this, the school will:

- **Establish Clear Reporting Mechanisms:** Staff will have access to a straightforward process for reporting grievances, whether they relate to disciplinary actions, allegations of discrimination, or any other concerns about the application of school policies.
- **Resolve Grievances Transparently:** The school will review all grievances promptly and take appropriate action to resolve them, ensuring that the work environment remains positive and supportive for all staff members.
- **Implement a Whistleblowing Procedure:** In alignment with ADEK's Values and Ethics Policy, ICS will establish a whistleblowing procedure that allows staff to report any organizational malpractice confidentially. The school will ensure that the identity of the whistleblower is protected and that any necessary investigations are conducted transparently and in accordance with legal requirements.

Maintaining Confidentiality and Records

ICS is committed to upholding the confidentiality of all staff wellbeing information, in line with applicable laws and regulations, including the Federal Decree Law No. (45) of 2021 concerning the Protection of Personal Data. This includes maintaining confidentiality around:

- **Staff Medical Records:** Any medical information that the school has access to will be handled with the utmost confidentiality.

- **Health and Social Care Records:** Information regarding any health or social care support provided by the school will be kept confidential and securely stored.

Staff Wellbeing Program

At ICS, we recognize that staff wellbeing is foundational to a positive, productive, and thriving school environment. Our Wellbeing Program is designed to support the physical, emotional, and mental health of all employees through structured initiatives, resources, and wellness opportunities that promote balance, resilience, and self-care.

Key Initiatives:

- **Weekly Wellbeing Posters:** Digital posters are shared via email each week, offering inspirational quotes, mindfulness reminders, and stress-management tips to encourage a culture of wellness.
- **Hydration and Relaxation Techniques:** Staff are reminded to stay hydrated and are encouraged to take short wellness breaks during the day, using guided relaxation strategies such as deep breathing, stretching, or quiet reflection.
- **Yoga and Breathwork Sessions:** Optional yoga and guided breathwork classes are offered regularly to support physical health and reduce workplace stress.
- **Termly Wellbeing Week:** A dedicated week each term focuses on rejuvenation and connection. Activities may include:
    - Complimentary coffee and tea stations
    - Wellness activities such as guided meditation, gratitude walls, walking challenges, and massage chairs
    - Mental health and work-life balance workshops to provide staff with practical self-care tools

Staff Appreciation and Celebration Days

ICS is committed to cultivating a culture of recognition, respect, and appreciation. In addition to performance-based rewards, we honor the personal and professional milestones of our team through themed appreciation days and celebrations that foster community spirit and belonging.

Celebrated Events Include:

- **Teacher Appreciation Day:** A special day recognizing the dedication, impact, and passion of our educators through school-wide celebrations and student-led appreciation.
- **World Kindness Day & World Education Day:** Events that highlight the values of compassion and lifelong learning through interactive activities and staff acknowledgments.
- **Staff Birthdays and Milestones:** Recognized monthly or termly, these personal celebrations include small tokens, shared messages, and opportunities for staff to feel valued and celebrated within the school community.

Recognition and Rewards

At ICS, we believe that recognizing and celebrating the contributions of our staff is essential to building a positive, high-performing school culture. We are committed to acknowledging excellence, fostering growth, and reinforcing the values that drive our success. Our structured Teacher Rewards and Recognition Program ensures that outstanding performance, commitment, innovation, and long-term dedication are honored regularly and meaningfully.

Structured Recognition and Performance Awards

Staff are recognized **1–2 times monthly** through **on-the-spot recognition awards**, where selected individuals receive **200 AED** for outstanding performance. These spontaneous acknowledgments highlight those who go above and beyond in their daily roles.

In addition, **termly recognition** is provided through **Teacher and Staff of the Month, Term, and Year** awards. Staff who demonstrate excellence in teaching, classroom management, student support, and school improvement receive a **300 AED bonus**, a **certificate of achievement**, and the opportunity to exchange the certificate for a **Golden Ticket**—a well-deserved **day off**. Additional incentives such as **early leave privileges** may also be granted at the **principal's discretion**, and **end-of-term celebrations** are used to reflect on and recognize key staff accomplishments.

Monthly Commitment & Positivity Bonus

Each month, one outstanding staff member who demonstrates consistent positivity, reliability, and dedication is awarded a **300 AED bonus**. This reward highlights individuals who uplift others and embody the ICS spirit of collaboration and commitment.

Perfect Attendance Awards

To honor professionalism and dependability, staff who achieve **perfect attendance** during a term receive a **certificate and trophy**, reinforcing the importance of reliability in supporting student success and school operations.

Long Service Awards

We deeply value loyalty and long-term contributions. Staff who reach **5, 10, 15, 20, or 25 years of service** at ICS are recognized with a **certificate, trophy, and a monetary award**, celebrating their ongoing commitment and impact over the years.

Innovation & Dedication Breakfast

Innovation and creative leadership are highly valued at ICS. Staff who demonstrate exceptional **innovation, creativity, and dedication**—through impactful teaching strategies, leadership initiatives, or improvement projects—are granted a voucher for a **special recognition breakfast**. This gathering provides a moment of connection, celebration, and appreciation.

Professional Development Investment

ICS is committed to the **continuous growth and learning** of our staff. Some teachers is allocated a **professional development budget**, supporting access to training, workshops, and other learning opportunities that enhance instructional practice and professional advancement.

Staff Retention

ICS strives to retain talented and dedicated staff by offering a competitive salary package, professional development opportunities, and salary increments based on performance. Promotions are prioritized for internal staff, fostering career progression within the organization. Regular staff voice sessions ensure that employees' feedback is heard and valued, contributing to a friendly and supportive environment. Staff benefit from international educational trips, enhancing professional growth and engagement, while exceptional performance is further rewarded through opportunities for early leave, day-off privileges, and targeted recognition programs.

Development and Growth Opportunities

ICS serves as a platform for continuous growth and development through its six branches, offering opportunities for career progression and transfers as positions arise. Staff professional growth is supported through weekly PD sessions every Tuesday, collaborations with external universities, and sponsored external PD programs, including out-of-country opportunities.High-performing staff are given priority for promotions before vacancies are announced externally. Staff requiring additional support are placed on personalized development plans, which include peer observations, learning walks, and targeted PD sessions to help them improve within a set timeline.

Salary Scale and Benefits Review

The salary scale and benefits package at ICS are reviewed every two years to ensure competitiveness and fairness. Salary increments are performance-based, categorized as follows:

- A (Outstanding Performance): 5% salary increase
- B (Exceeds Expectations): 3% salary increase
- C (Meets Expectations): 2% salary increase
- D (Below Expectations): No salary increase

In exceptional cases, staff may request a yearly raise based on performance, subject to approval by the principal and head office.

Benefits include:

- Housing allowance or access to ICS-provided housing
- Visa sponsorship and health insurance
- Tuition fee discounts for children of staff members
- Leadership allowance for staff in leadership roles, especially those with Master's degrees or higher qualifications.

Conclusion

The wellbeing of our staff is a top priority at ICS. By fostering a supportive, inclusive, and healthy work environment, we aim to enhance the professional and personal lives of all staff members, ultimately contributing to the success and positive atmosphere of our school community.

Compliance and Accountability

This policy will be effective starting from the Academic Year 2024/25 (Fall term), with full compliance expected by the start of the Academic Year 2025/26. ICS is committed to adhering to this policy and ensuring that all staff are aware of their rights and responsibilities regarding wellbeing.

Failure to comply with this policy will be subject to accountability measures as stipulated by ADEK's regulations and any relevant federal laws. The school is dedicated to ensuring that all staff members are treated fairly, with their wellbeing at the forefront of our priorities.

Linked Policies

This Staff Wellbeing Policy is closely linked with other key policies within ICS, including:

- Health and Safety Policy
- Professional Development Policy
- Whistleblowing Policy