



# **PEGASUS SCHOOLS, EKET, AKWA IBOM STATE, NIGERIA**

## **TERMS AND CONDITIONS OF SERVICE FOR STAFF**

<b>Approved/reviewed by</b>	
<b>The Head of Schools</b>	
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## **SECTION ONE**

### **PURPOSE AND MISSION**

Pegasus Schools (PEGS) was set up to provide high quality education for pupils and students in line with international standard of primary and secondary school education. The major catalyst was the need to provide quality education for the children of Mobil employees working in the field location. A noteworthy aspect of this educational provision is the allocation of twenty percent of the available opportunities to children residing in the community where Mobil conducts its operations.

The school idea was first conceived by Mobil Management in 1984 and was translated into reality on the 24th of January, 1994 at which time the school was officially opened. The objective of the school from inception was to provide a well-rounded primary/secondary education for children of Mobil employees in a manner that would ultimately enhance and promote each pupil's/student's physical, intellectual, emotional, social and moral development. In order to achieve this, efforts have been directed towards ensuring that curricular and co-curricular facilities meet international standards and subsequently, provide adequately for the cognitive, affective and psychomotor growth of all children that will pass through the school.

In 2007, Pegasus High School was established to provide Secondary School Education for students aged 11-16. The school offers a robust selection of subjects and the students are registered for WASSCE, SSCE as well as Cambridge IGCSE.

Staff of Pegasus Schools are employed by the Board of Trustees that is charged with the responsibility of governance, decision making and control of the school. Any reference to employer or School or School authority in relation to all categories of staff matters shall therefore, be construed to mean reference to the Board of Trustees.

### **VISION**

To ensure a complete development of the personality of every child so as to meet the challenges of the 21<sup>st</sup> Century.

### **MISSION**

To prepare the child to function effectively in a globalized world of work, using the best available human resources including ICT to provide education that ensures cognitive, effective and psychomotor growth of the child.

### **STAFF STRUCTURE**

1. Head of schools (Executive Management)
2. Principal (Executive Management)
3. Director of Studies (Executive Management)
4. Head Teacher (Executive Management)
5. Manager - Facility, Logistics and Security (Management)
6. Head of Departments (Management)
7. Bursar (Management)
8. Key Stage Co-Ordinator (Middle Management)
9. School Secretary/Principal Accountant

10. Senior Teacher/Senior Librarian/Senior Accountant/Senior Nurse
11. Teacher/Accountant/Librarian I, II and III
12. Assistant Teacher/Secretary/Store Keeper/Nurse I, II and III.

## **SECTION TWO**

### **APPOINTMENT AND JOB TENURE**

Academic and Non-academic staff. (“Staff”) may be appointed by the school into any of the following categories: Regular Appointment and Temporary Appointment.

#### **1.0 Regular Appointment**

Regular appointment refers to staff who is employed as a regular staff. The total number of years of service that a regular staff can put into working at the school shall not exceed 35 years of service or such staff attains 60 years of age, whichever comes first. Such staff in this category shall be entitled to the end of service compensation that may be approved for the school from time to time. Such staff shall not directly or indirectly engage in any other gainful employment while in service.

A staff in this category shall be entitled to all rights, privileges and obligations attached to his/her duties as contained in this Conditions of service.

#### **1.1 Temporary Appointment**

A person whose employment is on yearly, termly, monthly or daily basis. (Contract, Part Time and Intern and others). Such appointment shall not exceed a period of twelve months, but renewable based on need and performance. His or her service shall be governed solely by the terms and conditions contained in his/her letter of appointment. There shall be no implied permanent appointment under any circumstances whatsoever.

### **SELECTION OF STAFF**

All vacancies in the school shall be advertised. Persons seeking employment with the school shall be required to meet all the requirements specified for each advertised position.

Eligible candidates will be short-listed and required to undergo necessary employment procedures as may be directed by the Board. An offer of employment must be approved by the Board of Trustees (BOT) and issued by the Head of Schools before successful candidates can be formally recruited to work in the school.

An acceptance of such offer by the prospective staff automatically implies acceptance of the terms and conditions of employment specified therein.

### **BACKGROUND CHECKS**

Background checks shall be carried out on all successful candidates before they are issued with employment letters. No person who has been convicted of any criminal offence or has had his/her previous employment of any kind terminated for the above reason or any other irregularity shall be employed by the school. Any person whose record of personal conduct is not consistent with safeguarding requirements shall not be employed by the school. Where such a staff has been employed in ignorance of his/her previous records, his/her appointment shall be terminated immediately it is discovered.

## **MEDICAL EXAMINATION**

All successful candidates must undergo a comprehensive medical examination at a health institution designated and approved by the Board before resumption of duty. Periodic medical examinations shall be carried out once in three years and the cost shall be borne by the school.

## **PROBATION**

All regular staff shall be placed on probation for a period of 12 months and upon satisfactory performance of job requirements, shall have their appointments confirmed. In deciding on confirmation of the appointment, the Board of Trustees shall consider an up-to-date evaluation/appraisal of the staff's performance by the school

during the period. A staff that is found not suitable to be confirmed after the year of the initial appointment, may have his/her probation extended for a maximum of six months or thereafter be terminated without further obligation. During the probation period, rent allowances are payable quarterly in arrears.

## **BOND/GUARANTOR**

Any person appointed to a position requiring the incumbent to take charge of money, stores, goods, receipts, books or other valuable assets will be required to produce two guarantors before he/she assumes duty. Guarantors must be reputable members of the society.

## **PROMOTION**

The Board of Trustees shall consider recommendations for staff promotion put forward by the Head of Schools. (see 2.5)

Promotion exercise shall begin each year with an annual appraisal of performance of members of staff by the appropriate officers. Effective date of promotion shall be either the 1<sup>st</sup> of January or the 1<sup>st</sup> of July of the year in which the promotion is earned.

## **CRITERIA FOR PROMOTION/APPOINTMENT**

Promotion shall be based on annual appraisals and promotions guidelines. Promotion shall attract a five (5%) increment on Basic Salary and movement to the next grade level. Where the employee has reached the ceiling of the job bank category, such employee shall move in notches on the current grade level. Appointment to positions of responsibility shall be subject to availability of vacancy, good performance record and success at the pre-appointment interview.

## **PERFORMANCE APPRAISAL**

The Board of Trustees of Pegasus Schools shall establish and maintain a high level of efficiency and productivity by encouraging and motivating staff of Pegasus Schools through an annual assessment and reward system. The line Supervisor shall use a suitable appraisal instrument to carry out the appraisal of staff performance every school year (segmented termly) and appraisal discussion shall be held between appraiser and appraisee to analyse performance, resolve divergences and set new targets arising from the discussion. The Head of Schools shall review, conclude appraisal results and recommend same to the Board of Trustees for ratification.

## **TRAINING AND MANPOWER DEVELOPMENT**

The Board of Trustees shall initiate and sustain training programs for staff in order to improve productivity and efficiency. This shall include on the job training and the organization of courses as the need arises, including participation in Professional Association programs that are relevant to the Staff's job. In all cases, training programs will be sponsored at the discretion of the Board.

## **LONG SERVICE AWARD**

The Board of Trustees shall, in addition to a Commendation Letter, give the staff who have served various Long periods, awards in the order stipulated in the Collective Bargaining Agreement (CBA).

## **END OF SERVICE**

End of service shall be determined by any of the underlisted ways:

- I. **TERMINATION** - Termination shall be construed to mean bringing employment to an end either by the school or by the staff. In cases where the staff initiates the action, he/she shall give one month notice or pay one month Basic salary in lieu of notice. Where the school initiates termination, the school shall give one month notice or pay one month Basic salary in lieu of notice. However, for teaching staff, term's notice is required in order not to disrupt the academic school year.

Termination of appointment may result from proven misconduct. (see 6.3)

- II. **DECLINE IN HEALTH**

Without prejudice to the for-going and statutory age, staff may be terminated on the grounds of continuous ill health. The opinion of the Medical Officer selected by the school shall be final in determining the suitability or otherwise of continued employment.

- III. **SUMMARY DISMISSAL**

The school reserves the right to terminate the services of any member of staff summarily without prior notice if he/she is found guilty of any of the offences stated in section 6.3

- IV. **REDUNDANCY**

A staff becomes redundant where the school discovers that its manpower is surplus to requirement. In such a case, the principle of last in, first out, shall apply; except where other factors, such as specialist skill or proven superior performance give a newer staff an advantage. Benefits to be paid shall be one month Basic Salary in lieu of notice plus one Monthly Gross Salary (MGS) for every completed year of service, subject to a maximum of 18 months. (MGS) is defined as consisting of Monthly Basic Salary, Monthly Transport allowance and Monthly Housing allowance.

- V. **BY DEATH**

A. Natural Death/Accidental Death of the job: The next-of-kin of the staff shall be paid Annual Gross Salary

(AGS = Annual Basic Salary + Annual Transport Allowance + Annual Housing Allowance) plus burial

assistance of 3 months basic salary of the deceased staff in addition to the terminal benefits as stated in section 2.10.

- B. Accidental death on the job: The next-of-kin of a staff who dies accidentally while performing official duty shall receive 3 years Annual Gross Salary (3x AGS) plus burial assistance of 3 months basic salary of the deceased staff, in addition to his/her terminal benefits as stated in section 2.10.
- C. Death in retirement: This shall be handled in accordance with the Pension Reform Act 2004 as amended in 2014.

## **END OF SERVICE OR TERMINAL BENEFITS**

The new gratuity formula stated below shall apply to members of staff on disengagement from the school. This formula shall be subject to periodical review by the Board of Trustees.

- I. 0 to 3 years of service: 150% of MONTHLY GROSS SALARY (MGS = Basic + Transport Allowance + Housing Allowance) for every year of service.
- II. 3 to 6 years of service: (180% of MONTHLY GROSS SALARY (MGS) for every year of service).
- III. 6 years of service and above: (200% of MONTHLY GROSS SALARY (MGS) for every year of service)
- IV. Each rate in (I. – III.) above shall be administered exclusively of the other on the corresponding years of service, not as a graduated rate. Example, 7 years of service shall be: 7YEARS x MGS x 200%, 5 years of service shall be: 5YEARS X MGS X 180%.
- V. Except where separation is by reason of death, all Terminal/Severance benefits shall be paid to eligible personnel net of any amount being owed the school, bank or organization where the school is a party in the transaction process.
- VI. **CERTIFICATE OF EMPLOYMENT**  
Upon leaving service honourably, a staff shall be entitled to a certificate of employment on a standard form signed by the employer.

## **PENSION SCHEME**

A contributory Pension scheme shall be administered in line with the provision of the Pension Reform Act of 2014. Contribution to the scheme shall be 10.0% of monthly total emolument (i.e, basic salary, transport and housing) by the employer and 8.0% by the employee.

## **INSURANCE/ACCIDENT AT WORK**

- I. The employer shall undertake to insure every employee in compliance with the requirements of the applicable Law in Pension Reform & Employee Compensation Act.
- II. Employer shall maintain a Group Life Insurance Policy that covers all employees for bodily injury, death or disease sustained and arising out of and in the course of their duties.
- III. Without prejudice to section (I) above, the minimum insurance amount per staff to be maintained by the employer shall not be less than the minimum prescribed in the pension reform Act 2004.
- IV. Employer shall provide staff with details of the Group Life Insurance Policy taken on their behalf and shall ensure its implementation should the circumstances arise.

## **SECTION THREE**

### **SALARIES, ALLOWANCES AND FRINGE BENEFITS**

#### **1.0 SALARIES**

Based on competitive practice in the teaching industry, the Board of Trustees shall implement salaries and allowances within the budget approved for the school by MPN. Staff will be paid according to the salary structure for their category. Qualification, experience, responsibility and peer comparison shall determine points of entry.

- a) **Annual Increment:** There shall be an Annual Increment of 5% on Basic Salary stipulated in the CBA.
- b) **Merit Increment:** The school shall implement on staff annual Basic Salary, an increment based on the awarded percentage derived from the Performance appraisal of the staff on Annual Basic Salary.

This increment shall be with effect from the first day of January of the following year.

#### **1.1 CATEGORIES OF ALLOWANCES**

- I. **TRANSPORT ALLOWANCE:** There shall be monthly payment of transport allowance as contained in the Collective Bargaining Agreement (CBA).
- II. **RENT ALLOWANCE:** Annual rent allowance shall be payable in January of every year. However, in case of staff on probation, pro rata rent allowance shall be payable quarterly in arrears during probation until the staff appointment is confirmed.
- III. **MEDICAL ALLOWANCE:** Medical allowance shall be payable quarterly in arrears such amount contained in the CBA.
- IV. **MEAL SUBSIDY/ALLOWANCE:** This shall be payable monthly such amount as contained in the CBA.
- V. **DUTY POST/CO-CURRICULA/EXTRA DUTY ALLOWANCE:** This allowance shall be payable monthly such amount as contained in the CBA.
- VI. **LEAVE ALLOWANCE:** The equivalent of 12.5% of Annual Basic Salary shall be paid to a staff as leave allowance. This is payable in July of every school year.
- VII. **CHRISTMAS BONUS OR ALLOWANCE:** One Month Basic Salary shall be paid to staff as Christmas Bonus. This is payable in the Month of November.
- VIII. **TURKEY VOUCHER:** An amount payable as may be agreed by the Board payable to all staff in the Month of December of every year.
- IX. **PER DIEM AND OUT-OF-STATION ALLOWANCE:** Logistic arrangement shall be made for any staff on an official assignment outside duty station based on the applicable Per diem and out station allowances policy. In location where this is not practicable, staff shall be reimbursed in full for accommodation, feeding and transportation expenses backed up by official receipts. Contingency Allowances shall be duly retired by the staff upon return.
- X. **FEE WAIVER:** The Board of Trustees shall grant concession on selected fee items to staff whose children school in Pegasus Schools up to a maximum of four children.
- XI. **EDUCATION ALLOWANCE.** In addition to (IV) above, an amount stipulated in the CBA shall be payable to confirmed staff every January as Education Assistance.
- XII. **PRODUCTIVITY BONUS:** The Board of Trustees shall put in place the mechanism for recognizing and rewarding good performance, whereby the Board shall ratify appraisal



recommendation from the Head of Schools and shall authorize appropriate financial reward as follows:

a) **Productivity Bonus:** A percentage that is commensurate with the staff's appraisal grade is applied on Annual Basic Salary and paid as a One-time lump sum in the first month of the new school year (September). This percentage shall be as determined by the Board of Trustees from time to time. Below is the formula to guide the award of productivity bonus and it shall continue to be at the discretion of the Board:

<b>Performance Appraisal</b>	<b>Grade</b>	<b>Bonus (Percentage of Annual Basic Salary)</b>
Excellent	A	<b>10%</b>
Very Good	B	<b>7.5%</b>
Good	C	<b>5%</b>
Poor	D	<b>0%</b>

## **SECTION FOUR**

### **LOANS, GRANTS AND ADVANCES**

#### **1.0 Compassionate Loan**

Compassionate loan shall be granted only to confirmed employees/officers. The maximum amount granted shall be 1.5 MGS. Repayment period shall be a period of Six months effective from the month following when the compassionate loan was paid to the staff. Loan request will be checked against outstanding loans and deductions from salaries in order to minimize the debt burden on applicant. Granting the loan is subject to approval and at the discretion of the school authorities.

Compassionate loans will be granted on the following Grounds: genuine emergencies and sudden occurrences which demands immediate financial expenses like sudden death in the immediate family, displacement, natural disasters etc.

#### **1.1 National Housing Fund Scheme**

The National Housing Fund Scheme of the Federal Government is available for every staff and contribution to Scheme at the rate of 2.5% of Monthly Base Salary (M.B.S) is mandatory. Individuals are eligible to access the scheme after 6 months of contribution in accordance with the policy. Applications forms for loans shall be obtained from the Federal Mortgage Bank of Nigeria.

**1.2 Power Improvement Grant:** The School shall support staff who have successfully completed two years period of employment to acquire power generating set with a grant payable to staff every four years as provided in the CBA.

## **SECTION FIVE**

### **CATEGORIES OF LEAVE**

#### **1.0 Annual Leave**

(Only confirmed staff are eligible for Annual leave)

Senior Staff - 30 work days.

Junior staff - 20 work days.

The leave earning year shall be for the academic year between September and August of the following year and must be taken in full or split across the three main school holidays.

- I. In extreme cases and where due to exigencies of duty a staff is unable to enjoy his/her full annual leave, the outstanding days shall be carried over to the next holiday, after which it will be forfeited. A government approved public holiday shall be observed as additional vacation day.
- II. Where a staff is required to attend an appropriate training program during his/her vacation, such training days shall not count as vacation.

### **1.1 Casual/Compassionate Leave**

Casual/compassionate leave is usually for emergencies.

- I. This may be granted for a maximum of five working days in a year in addition to the annual leave provided.
- II. Where a staff requires additional days in excess of the allowed maximum, it may be granted and deducted from the annual leave either not yet taken or the next regular vacation.
- III. Prior approval must be obtained from the school.

### **1.2 Maternity Leave**

Pregnant employees with a medically confirmed estimated due date are eligible for a 12-week maternity leave. Throughout this maternity leave, these employees will receive their regular salary, disbursed in accordance with the usual payment schedule. In instances where additional leave is necessary due to medical reasons, the duration and compensation will be determined on an individualized, case-by-case basis.

### **1.3 Sick Leave**

In the event of illness, sick leave will be granted on the following condition:

- I. Submission of a medical certificate signed by a medical officer acceptable to the school, stating the nature and probable duration of the illness.
- II. Three months on full pay and Three further months half pay in any period of twelve calendar months for any staff who has worked for a year or more with the school. Two weeks on half pay for a staff with less than one year's service with the school.
- III. Where the illness persists for a continuous period of six months, confirmed by acceptable medical report grant of additional leave will be at the discretion of the Board. However, where such leave is granted, the employers reserves the right to review the benefit or determine the appointment of such staff with payment of entitlements.
- IV. A staff who is not on leave of absence or an in-patient in the hospital who is prevented by illness from his/her duties must either report the fact immediately to his or her Sectional Head/Supervisor, within 48 hours, cause to be delivered to the employer, an excuse duty certificate signed by an authorized Medical Officer. The School may undertake to confirm the nature of the medical condition or facilitate an independent review.

#### **1.4 Examination Leave/Education Support Programs**

This will be granted to only staff enrolled in programs earlier approved by the school and for the duration of the examination in respect of any professional/academic qualification which would be of value to the school or his/her career development on production of satisfactory evidence, e.g. examination number, time-table etc. It will be granted at the discretion of the Head of Schools, who will make necessary arrangement to cover the staff's assignment.

### **SECTION SIX**

#### **STAFF DISCIPLINARY - PROCEDURES**

Observation of school rules and regulations and general discipline of all staff is necessary for the smooth running of the school. A high level of discipline and sense of responsibility is therefore expected from all staff. In ensuring the realization of this high expectation, as well as offer adequate protection to staff while not condoning or encouraging indiscipline or misconduct, the following disciplinary measures shall be adopted.

#### **1.0 Query/Warning**

Persistent minor acts of misconduct/misdemeanour where a verbal warning had been given with desired improvement, will attract a warning letter, which is a reminder to the staff that has consistently stepped out of line. Before such warning is issued, the staff shall be given a written query and afforded the opportunity of defending himself/herself in writing within 48 hours. He/she shall be notified in writing of the ground on which it is proposed to discipline him/her. Where the reply is satisfactory, he/she shall be absolved (or reprimanded), but where it is unsatisfactory or not tenable, a warning shall be issued and filed along with the query. A query may also be used where the services of a staff have proved unsatisfactory, after repeated verbal cautions/counselling.

#### **1.1 Suspension & Interdiction**

- I. A staff may be suspended from duty without pay for a period not exceeding two weeks for such conduct, which has previously attracted one written warning.
- II. Where, for any reason, the misconduct warrants a longer suspension/investigation by the school, it shall not exceed (3) months and the staff will be entitled to half pay every month and, if absolved, shall be recalled and the balance paid. If found guilty, he/she shall be disciplined in accordance with the appropriate section of the disciplinary procedure. If a staff is suspected of a criminal offence by the Police, he/she may be suspended and placed on Basic Salary for a maximum period of six (6) months. If he/she is exonerated within the period, she/he may be recalled and all entitlements reinstated. If found guilty or the case is not disposed of after six months, he/she shall be terminated or remain suspended with pay until final determination of the case.
- III. Before a staff is suspended, he/she must have been given a written query and afforded the opportunity of defending himself/herself in writing.
- IV. A staff returning to work after a period of disciplinary suspension, may be placed on probation for a minimum period of 6 months by the employer, during which any further misconduct will be adequate grounds for a Termination.

## **1.2 Dismissal/Termination**

A staff may be terminated or dismissed from the school on grounds of gross negligence, gross misconduct and inefficiency that is deemed prejudicial to the proper functioning of the school system. Offences covered by the term "Gross Misconduct" which can attract termination or summary dismissal include proven cases of:

- Disobedience to lawful instruction
- Breach of contract of employment - Breach of safeguarding policy
- Theft, fraud, dishonesty, defalcation and irregular practices in respect of stock, cash and accounting documents, and physical assets of the school.
- Drunkenness during or outside regular work hours.
- Wilful damage to school or private property.
- Sexual harassment.
- Divulging confidential information of the school without authority.
- Conviction for a criminal offence
- Fighting and/or assault or engaging in disorderly behaviour in or around the school premises during or outside regular working hours.

## **1.3 Complaints Procedure**

An aggrieved staff must follow the prescribed procedures in seeking redress as follows:

Grievances should be reported to the Supervisor first, and where it is against the Supervisor, then to the Head of Schools. Where it is not satisfactorily handled at that level, then to the Disciplinary Committee, through the Head of Schools. All real cases must be treated within one week and the complainant replied accordingly. The Head of Schools shall make report to the Board of Trustees on disciplinary matters. A grievance from an external party should be directed to the Supervisor and where it is not satisfactorily handled, to the Disciplinary Committee through the Head of Schools. A fair chance must be given to the staff to defend himself/herself. Direct correspondence to a higher level of authority without exhausting all avenues at the lower levels of authority is prohibited. A breach of this rule will be treated as misconduct.

## **WORKERS' UNIONISM**

In line with the provision of the Trade Union Act LFN 2004, all staff below the management level shall belong to the Pegasus Schools Staff Association of Nigeria (PESSAN) which is registered with the Trade Union Congress. The Board of Trustees shall recognize and interface with PESSAN as the sole Union representative on all matters of interest to the group of staff so described.

## **SECTION SEVEN**

### **CODE OF CONDUCT FOR STAFF**

Teachers shall be models of excellence in all they do at school and should be punctual at school. Also, they will be required to sign, mark attendance register for pupils, start lessons promptly and adhere to duration.

## **1.0 Attendance and Hours of Work**

The official working hours for staff members are as follows:

Academic Staff: 7:30 am - 3:30 pm ii)

Administrative Staff: 7:40 am - 3:40 pm

Academic staff will schedule their breaks during the students' lunch hour, while Administrative staff are entitled to a half-hour break.

## **1.1 Other Issues Concerning Staff**

- I. Absence from school without permission shall attract sanctions; Absentee teachers should, with the knowledge of the Sectional Head and approval of the Head of Schools, make adequate stand-in arrangement to cover his/her duties while absent.
- II. Staff shall willingly, diligently and faithfully teach, not only the subject they are appointed to teach, but also other subjects relevant to their disciplines and encourage pupils in the pursuit of learning.
- III. Staff shall ensure that the following teaching records are kept up-to-date; attendance register, cumulative mark book, examination syllabus, schemes of work, school time-table, home-work time-table, work diaries/records of work.
- IV. Staff shall participate actively in co-curricular activities and be financial members of their subject Associations, e.g. Science Teachers' Association of Nigerian (STAN), Mathematics Association of Nigeria (MAN), etc., and as approved by the Board of Trustees.
- V. Staff shall be ready to accept additional official responsibilities that may be assigned to them from time to time.
- VI. Staff shall use free periods judiciously for grading pupils' written work; teachers shall be neatly and responsibly dressed to school always.
- VII. Staff shall ensure that they do nothing to bring shame or dishonour to their persons or profession.
- VIII. Staff shall not seduce any person known to be a pupil of any school nor be involved in any indecent relationship with such a person whether within or outside school premises, nor during or after school hours.
- IX. Staff shall not take any form of alcoholic drinks during school hours.
- X. Staff shall not smoke/indulge in hard drugs during school hours in school premises or outside.
- XI. No staff shall participate in, condone or encourage any foul language, insubordination, religious fanaticism or cultism within or outside the school premises.
- XII. Staff shall not make any defamatory statement or comment about their colleagues or Head of Schools before their pupils or members of the general public, neither will any staff direct any defamatory statement or comment (racial, religious, tribal, etc.) towards a pupil.
- XIII. Harassment in any form from fellow staff or other people on the school premises or the school facilities will be strictly prohibited. Harassment may be sexual, physical or verbal. The Board's decision as to whether an act or behaviour constitutes harassment shall be final.
- XIV. All forms of examination malpractice shall be discouraged and shall attract severe punishment.

- XV. Teachers shall not exploit in any form whatsoever, the pupils put in their charge.
- XVI. Teachers shall not use their positions to further their political aspiration or spread ideology of any political party, or religious organization.
- XVII. Permission to leave school premises during school hours is a privilege not a right. Permission should therefore be sought from the Head of schools. Such movement should be recorded in the Movement Book indicating time out and return.
- XVIII. Staff shall recognize and comply STRICTLY with the safeguarding policy of the school.

## **SECTION EIGHT**

### **MISCELLANEOUS**

#### **1.0 Teacher Effectiveness**

The quality of teaching and its contribution to pupils' attainment and progress must at all times be seen as a major factor in the effectiveness of the school. To this end, teachers must at all times expose pupils to opportunities that would encourage high and realistic expectations of them. Efforts must be made to develop a healthy partnership with parents who will have to support the policies and activities of the school.

#### **1.1 Confidentiality**

Staff members shall treat as confidential any facts and information concerning the school which comes into their possession during the course of their duties, and are not to disclose such information to any unauthorized persons except as may be deemed proper in the ordinary course of business. Staff members are also to devote their time and abilities to promote the interest of the school and will not, during the period of employment, engage in activities, which might conflict directly or indirectly with the business of the school.

#### **1.2 Change of Private Contact**

A staff shall notify the Head of Schools of any change of his/her private contacts (home address, email address and telephone number)

#### **1.3 Legal Proceedings for Libel or Slander**

No step may be taken by a member of staff to institute legal proceedings for libel or slander in connection with matters arising from his/her official duties without the prior approval of the Board.

#### **1.4 Personal Records**

A staff shall not have access to confidential or secret records that relate to him/her personally.

#### **1.5 Damage to Property**

If a staff wilfully destroys or impairs or fails to take care of school property, the Head of Schools shall appraise the damage and order the offender to pay the amount so estimated.

#### **1.6 Financial Embarrassment**

Staff of the school must not be financially embarrassed, as this may gravely impair his/her services and/or reputation as well as dent the image of the school.

If such embarrassment is caused by imprudence or any other reprehensive factor, the employee's appointment shall be terminated.

### **1.7 Political Activities**

No staff shall engage in party politics within school facilities. A breach of this stipulation shall receive serious sanctions, such as dismissal or termination of appointment.

### **1.8 Letters of Recommendation**

No member of staff other than the Head of Schools may issue a letter of recommendation to any member of staff.

### **EQUAL OPPORTUNITIES**

All Staff Members must internalize the culture of non-discrimination in school policies and practices, there should be no prejudice to staff's race, sex, ethnic origin, religious background and or political affiliation.

