



NORTHBRIDGE INTERNATIONAL SCHOOL
CAMBODIA
A NORD ANGLIA EDUCATION SCHOOL

Northbridge International School Cambodia

Teacher Employment Handbook 2018-2019

Updated August 2018



Welcome from the Principal

Northbridge is a wonderful school, has a warm and welcoming atmosphere and is set within a spacious, modern twenty-acre green campus. Northbridge has been described as a *hidden gem* and is a haven for our community members in the heart of vibrant Phnom Penh, Cambodia.

I firmly believe that Northbridge is extremely fortunate and in a strong position as it belongs to two of the world's leading educational organisations; the International Baccalaureate (IB) and Nord Anglia Education (NAE). With over twenty years' experience operating international schools, Nord Anglia Education is proud to be the world's leading premium schools organisation.

Northbridge is afforded the opportunities that come with being part of the Nord Anglia Education family of fifty four schools such as The Juilliard - Nord Anglia Performing Arts Programme and partnerships with MIT and Kings College.

Our teachers benefit greatly from the career and development opportunities that come with being part of the world's leading premium schools organisation. Nord Anglia University unites our team of educators through a vibrant online forum, which harnesses the collective expertise of their peers in an exchange of knowledge, ideas and best practice. We also provide extensive online and face-to-face professional development to ensure that our team do not just maintain their skills and expertise; they develop at the cutting edge of educational thinking.

Our Teacher Handbook will provide everything you need to get started in your career at Northbridge International School Cambodia (NISC) A Nord Anglia Education School. You will find a range of useful information, such as what we expect from you and what you can expect from us in return. It also includes your conditions of service, our code of conduct and outlines benefits. Our handbook will form part of your Conditions of Employment, but may not cover absolutely everything. So think of this Handbook as a reference guide to help you understand the terms of your employment.

We regularly update all of our policies and procedures to make sure everything we do is safe, legal and ethical. Any breach of these conditions may lead to problems, so it is important that you read through this handbook carefully.

This Handbook specifies the benefits and responsibilities of teaching staff at NISC. New teachers should also refer to the **Online Teacher Portal**;
<https://sites.google.com/a/nisc.edu.kh/new-teachers-welcome-to-nisc-2016/>

This site addresses frequently asked questions regarding NISC, relocation to Cambodia and expatriate life in Phnom Penh.

Wishing you a very successful career at NISC.

Mr Richard Vaughan
Principal

Academic Year 2018-19



Nord Anglia Education

Our Vision

To become the world's leading premium schools organisation

Our Mission

To help Others Thrive

Be Ambitious: We are ambitious for our students, our people and our family of schools.
We believe that:

- There is no limit to what every student can achieve
 - Creativity and challenge help us get better every day
 - Learning should be personalized to each child
 - Unique global opportunities enhance every student's learning experience
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- We believe there is no limit to what our students can achieve. So we encourage them to be ambitious. To reach for their dreams. To step outside their comfort zones and try something new. We ignite their curiosity.
 - Being ambitious is inspirational. It urges our students to stretch themselves that little bit further. To be relentlessly optimistic. To be the best that they can be. And beyond that to make a difference, to make things better, throughout our world.
 - Ambition can take you anywhere. It's transformational. It's what makes the extraordinary possible. But it's only the spark. It takes passion, determination and commitment to make it a reality. It takes creativity and innovation. It takes resilience and courage. It takes confidence.
 - That's why our outstanding teachers nurture them through personalised learning for each child. We build on each student's individual strengths and passions. We create challenge in every lesson and every activity so that they continuously grow and learn. We offer unique experiences to open new opportunities.
 - We empower our students to achieve beyond what they may have imagined, academically, socially and personally across our family of schools.

NISC Guiding Statements

NISC Mission

Inspiring dynamic, respectful and compassionate global citizens.

An environment of intercultural understanding and integrity.

A place where everyone is involved, valued and happy.

A hub of innovation, enabling creativity and contemporary learning.

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A community where individuals succeed and make a difference.

“We are many communities, but we are one”

Our Values

We believe in the active engagement of the whole community. We believe that contemporary learning takes place when we are creative, collaborative and connected. We also believe that we have a shared humanity and we need to demonstrate compassion and ethical responsibility by enriching each other through our differences.

Caring hearts, ambitious minds!

Our Ambition

A dynamic NAE, IB Continuum World School in SEA where everyone succeeds.

“Excellence in everything we do”

NISC background: NISC is a proprietary school. It was established in 1996-97 and was owned until February 2007 by Northbridge Communities Ltd. The Royal Group then purchased Northbridge International School and Northbridge Communities (Apartments, Houses and Villas) and in 2014, NISC joined the Nord Anglia Education family of schools.

NISC celebrated its 20th anniversary in November 2017 and enrolls students from Early Learning (age 2) through to grade 12. The Primary School; (PYP) is represented by classes from EL through grade 5. The Secondary School enrolls students in the MYP, grades 6-10, and the DP, grades 11 and 12. In June 2017, we will graduate our 16th twelfth grade class and fifth Diploma Programme cohort.

NISC is fully licensed as an international school with the Cambodian Ministry of Education under the name of *Northbridge International School Cambodia, Ltd.* It is registered with and recognized by the Cambodian Ministry of Economy and Finance and is in compliance with all required tax laws. The school is aligned with the Ministry of Labor and its required personnel regulations. Furthermore, NISC is in good standing with the Ministry of Interior, through which it secures visas and work permits for our teachers and staff.

NISC has been accredited by the Western Association of Schools and Colleges (WASC) since June 2001 and is currently accredited through June 2019. NISC was successfully evaluated by the IB in November 2016 for all three programmes (PYP, MYP & DP).

The school is committed to employing and retaining the best professional administrators and teachers available. NISC makes every effort to assure that faculty members hired to teach have degrees, are certified and experienced in their fields. In addition, we seek, where possible, to hire teachers with IB experience, advanced degrees in their areas of expertise and successful teaching

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experiences both in their home countries and abroad. We are proud of the diversity of our teachers, currently representing 21 different nationalities. Current enrollment is at 594 students with an average class size of 16 students. All primary classroom teachers and single subject teachers have a locally hired teaching assistant. Our student body represents 42 different nationalities, 55% of whom are Cambodian.

The school's facilities currently consist of the following main areas, set within a 20 acre green campus:

- The Secondary School Building: a three-story air-conditioned academic block, which includes Secondary School and central administrative offices, 3 science labs, 2 Design Technology labs, a dance/movement room, a number of classrooms and several smaller learning spaces.
- The Primary School Buildings: a three-story air-conditioned academic block with full sized classrooms, a number of smaller classrooms, two art classrooms, two music rooms and primary school administrative offices
- The Early Childhood Center (ECC): a two-story air-conditioned academic block with full sized classrooms and own playground.
- The Hub Building: a two-story library, central administrative space, a spacious DP Student Lounge and café.
- Cafeterias: an air-conditioned cafeteria/Multi-Purpose Hall (MPH) and Secondary School Café, with a full-service kitchen and performance stage.
- Complementing these facilities is a covered gymnasium with changing/shower room, a 25-meter by six-lane wide competition size swimming pool and related facilities, and extensive outdoor sports facilities including multi-use courts, playing fields and tennis courts.

Northbridge Communities: NISC is situated next door to Northbridge Communities; residents live in Apartments, Villas and Houses within the complex and have access to the school grounds in the evening and at weekends.

Types of Contracts

Overseas Hire/Local Hire definitions: NISC contracts qualified teachers both overseas (OSH) and locally (LH). We hold the same expectations for both OSH and LH, the same policies and code of conduct applies and there is only a slight variance in benefits, which are outlined below.

Overseas Hire (OSH): Teachers who are brought to Cambodia from overseas by the school are defined as Overseas Hires (OSH).

Local Hire (LH): Teachers who are employed by the school in Phnom Penh (i.e. who have been brought to Cambodia by some other agency, are presently in Cambodia due to a spouse's job, or are in Cambodia of their own accord) are defined as Local Hires.

Contract conditions: All contracts are conditional upon the following:

1. Two satisfactory and acceptable references;

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2. Original copies of professional certificates and transcripts reviewed by the Employer;
3. Satisfactory background check (ten year clearance from the Disclosure and Barring Service, previously known as CRB).
4. Disclosure of all and any convictions in any country;
5. Medical checks and tests being successfully completed for purposes of the Cambodian residency and work permit approvals;
6. Immigration work permits, residency, approvals and necessary consents being obtained from various Governmental and Educational bodies of the Kingdom of Cambodia.

Qualifications of Certified Staff: Each teacher employed to teach at **NISC** must possess the following:

1. A passport (with more than one year of validity from date of entry) from a country which will prove trouble free in securing visas and permits to live and work in Cambodia.
2. A minimum of a Bachelor's Degree in the subject(s) or area(s) he/she is hired to teach, coordinate or supervise.
3. A valid and current Teaching Certificate or License from a recognized institution, state or country in the subject / area of hire.
4. A minimum of two (2) full years of recent successful and relevant experience teaching the subject / working in the area of hire.

In addition to the above, the following is desired:

1. Experience teaching overseas in an international school
2. IB training and experience

Contract Extension: In October of the second year of contract, teachers are invited to request a contract extension for a third year. A decision is reached by 1st of December and contracts are issued for a third year on the 1st of February.

Hours of work: Normal hours of work are from 7:30 am to 3:30 pm. You may also be required to work on other days or at different hours when the volume and nature of work requires this; which may include working at weekends if necessary. Time spent travelling to and from your normal place of work does not constitute working time. Teaching staff are required to undertake lunch and break time supervision on a rota basis.

Period of Service and Duty Days: The initial contract period at NISC is for two (2) years, renewable thereafter (generally a year at a time) at the discretion of the School Principal. Full-time teachers will be contracted to work a minimum of 190 duty days between August and mid-June. This includes 180 direct student contact days and 10 days of Professional Development. New teachers are required to attend an additional 5-day induction programme. Normal school vacations and holidays will be considered non-work days for faculty.

Expectations & Responsibilities: Teachers are expected to embrace school life and participate in school events pro-actively and enthusiastically. ALL teachers are invited to offer one LEAP(Learning



Enrichment Activity Program) activity during the school year unless they have a full contact timetable of 22 hours, are involved in coaching or have a leadership role. They are also required to participate in *Mission in Action (MIA)* outdoor education experiences when required.

Strategic Involvement: Every teacher is expected to take an active and productive role in addressing the appropriate components of the *Strategic Plan* and IB implementation and authorization.

Other Employment: At Nord Anglia Education, we are full of passion for what we do. So when you are at work, you will be expected to devote all your time, attention and ability to your role. That means at no time should you carry out any other duties during working hours.

You may not; outside your hours of work, without the prior written consent of the Company (which will not be reasonably withheld) work for, advise or in any other way assist any business or employment which is similar to or in any way connected with our Company.

All approvals granted to you to undertake any other employment are subject to review in order to allow for any changes in the Company's business or business interests.

Faculty Attire: As a professional organization NISC recognizes the importance of appropriate appearance as it contributes to the impressions about the school among our constituents. NISC has a dress code policy of "smart casual". Generally, "smart casual" describes attire that is professional yet less formal.

MEN

1. Ties optional
2. Short/long sleeve Collared Shirt (No T-Shirts or Polo shirts, except PE Staff)
3. Trousers (No Jeans)
4. Closed shoes

WOMEN

1. No Spaghetti/strap tops (No Tshirts)
2. No mini skirts/mini dresses
3. Blouse/top with skirt/trousers or dress
4. Sandals, heels, (no flip flops)

NISC also recognizes that there are positions, such as art or physical education teachers, or situations, special class projects or trips, when teachers will need to dress accordingly.

Salary and Benefits

Salary: You will find full details of your salary and benefits in your Employment Contract. We pay monthly in arrears by bank transfer to a Cambodian bank account, payment is on the last calendar day of each month. Where the last calendar day falls on a weekend or public holiday, we will pay you on the last working day of the month.

Year One of contract: Salary is paid in twelve (12) equal monthly payments from August to July



Year Two of contract (if contract is not renewed): Salary is paid in ten equal monthly payments from August to May and the salary for June and July will be paid together in June.

Year Two of contract (if contract is extended by mutual agreement): Salary is paid in twelve (12) equal monthly payments from August to July.

Salary Scale: During the recruitment process, we will share with you the NISC salary scale. You will be placed on the scale depending on year's of experience and qualifications.

Salary Increase: Will be reviewed each year.

Severance Benefit (under review): 5% of gross salary (including the housing allowance) is currently deducted from your pay each month and returned in June as a tax-free severance benefit. This will be distributed on the following Monday after school finishes for the academic year.

Overpayments: NISC reserves the right to make deductions from your salary (including final salary) if you owe any money for:

- Training/expenses
- Holidays
- Advance Payments/Overpayments etc.

Medical Insurance: Every FT teacher and dependant has Health insurance with MSH. Please refer to the MSH web page/log in for detailed information. **Medical Exam:** Each year teachers undergo a compulsory medical exam. The exam is a required step for securing a Cambodian Work Permit. The school will pay the cost for this exam.

Dental Health Supplement: Every FT teacher has a dental allowance of **\$450**. This benefit does not apply to dependent children or a non-teaching spouse. Teachers must request reimbursement by June 15 each year with receipts. Unused dental allowance cannot be carried forward into the next year.

Scholarships for Dependent Children: NISC will provide tuition fees for up to two legal dependent children (not extended family members). Other additional costs such as bus transportation, snacks and lunch, LEAP fees, Summer Camp charges, and so on are not funded by the school. These scholarships are dependent on the child(ren) maintaining suitable progress as age appropriate, striving for excellence and maintaining an excellent behaviour conduct.

Continuing Professional Development Opportunities: During the school year, NISC will provide support for full-time employees to engage in continuing professional development; including Nord Anglia University, international organizations and consultants on the NISC campus or in the Phnom Penh area, or attendance at recognized and approved regional conferences. Such professional development will be targeted toward the vision, mission, and strategic goals of NISC and will be determined and approved by NISC leadership as per policy.

Annual Leave Entitlement: Teaching faculty are entitled to take all usual term time School holidays as leave, as specified in the Employment Contract.

Public holidays occurring when the School is in session are classed as working days, unless deemed otherwise by the Principal.



Discretionary leave

3 Days per year granted to all teachers with School Principal approval, with the following conditions:

- Minimum week notice
- The days cannot be taken together
- No more than 3 teachers can have discretionary leave at the same time
- Cannot be used to extend a holiday
- Cannot be taken in May or June
- Cannot be used if the date clashes with a major school event

Teachers are our most valuable resource and not having them in the classroom has a significant impact on student learning. When requesting leave, teachers are asked to consider the effect of their absence on students, making every effort to minimize the impact. Having an excessive number of cover teachers on one day has an overall negative effect on the school as a whole.

Professional Leave: Professional Leave may be granted to teachers for approved professional development or school improvement work. This leave will be granted with pay; and, if approved by the School Principal, related costs may be covered by the school.

Upon written notification of their resignation, professional leave will be granted to teachers to attend job fairs or interviews. Teachers in their second year of employment at NISC are entitled to two (2) professional leave days for recruitment. Additional days may be taken as Discretionary Days or Leave Without Pay.

Exceptions can be made at the discretion of the School Principal.

Workshop Leaders and Accreditation Visiting Team Members: Leading workshops and being a member of a visiting team are excellent professional development and reflect positively on NISC. However, our first responsibility is to our students and extended teacher absences can have a detrimental effect on student learning. Therefore, teachers at NISC are allowed up to two occasions during the academic year for professional leave to lead a workshop or participate as a member of a visiting team, approved by the Principal. Up to three days will be granted for on each occasion for workshop leaders and up to five days per visit for visiting team members. Teachers wishing to participate in more than two of these opportunities must do so during school holidays and/or non-contract days.

Sick Leave: Ten days of sick leave each year can be taken if needed with pay. A physician's certificate is needed for absences of three (3) or more consecutive days.

Medical Leave: Will be given on a case by case basis as and when necessary.

Care for Dependents: A teacher who is also a parent and finds a need to stay home to care for a sick child may be granted up to two (2) days paid leave per school year for this purpose.

Maternity Leave: Up to ninety(90) calendar days of Maternity Leave will be allowed. The days are to be counted from the date a teacher leaves school because of impending birth or pregnancy difficulties. Weekends, holidays and school vacations are included in the number of calendar days. A NISC employee is not eligible for maternity leave in the first year of contract.



Paternity Leave: Paternity leave may be granted at the request of the father for up to ten (10) working days with pay.

Compassionate Leave: In the unfortunate circumstance that you may need to take Compassionate Leave, you may take up to 3 days paid leave in the event of the death of an immediate relative (spouse, parents, children or parents-in-law) and 1 day paid leave for all other close relatives.

This covers:

- Husband/Wife/Partner*
- Son/Daughter (including adopted)*
- Mother/Father (including adopted)*
- Mother/Father – In - Law (including adopted)*
- Brother/Sister (including adopted)*
- Grandparents and Grandchildren
- Aunt/Uncle
- Niece/Nephew
- In laws within the family group
- Nominated “Carer” or “Next of Kin” subject to written confirmation of the relationship at the time of the request.

* You will be granted three days Compassionate Leave in connection with the death of these relatives.

Expatriate employees will also be granted two additional days paid leave in the event that they need to travel back to their home country to attend the funeral of a relative.

Religious Observance: Falls under Discretionary Leave.

Please note, no leave is given for marriage.

Taxes: Home Country & Cambodian: Since there is the possibility that your home country may tax your income while you are living and working overseas, we strongly suggest that you research the potential tax burden placed on you from your home government. The paying of such taxes is the full responsibility of each employee. At the conclusion of each calendar year, the school’s business office issues to each teacher an official statement of salary and Cambodian taxes paid for the year.

Salary and benefits paid to expatriate employees in Cambodia is subject to *Personal Income Tax (PIT)*. Please reference the chart below and note that this tax percentage increases with the increase in gross income. Taxes on benefits paid to the employee are charged at the rate of twenty-five percent (25%) of the actual cost of the benefit. NISC employees should expect to have Cambodian income taxes deducted from their paychecks.

Departing Teachers

All departing teachers are required to stay in the country until the Wednesday of the following week when school finishes on the Friday. This will enable them to complete all the necessary paperwork and leaving expectations.



Overseas Hire (OSH) Specific Benefits

OSH receive the following additional benefits:

1. Air Fares: Overseas hire teachers are entitled to flights as per the flight Policy below:

Upon arrival: Single tickets will be reimbursed upon receipts in August/September upon arrival. Tickets need to be approved by the Principal prior to purchase.

Mid contract: Return tickets to the home of record.

End of contract: Single ticket to the home of record.

Conditions mid/end of contract:

1. On the 1st of March each year - we will review the market price for summer flights and establish an average price per home of record for a single (leaving teachers) or return (mid contract teachers).
2. Flight allowance will be paid in March salary (subject to Cambodian payroll tax). School will pay an extra 20% to take into account the tax that will need to be paid.
3. Each teacher will be responsible for booking own flight to a destination(s) of their choice.

4. Relocation Allowance: NISC will reimburse shipping, excess luggage or the purchase of items here in Cambodia needed to “settle in”. The allowance can also be used to pay for hotel or temporary housing upon arrival. This allowance may not be used for apartment rental, cars, motorbikes or computers. This allowance must be used, and receipts presented for reimbursement, by 30 September of the year of hire.

5. Repatriation Allowance: Employment Contract renewals or Employment Contract extensions will defer the Repatriation allowance payment until the employment relationship is permanently severed. The relocation allowance will be paid via check once approved by the Employer. Unused allowance cannot be liquidated as a cash settlement; and any unused incoming allowance to Cambodia shall not be carried over and added to the outgoing allowance.

6. Housing Allowance: The school offers monthly housing allowances. Gross annual housing allowance is added to the annual salary. The housing allowance is subject to Cambodian payroll tax.

Assistance with housing: NISC will assist new teachers in their housing search if requested. New teachers should be prepared to pay the first and last month of rent when they sign a rental agreement upon arrival.

7. Visa Fees & Related Expenses: The school will fully reimburse teachers, spouse and up to two legal dependent children.

Necessary Documents: The following documents are required for registration with the Cambodian Customs Office and Department of Labor. **Copies** of the applicable documents must be submitted to HRI by the new teacher prior to arrival in Cambodia. These include:

1. Passports (valid from more than one year from date of entry)– Adults & Children
2. Passport Photos



3. College Transcript(s)
4. College Diploma(s)
5. Teaching Certificate(s)
6. Child/ren's Birth Certificate(s)
7. Completed School Registration Document for each school-age child

Entry visas and work visas are easy to obtain once you arrive. Our NISC staff will assist you with the whole process. **Teachers and spouses must initially purchase a "Business" visa when they enter the country. If a teacher purchases a visa for tourism they will have to leave the country and secure a "business" visa upon reentry at their expense.**

Salary Advances

Teachers can apply to the Principal for a Salary Advance. The maximum allowed is 20% of the monthly salary, twice per academic year. Each advance will be deducted in equal instalments from the following three months' salary.

Policies and Procedures

Our policies are updated on a regular basis to keep up with best practice and legal compliance. Policies are shared with all teachers upon arrival and can be found on the Teacher Portal.

Recruitment Policy: Nord Anglia Education aims to attract and retain professionals of the highest caliber in accordance with business needs and strategic goals. Each fiscal year, the annual Workforce Plan and associated workforce costs, including consultants, is agreed at EXCO. All recruitment activities of the department will be based on the approved Workforce Plan.

Equality and Diversity: It is the Company policy that no employee or job applicant will receive less favorable treatment on the grounds of sex, marital status, sexual orientation, race, colour, creed, nationality, ethnic origin, citizenship, disability, age, religious or political belief, or trade union membership. The policy extends to all areas of operation and all staff are required to work and act in ways which are both lawful and express the spirit of equality. As an equal opportunities employer, the company will not tolerate discrimination, bullying or harassment of any kind, whether direct or indirect. This policy applies to all aspects of work, work allocation, pensions, recruitment and selection, training, promotion and redundancy. Breach of this policy by employees will result in disciplinary action which may lead to dismissal.

Disciplinary Procedure: We never enjoy taking disciplinary action against anyone, but from time to time we do find it necessary. Our Disciplinary Procedure is designed to make sure any misconduct issues are managed in the right way, with everyone treated fairly and consistently.

Grievance Procedure: Our Grievance Procedure is there to make sure we have a system in place for managing a grievance or complaint. Whether it is an individual or collective issue, we aim to find a solution as quickly as possible so we can maintain positive working relationships. If at any time you feel as though you have a work related grievance, or an issue with colleagues that you feel needs support from the Company, please speak immediately with the school Principal.

Harassment: Sexual harassment is defined as unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work. This includes unwelcome



physical, verbal or non-verbal conduct. Racial harassment may be defined as 'unwanted conduct or behaviour of a racial nature which is unsolicited and personally offensive'. In each case this can include offensive emails and text messages.

The essential characteristic of sexual and racial harassment is that it is unwanted by the recipient. It is for each individual to determine what behaviour is acceptable to them and what they regard as offensive. It is not the intention or motivation of the perpetrator, but the act itself and the impact on the recipient which determines what constitutes harassment. Extreme forms such as assault, which constitutes a criminal offence, are clearly recognizable, but harassment could include such behaviour as unwelcome comments, verbal abuse or physical contact.

The Company will not tolerate sexual or racial harassment in the workplace. Formal complaints will be investigated in the same way as other grievance/disciplinary investigations. Clear cases of serious sexual or racial harassment constitute gross misconduct and may lead to summary dismissal. Employees who consider themselves to have suffered sexual or racial harassment at work should report the matter under the grievance procedure at the earliest opportunity to their Manager or a member of the HR Team.

Health and Safety: Keeping everyone healthy and happy is really important to us. So we are committed to best practice in all areas of Health and Safety at work. We have a culture where health and safety is seen as integral to our success. We will always try to ensure that you can go about your job without any undue risk to you or anyone who comes into contact with our business. This way we can ensure compliance with all of our obligations relating to health and safety at work and we can keep improving in line with best practice. If you ever see, witness or identify anything that you think we can improve in the way of health and safety, please speak immediately with your Principal.

Safe Working: As part of the Nord Anglia Education team, you have the following health and safety responsibilities:

- Take care of your own health and safety and that of others who may be affected by your acts and omissions at work. You must never work in a manner, which is dangerous to yourself or other people.
- Be familiar with your own responsibilities and the health and safety procedures, which apply to your role.
- Comply with all policies, standards, procedures and arrangements that the Company has put in place to ensure your health and safety at work. In doing so, you will achieve compliance with your duties under health and safety law as well as allowing the Company to discharge its statutory duties towards you as an employee.
- Do not intentionally or recklessly interfere with, or misuse, anything provided by the
- Company to meet its statutory duties.
- Adhere to all procedures for safe working, observe any safety rules or instructions relevant to particular work or location and use any safety equipment and protective clothing provided. All clothing worn for work must be suitable and sensible for the particular working environment.
- Report to your Manager any hazard, accident or dangerous occurrence which has caused or might cause injury or damage, and co-operate with any accident or dangerous occurrence investigation that may result.
- Seek advice from management and supervisory staff when visiting unfamiliar work areas.



- Know the location of the nearest first aid box.
- Follow the instructions of the Fire Marshals during fire drills and building evacuations.
- Take pride in your workplace, keeping desks and the immediate working environment clear from clutter.
- Make sure that equipment and documents are stored in an appropriate place and do not block access and egress routes, or otherwise make the workplace look untidy.
- Do not bring electrical appliances, such as fans, and heaters etc into your workplace without first consulting the building's Manager.
- Do not move your workstation or equipment without first discussing with your Manager who will help and ensure that any moves are undertaken safely.
- In order to maintain a safe and secure working environment you are advised that CCTV images are taken at the majority of our sites.

Accidents: If you witness an accident, incident or anything you might think is dangerous that could cause injury, damage or put people or property at risk, please report it immediately to your Principal. Even if an accident seems very minor, it should still be reported to your Principal and properly recorded. If you can't report it right then and there, please try and let your Principal know within 12 hours of the event.

Company premises: Controlling access to our building is important. We need to all take responsibility to ensure only people authorized to enter our buildings or certain areas of them, gain access. To help keep everyone safe and ensure privacy and confidentiality, where necessary, you are not allowed to let anyone in whom you do not know personally, and you will be responsible for anyone to whom you do grant access.

Responsibilities: All Employees of the school are expected to behave in a safe manner that will not put those around them at risk of injury, or that they would be likely to cause an injury to others.

- It is incumbent on all staff who become aware of a potentially hazardous situation that they report it at once to the appropriate authority.
- The safety of the students around us is the first priority at all times. It is everyone's responsibility to ensure that they are protected from harm, either from others or themselves by their action or inactions.
- Teachers should act to keep classrooms safe and free from hazards.
- If anyone becomes aware of a potential hazard within a classroom it is important that they report the hazard for correction as soon as possible.

Emergency Procedures: Please see the Emergency Procedures for Evacuation Drills and Safe Place Drills for complete details.

We ask that all staff familiarize themselves with the fire exits in and around the school. In the case of an evacuation the fire alarm will be sounded and you are to immediately evacuate the school along with any children and/or visitors you are in charge of, or you see unattended. Proceed immediately to your designated fire assembly point for role call. If you identify that someone in your charge is missing – immediately alert a senior member of the school staff and any fire emergency services. DO NOT re-enter the building until you are told it is safe to do so. Fire notices and evacuation notices



are placed throughout the school. If at any time you are unsure of the fire procedure, please speak with your Line Manager or Department Head without delay.

All staff are required to participate in Fire Drills and Lockdown Drills as arranged by the School.

Smoking at Work: Smoking is strictly prohibited in all Nord Anglia Education premises. Smoking on Company premises in non-designated areas is considered to be gross misconduct.

Alcohol and Drugs: In the interests of health and safety and customer services, drinking alcohol or using non prescribed/controlled substances at work is not allowed. The consumption of alcohol or misuse of drugs to an extent where it affects your performance at work or jeopardises the welfare of colleagues and visitors is regarded as gross misconduct. Consequently this could result in your summary dismissal.

Always let your School Principal know if you are taking any medication which may affect your health and safety at work.

Unless specific authorisation is given by your school Principal, you may not consume alcohol on any Nord Anglia Education Premises. Consuming alcohol during lunch breaks is not allowed and anyone found to be intoxicated on company premises will be subject to disciplinary action.

Background Checks: Nord Anglia Education considers the safety of its students of paramount importance and we make a commitment to protecting the children with/for whom we work. To this end, and in addition to a Child Protection and Safeguarding Policy in our schools, Nord Anglia Education recognises the need to ensure, where possible, the safety of our students first, when we employ, and continue to employ, persons responsible for the delivery of learning and teaching, care of students in our Schools and Learning Services Business or those persons who interact with our students on behalf of the Company. New teachers are required to carry out online training in the area of Child Protection and Safeguarding prior to arrival.

In keeping with this commitment, Nord Anglia Education requires all employees to declare all current and spent criminal convictions and undergo employee background checks. These checks aim to provide Nord Anglia Education with the assurance needed to ensure we are recruiting, engaging and employing individuals, deemed most suitable to work with children and young adults.

Our employee background checks include:

- A local police/criminal records check from their country of origin, their current country of residence and any previous country of residence. In some cases additional checks are required by law.
- Two professional referees to enable the company to obtain professional references prior to commencing employment.
- Educational qualification certificates for all qualifications

Should a specific country of employment not require, by law, such Police background checks, Nord Anglia Education, respectfully requests all prospective employees to undergo one, regardless of requirements by law.

Information Security and IT: Security and safeguarding our employees, customers and clients is very important to us. Corporate e-mails form part of our administrative records and as such the Company



is able to, and does, monitor, record and investigate the use of e-mail facilities for the following purposes:

- To assess whether the use of e-mail facilities is legitimate
- To retrieve lost messages due to computer failure
- To assist in the investigation of wrongful acts and comply with legal obligations
- To ensure compliance with this and associated Procedures.

All users consent to allow authorised company employees/external individuals to access and review all e-mails accessed, created, stored, sent or received by users through our equipment and systems. You are advised never to communicate anything in an email that could be in breach of any of the Company's policies or procedures.

E-mail messages and their attachments are not transient methods of communication, which can be permanently erased from the computer system. The company has the facility to restore individual e-mails after deletion by sender and recipient.

In regard to websites visited, please be advised that a permanent record of all websites visited is retained and evaluated by us on a regular basis. You must never use Company equipment, networks or connectivity to visit websites or view images that would be classified as adult nature in content or could be deemed as an inappropriate use of our equipment. We use specialised and sophisticated software to monitor and report anything we think should be looked into in more detail.

Every employee, subcontractor or temporary worker is responsible for not compromising the Company through either the use of our corporate e-mail facilities or the websites they visit.

For more information please contact the HR or IT Department.

References: At Nord Anglia Education, it is our policy to provide purely factual references. This means that all references are fair, consistent and protected from any personal bias.

Return of Company Property: Should you leave our employment, you are required to return all equipment and company property to your Manager before you go. This includes:

- IT equipment
- Office keys/fobs
- Documents/correspondence/books (both hard and soft versions)
- Credit card (where applicable)
- Working Permit (if applicable)

N.B. Failure to do so will result in a deduction from your final salary.

Corporate Responsibility

We are committed to working effectively, efficiently and responsibly, with integrity and respect for the law, the environment and individuals' rights. So we expect everyone here and anyone who acts on our behalf, to live up to this commitment.

To our customers: We're dedicated to giving the highest possible customer service standards to all our customers.



To our people: We encourage the continuous professional and personal development of all our people and honor the law and legislation that protects their health, safety and wellbeing.

To the wider community: We do business in a socially responsible way. We are committed to making a positive contribution to the wider community.

To the environment: Our environmental impact should be marginal so we're taking steps to conserve energy and manage waste. We will work with others to raise awareness and share good practice.

To our stakeholders: Doing the right thing for all our stakeholders means we can operate as a successful and profitable company.

Business Standards: Our principles underpin everything we do, so we always aim to do business in the most ethical way. That means corrupt practices of any sort will not be tolerated.

Company Code of Conduct: The way we behave and conduct ourselves at work is paramount to the way we operate as a premium brand. All employees are expected to comply with any ethical standards which govern their respective professions whilst observing the highest standards of propriety involving impartiality, integrity and honesty whilst acting professionally and with appropriate independence at all times.

Employees will be treated with respect and will not be subject to discrimination on the grounds of age, race, religion or belief, gender, marital status, disability or sexual orientation.

Dealing With The Press: In order to maintain consistency in communicating the Company's corporate messages to its target audience via the media, corporate spokespersons are designated to handle external communication with the media concerning market performance, industry issues and various aspects of the Company's business operations.

Gifts and Entertainment: Outside of work it is always nice to receive a gift or favour. Working as part of a fair and ethical company you must not accept gifts or favours from any person or organisation who we have a connection to unless they are trade gifts of nominal value, such as a diary. This kind of gift is okay so long as the total value of anything you receive does not exceed USD 75.00 in a financial year from a single source.

Fraud and Malpractice Reporting: We believe in an honest and open workplace, so we are looking to you to help us keep up our high standards of business ethics.

All our Principals have a duty to report suspicions of dishonesty or criminality without delay.

Intellectual Property Rights: Any form of intellectual property, such as an invention, which is made, originated or developed during the performance of your normal duties or results from any tasks specifically assigned to you, shall belong to the Company and you have no right to be identified as the owner or creator of such work. Unless provided by law, any additional remuneration or compensation for such work is at the absolute discretion of the Company.

Intellectual property includes:

- Patent applications and patents
- Copyright works such as written material, computer programs and drawings.
- Database rights



- Registered or unregistered design rights
- Confidential information

You must promptly notify and disclose to the Company in writing full details of any inventions or other intellectual property rights made, originated or developed at any time during the course of your employment and you shall not disclose such details to anyone else without the express prior permission of the Company.

Northbridge Property: You must not use Northbridge equipment, facilities or time for anything other than activities relating directly to your employment.

You have a responsibility to take proper care of all Northbridge property issued to you. Should you leave the Company's employment for whatever reason you must return all Company property and information to your line-manager, on or before your last working day. Failure to do so may result in salary payments to the value of the missing items being withheld until all items have been returned.

NISC CODE OF CONDUCT

1. Introduction: This Code of Conduct applies to all staff who represent the school and who interact with our children in both a direct and/or unsupervised capacity. Within this policy a child is defined as a person on roll at the school or on roll at a visiting school regardless of age.

2. Purpose and Principles: This Code of Conduct is designed to give clear rules and guidance on the standards of behaviour all school staff are expected to observe. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

3. Setting an Example: All staff who work in schools set examples of behaviour and conduct which can be copied by children. Staff must therefore:

3.1 Avoid using inappropriate or offensive language, including sarcasm, at all times.

3.2 Demonstrate high standards of conduct in order to encourage our students to do the same.

3.3 Avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4 Be aware of their own and other persons' vulnerability, especially when working alone with students

3.5 Be responsible for maintaining physical, emotional, and sexual boundaries in all interactions. Staff must avoid any covert or overt sexual behaviours with those for whom we have responsibility. This includes speech or gestures as well as physical contact that exploits, abuses, or harasses.

3.6 Not demean or make disparaging remarks which undermine children, parents, or colleagues

3.7 Not discriminate against, show preferential behaviour towards or favour particular children to the exclusion of others

3.8 Refrain from the use of, or being under the influence of, tobacco products, alcohol and/or unauthorised drugs when working with students.



4. Safeguarding Children: NISC is committed to the safety and protection of children. All staff must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare. Specifically, all staff have a duty to safeguard children from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard children includes the duty to report concerns about a child to the school's Designated Senior Person (DSP) for Child Protection. All staff are expected to avoid inappropriate or potentially abusive behaviour towards children. The following rules and guidelines must be followed:

- 4.1 Staff are prohibited at all times from acting in a way intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
- 4.2 Staff should at all times respect children's rights and treat children in a fair and honest way and with dignity and respect.
- 4.3 Staff are prohibited at all times from physically disciplining a child.
- 4.4 Staff must never have relations with a child that can in any way be considered exploitation, maltreatment or abuse.
- 4.5 Staff must not engage in sexual activity or have sexual relations with any child at school irrespective of their age.
- 4.6 Staff must show prudent discretion before touching a student, and be aware of how physical touch may be perceived or received, and whether it would be appropriate.
- 4.7 Physical contact with students can be misconstrued both by the recipient and by those who observe it, and should occur only when completely non-sexual and otherwise appropriate, and never in private.
- 4.8 One-on-one meetings with a child must be held in a public area or in a room where the interaction can be (or is being) observed. One-on-one meetings with a child should never be in a room with the door closed.
- 4.9 Staff should never behave in a sexually provocative manner towards children
- 4.10 Staff should never use toilets identified for children's use
- 4.11 Staff should never do things of a personal nature for children that they are able to do for themselves
- 4.12 Staff should not sleep in the same room as a child when on school trips unless it is a large dormitory situation with at least two members of staff and the advance permission of the Principal.
- 4.13 Staff should not offer transport in a car to a child without express permission from parents or the Principal except in the case of an emergency
- 4.14 Staff should never give drugs, cigarettes or inappropriate images or reading material to children
- 4.15 Staff should not give money or gifts to children without permission from the Principal.

5. Honesty and Integrity

5.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.



5.2 Employees must not solicit or accept personal advantage from any person or organisation in connection with the school's business. Personal advantage could be a gift, loan, fee, reward, commission, employment, contract, service or favour

6. Conduct Outside of Work

Staff must not engage in conduct, which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

7. Confidentiality

7.1 Where staff have access to confidential information about children or their parents, staff must not reveal such information except to those colleagues who have a professional role in relation to the child.

7.2 The confidentiality of information received in the course of an employee's work must be respected and never used for personal gain or the gain of others

8. Disciplinary Action

8.1 Failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

All staff are required to read over and be familiar with our [Nord Anglia Education Guidance for Safeguarding and Safer Working Practice](#) as well as our [NAE Social Media Policy](#) -Summary.

Nord Anglia Education is a premium organisation that only employs and works with premium people. We are delighted to have you as a member of our team at Northbridge and we look forward to a long and prosperous working relationship.

Good Luck and Welcome to NISC and Nord Anglia Education!