

Disciplinary Policy

The Teachers and the Staff at Tula' international school are expected to follow the code of conduct and regulations laid down hereunder

Any violation of the laid down code of conduct may lead to the initiation of disciplinary action.

The teachers and Staff will be governed by a Discipline Committee (which will be formed from time to time).

A Teachers and Staff will be liable to disciplinary proceedings on the following counts:

- 1) Gross Professional Misconduct
- 2) Dereliction of Duty.
- 3) A case against him/her in respect of any criminal offence is under investigation or trial.
- 4) he/she is charged with embezzlement.
- 5) he/she is charged with cruelty towards any student or any employee of the school;
- 6) He/she is charged with misbehaviour towards any parent, guardian student or employee of the school.
- 7) He/she is charged with a breach of any other Code of Conduct relating to school.

Procedure:

Any incident of Gross Professional Misconduct or Dereliction of Duty on part of a Staff member will be placed before the Discipline Committee. The Committee has the authority to issue a show-cause notice. This will be reflected in his/her annual performance. If a member of staff is issued three written warnings it will entail the separation of the staff from the school.

For all cases, the appellate authority is the Headmaster.

The Headmaster may suspend an employee with immediate effect and without prior approval of the Chairman of the Committee if he is satisfied that such immediate suspension is necessary by reason of the Gross Professional Misconduct within the meaning of the Code of Conduct **or involves morai turpitude.**

An order of suspension made or deemed to have been made in these rules shall continue to remain in force until it is modified or revoked by the Committee.

Where an employee is suspended or is deemed to have been suspended and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the Committee may for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceeding. An order of suspension made deemed to have been made under these rules may, at any time be modified or revoked by the Committee.

Subsistence allowance: An employee under suspension shall, in relation to the period of suspension, be entitled to the full salary payments till he or she is pronounced guilty, in such case the action deemed fit by the committee shall prevail.

Penalties

1) The following penalties may, for good and sufficient reasons, include the breach of one or more of the provisions of the Code of Conduct may be imposed upon an employee.

a) Minor Penalties:

- i) Written Instruction or Warning Letter;
- ii) Recovery from pay, the whole or any part of any pecuniary loss caused to the school by negligence or breach of orders,
- iii) Mandated observations, professional development, coaching, supervision, when it is considered to be of benefit.

iv) With the holding of increment of pay

b) Major Penalties;

- i) Reduction in grade;
- ii) Compulsory retirement
- iii) Termination of the contract

The procedure of Imposing Minor Penalty

in case of a minor penalty, it shall be made after informing the employee of the proposal to take action against them and the allegation on which such action is proposed to be taken and after giving the employee an opportunity to make any representation against the proposed action.

Procedure for Imposing Major Penalty.

1. No order imposing on any employee any significant penalty shall be made except after an inquiry is held by the committee as far as may be, in the manner specified below:

a) The Disciplinary Committee shall frame the allegations on which the inquiry is proposed to be held, and a copy of the allegations together with the statement of the allegation(s) on which they are based shall be furnished to the employee, and he/she shall be required to submit within such time as may be specified by the Committee, but not later than a week, a written statement in their defense and also to state whether they desire to be heard in person;

b) On receipt of the written statement of defence, or where no such information is received within the specified time, the Disciplinary Committee may itself make inquiries into such allegations

c) After the inquiry, the committee shall prepare a report of their findings which shall be shared by the employee and the HM

d) The Disciplinary Committee shall consider the report of the inquiry and record its findings on each allegation and if the disciplinary Committee thinks that any of the significant penalties should be imposed, it shall: -

i) Give them notice in writing stating the action proposed to be taken regarding them and calling upon them to submit within the specified time, not exceeding a week, such representation as they may wish to make against the proposed action,

ii) On receipt of the representation, if any, made by the employee, the disciplinary committee shall determine what penalty, if any, should be imposed on the employee and communicate its tentative decision to impose the penalty to the Headmaster for its prior approval

iii) After considering the representation made by the employee against the penalty, the disciplinary Committee shall record its findings as to the penalty, which it proposes to impose on the employee. The disciplinary Committee shall furnish to the employee all relevant records of the case, including the statement of allegations, charges framed against the employee, representation made by the employee, a copy of the inquiry report where such inquiry was made and the proceedings of the disciplinary Committee.

iv) No order about the imposition of a significant penalty shall be made by the disciplinary authority except after the receipt of the approval of the Headmaster.

Disciplinary Committee

- 1) The Disciplinary Committee shall consist of the following:
 - a) Deputy Headmaster
 - b) Admin officer (in case of Admin, Technical and Support Staff)
 - c) Head of Boarding/Pastoral care
- 2) The Disciplinary Committee shall carefully examine the findings and reasons for imposing penalties and records, communicating to the employee, and passing orders as they deem fit.