

File Name	Staff Code of Conduct - The SOBHA Academy
Reference	SKT - TSA POLICY - I - 003
Date	12-05-2025

1. Introduction

The Staff Code of Conduct outlines the professional expectations and standards of behaviour for all employees of The SOBHA Academy (TSA). It reflects our collective commitment to fostering a safe, inclusive, and respectful school environment. Every staff member plays a vital role in upholding the values of the school and modelling integrity, responsibility, and care in all interactions.

2. Purpose

This code aims to:

- Set clear behavioural expectations for all staff members.
- Uphold the honour and responsibility of the teaching profession.
- Promote a culture of respect, fairness, and accountability.
- Ensure that all staff act in accordance with TSA's values and school norms.

3. Policy Guidelines

3.1 Professional Conduct

- Demonstrate honesty, fairness, and professionalism in all school-related duties.
- Uphold the dignity of the teaching profession at all times.
- Adhere to reporting times and fulfil the full schedule of responsibilities as per school norms.
- Refrain from offering private tuitions or coaching without prior written approval from the Principal.

3.2 Commitment to Students

- Treat all students equitably, with kindness and without bias based on religion, caste, gender, or ability.
- Support students in becoming independent thinkers, responsible individuals, and compassionate citizens.
- Maintain the confidentiality of student information and never misuse the teacher-student relationship.
- Refrain from using corporal punishment or any form of humiliating discipline.

3.3 Commitment to the School

- Follow all school policies, circulars, and directions issued by the leadership team.

- Participate actively and positively in staff meetings, school functions, and professional development.
- Use school resources with care and consideration.
- Contribute to a clean, safe, and inspiring school environment.

3.4 Interaction with Parents and the Wider Community

- Communicate with parents and guardians respectfully and with a spirit of partnership.
- Provide timely, accurate, and constructive feedback regarding student learning and behaviour.
- Refrain from sharing internal school matters or sensitive information with external parties.

3.5 Personal Conduct and Appearance

- Dress in a manner that is professional, modest, and culturally appropriate.
- Model respectful and courteous behaviour in all school interactions.
- Avoid any form of harassment, misconduct, or inappropriate language or behaviour.

3.6 Digital and Social Media Conduct

- Use school digital platforms only for appropriate academic communication.
- Maintain respectful boundaries with students and parents online.
- Do not share defamatory, confidential, or inappropriate content related to the school on social media or messaging platforms.

3.7 Legal and Ethical Responsibilities

- Comply with all directives from CBSE and the Department of Education, Government of Kerala.
- Avoid any actions that may compromise the reputation or values of the school.
- Promptly report any concerns or violations of this code to the Principal or designated school authorities.

4. Compliance and Review

Adherence to this Code of Conduct is expected from all staff members. Any breach may result in disciplinary action in accordance with the school's grievance and disciplinary procedures. This code will be reviewed every two years or as required.

5. Document Control

VERSION	DATE	DESCRIPTION OF CHANGE	APPROVED BY
1.0	12/05/2025	Initial Formalisation	Trust Board

