



European School LTD  
შპს ევროპული სკოლა

# Code of Ethics



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## **Preamble**

The purpose of the Code of Ethics of the “European School” LTD (hereinafter the “European School”) is to establish principles and standards that are essential in maintaining an excellent learning environment at the “European School.” Learning at the “European School” rests upon respect for individual rights, dignity and security. The Code of Ethics serves as a guide of behavior at the “European School” for academic, administrative, support staff and volunteers of the “European school” to ensure that rights of all members of the “European School” community are upheld properly, caring environment is promoted and diversity is embraced, the “European School” property and common resources are secured while an excellent learning environment is created and maintained.

The “European School” Code of Ethics ensures promoting behavior that is consistent with the mission and values of the school.

## **Article 1. Legal Bases of the Code of Ethics**

The legal bases of this Code are the Constitution of Georgia, Labour Code of Georgia, Law of Georgia on General Education and the Statute of the “European School.”

## **Article 2. The Principles of the Code of Ethics**

Every member of the academic, administrative, support staff, and volunteer of the “European School:”

- a. Is equally entitled to the rights granted by the Legislation of Georgia, Statute of the “European School” and other regulatory acts;
- b. Complies with the provisions, values and principles enshrined in the Statute of the “European School” and this Code of Ethics and strictly adheres to them;
- c. In case of breach of the Code of Ethics, acknowledges the right of the “European School” to determine an imposition of a disciplinary action according to the procedure indicated in the “European School” Staff Handbook, and takes responsibility to follow the decision that is made in this regard.

### **Article 3. General Rules of Ethics**

1. The actions of members of the academic, administrative, support staff and volunteers that shall be deemed inappropriate and unethical:
  - a. Hindering learning process (use of a cell phone during class or any other inappropriate action);
  - b. Smoking (tobacco/electronic cigarette) within the school campus;
  - c. Bringing, supplying or/and using alcoholic beverages;
  - d. Gambling;
  - e. Littering the “European School” premises;
  - f. Resisting demands of a person authorized to take a disciplinary action;
  - g. Bringing, supplying or/and using narcotic or/and psychotropic substances;
  - h. Bringing or/and supplying firearms and cold weapons;
  - i. Bringing or/and supplying explosive and flammable substances which pose a real threat of fire or/and explosion;
  - j. A direct or/and indirect political agitation or/and propaganda at the school by use of a school infrastructure, including electronic mail or/and school database;
  - k. A direct or/and indirect religious agitation or/and propaganda at the school by use of a school infrastructure, including electronic mail or/and school database;
  - l. Slander against the school name, prestige, symbols and reputation through dissemination of false and unverified information regarding school activities, school employees and students through using media resources, social networks, as well as electronic mail or/and school database in a direct or indirect manner;
  - m. Any other action that contradicts ethical norms and therefore disrupts the learning process.
2. The member of the academic, administrative, support staff and volunteer:
  - a. Is required not to be late or/and not to miss classes or any other education events, school presentations and ceremonies due to inexcusable reasons, whereas in case of excusable reasons, is required to notify an immediate supervisor in accordance with school rules regarding lateness or/and absence;
  - b. Protects the confidentiality/Personal information of students, colleagues or other individuals involved in the learning/working process unless the disclosure of information is legally required;
  - c. Is punctual and organized while carrying out job responsibilities;

- d. Uses allocated time for learning process effectively to solely fulfill learning goals and objectives;
- e. Looks after the property of the “European School” and uses its resources in a proper manner;
- f. Does not engage in verbal, physical or other types of abuse against students or colleagues;
- g. Shows equal attention and care towards every student irrespective of their social, ethnic, religious, gender, linguistic belongings, and points of view;
- h. Embraces diversity and incorporates global citizenship;
- i. Is obliged to refrain from denouncing colleagues in the presence of students;
- j. Does not give paid private tutorials to the students of the “European School;”
- k. Does not receive a gift or any other types of profit from a student or student’s legal guardian in exchange for good grades and a favorable advantage.

#### **Article 4. Penalties for Breaching the Code of Ethics**

In case of a breach of the general rules defined in this Code of Ethics penalties will be determined according to the: Staff Handbook of the “European School”, Agreement concluded between the parties and applicable Legislation of Georgia.

#### **Article 5. Concluding Provisions**

1. The “European School” is entitled to introduce amendments to this Code of Ethics and is obliged to put them on display or/and publish them on the “European School” website;
2. Abolition or invalidation of any provision of this Code of Ethics (article, section or subsection) does not result in abolition or invalidation of other articles of the Code.
3. Members of the academic, administrative, support staff and volunteers are obliged to get acquainted with the Code of Ethics and its amendments and fulfil it.