



## **SGIS CODE OF CONDUCT**

SGIS member schools apply to their activities the principles that must prevail in the field of education, namely transparency, loyalty and trust. The management body of every member school adheres to this code of conduct and is committed to ensuring its application and to upholding it.

Consequently, the following principles are applied by member schools:

### **The school and its students**

- The school's printed or digital documentation must spell out the nature of the teaching, and of the certificates and diplomas on offer. The schools also define their pedagogical principles and methods as well as their requirements for obtaining a certificate or a diploma. Moreover, the documentation must spell out the criteria for admission, the timetables, the programmes, the available options, a clear description of the benefits covered by school fees as well as any supplements, and also the conditions for termination of the contract.

### **The school and its staff**

- SGIS Schools are expected to follow professional and ethical hiring practices such as not hiring teachers and staff under contract with another school. It is advised that SGIS School leaders contact each other regarding teachers and staff seeking employment prior to extending contacts.
- Conditions of work and any reciprocal obligations must be clearly set out in a written work contract or a recruitment letter.
- SGIS schools should be committed to having policies and procedures relating to terms and conditions of employment, contracts and salaries that are clearly communicated and in line with legal requirements.

## **The relationships between schools – publicity**

- Schools mutually respect the principles of fair competition. In particular they refrain from any disparaging comments about other institutions in their publicity or public statements.
- Any comparative publicity with regard to other SGIS member schools is not allowed, nor is any reference to success rates in examinations. A school is allowed, however, to state on its own website how many of its students are successful in a specific examination.

When a student transfers from one member school to another, the school undertakes to share any information that can be useful to further the student's progress provided that this information is not in breach of data protection legislation regarding confidential matters.

- In the event of a transfer during the school year, the receiving school undertakes to contact the school the student is transferring from.
- Any outstanding dispute between member schools may be submitted to arbitration from the SGIS Committee.

In cases where the committee deem a school may be in gross breach of ethical and professional practice, the committee may suspend membership of a school or schools, pending an enquiry. In such cases the Chair of the committee will establish a review committee of at least three committee members, who will review the evidence impartially and make a recommendation for further action to the Committee, which may include immediate termination of membership. The Head of the school concerned will be informed in writing (e-mail is sufficient). In such cases the Committee's decision is final and no membership fees will be returned to the school(s) concerned."

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