

*‘Quality for All and All for Quality’*

# Code of Conduct

This general code of conduct describes rules that apply  
to all persons appointed by STIP or persons  
involved with the organisation in any way whatsoever.

## **Code of conduct**

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### **A. Starting point**

This general code of conduct describes the rules that apply to all persons appointed by STIP or persons that are involved with the organisation in any way whatsoever. This includes the dress code as STIP considers employees as having a role model function for students. In addition to this general code, IPS Hilversum has school rules that can be understood by its students and are in alignment with the general code of conduct.

### **B. The aim and purpose**

The code of conduct is intended to clarify what is regarded as desirable conduct and to prevent undesirable conduct.

In order to prevent undesirable conduct

- the employees and all others involved with the school organisation must be aware of the content of the code of conduct
- information must be given concerning the policy and risks regarding undesirable conduct within the organisation
- there must be monitoring of compliance to the code of conduct

### **C. For whom**

The code of conduct all persons appointed by STIP or other persons that are involved with the organisation in any way whatsoever, from Board to school level

### **D. Framework undesirable behaviour**

In addition to the general code of conduct, there are five areas addressed separately in this document

- sexual harassment
- bullying; aggression and/or (verbal) violence
- discrimination
- misuse of social media
- dress code

#### Sexual harassment

Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature

#### Bullying; Aggression and/or (verbal) violence

Bullying, psychological or physical harassment, threatening or attacking others.

#### Discrimination

The making of any form of comment concerning performance or decisions about individuals that are offensive to those people because of their ethnicity, religion, gender, disability, belief, age, sexual orientation, or making any distinction on the basis of any of these factors.

#### Misuse of social media

The concept 'social media' is a collective one for online platforms where, without or with a minimal intervention of a professional editor, the users are responsible for the content. The interaction and dialogue is between the users themselves.

We refer, in particular, to the use of Twitter, Hyves, Facebook, LinkedIn and YouTube in addition to other lesser known blogs or new variants. We include the website and intranet under the collective concept social media. Er is sprake van interactie en dialoog tussen de gebruikers onderling.

## **E. Code of Conduct**

### **1. General rules of conduct**

All persons appointed by STIP or persons that are involved with the organisation in any way whatsoever:

- adhere to the generally accepted social values and standards;
- respect the potential, possibilities and limitations of the students;
- do not commit criminal offences;
- interact on the basis of mutual respect for each other;
- are reserved cautious in regard to accepting gifts;
- are not under the influence of drugs or alcohol during working hours;
- only smoke out of the view of the students;
- refrain from abusive or coarse language;
- are at all-time aware and give attention to their personal and professional image;

### **2. Rules of conduct to prevent sexual harassment**

All persons appointed by STIP or persons that are involved with the organisation in any way whatsoever:

- refrain from sexist language, sexually tinted jokes or behaviour or conduct that could be interpreted by others as such;
- that such conduct does not occur among students;
- ensure that within the (school)organisation no sexually tinted posters, drawings, articles (school or class publications), email etc are used or displayed that that can be offensive to a particular group or individual;
- approach and address the person concerned directly if any of the rules mentioned above are not being adhered to;

### **3. Rules of conduct to prevent bullying; aggression and/or (verbal) violence**

All persons appointed by STIP or persons that are involved with the organisation in any way whatsoever:

- do not make any comments regarding clothing and/or appearance that could be regarded as offensive or hurtful
- do not address each other with a nick-name that could be regarded as offensive or hurtful

If any person appointed by STIP or person involved with the organisation in any way whatsoever:

- see an employee or other person bullying they then clearly and unequivocally signals that they disapproves of such behavior;
- feel or suspect that any employee or other person is a victim of bullying they inform the person bullying that they have gone too far and broken the code of conduct
- is being bullied then, wherever possible, they communicate this to the school management
- has a complaint that in their opinion cannot be solved to their satisfaction then they can discuss is with the school contact person, who directs them to the confident (*vertrouwenspersoon*) or file a complaint directly with the national complaints commission school for school disputes ( *see klachtenregeling STIP*)

#### **4. Rules of conduct to prevent discrimination**

All persons appointed by STIP or persons that are involved with the organisation in any way whatsoever:

- treat each other equally;
- do not use discriminatory language;
- ensure that within the (school) organization no discriminatory texts and / or images appear on posters, in the school, in books, emails or any online or paper publications;
- ensure that, in regards to colleagues, the staff, pupils and parents do not display a discriminatory attitude in language or behaviour
- clearly and openly disapprove and distance themselves from discriminatory behaviour

In the case of discrimination

- by an employee the individual concerned will be invited to a meeting with the school management. Repeated violation of the code of conduct regarding discrimination will be reported to the Board, STIP, which then determines whether and, if necessary, what disciplinary measures will be taken;
- by any other person that is involved with the organisation in any way whatsoever the individual concerned will be invited to a meeting with the school management. Repeated violation of the code of conduct regarding discrimination will be reported to the Board, STIP, which then determines whether and, if necessary, what disciplinary measures will be taken. In extreme cases the individual could be refused access to the school and/or the school grounds;

#### **5. Rules of conduct to prevent misuse of social media**

- Employees share knowledge and useful information.
- The digital behaviour on social media may not be in contradiction to the common, agreed and documented rules within the school.
- In regards to educational subjects employees must be clear if publications are in a personal capacity or on behalf of the school.
- Employees do not publish any confidential information via social media.
- Employees do not enter into discussions with any pupil or parent via social media.
- Members of the Board and employees are always representatives of the school – even when they are expressing a personal opinion- so whenever in doubt do not publish via social media.
- Employees are personally responsible and accountable for what they publish via social media.
- Employees are aware that publications via social media are always traceable.
- If there is doubt concerning a publication via social media or the possible connection with the school then they should consult the school management.
- The school ensures there is a safe digital climate and communicates how this is achieved to the whole school community.
- The school establishes and publishes the measures that it will take in the case of digital violations by employees, pupils, parents or persons that are involved with the organisation in any way whatsoever.

## **Social media; Bear in mind that.....**

- ... the use of social media happens ‘real time’. On click and a message is directly online;
- ... online information may well stay online for ever. It is not easy to remove information once it has been put online. Think carefully about how you want to come across in text, picture and sound – and not only for that one moment in time. Employers, pupils and parents often search online for more information.
- ... it is an unwritten rule not to remove a message once it has been placed. With that single click incorrect messages are also directly online. Try to be the first to rectify your own mistakes, without necessarily amending or removing the original message. State that you are the one rectifying a message and if you do delete a previous message then give a valid reason for doing so.
- ... you should be aware of legal copyrights. It is forbidden to publish the work of another without atonable permission. Violation of copyright could result in considerable fines.
- ... social etiquette applies online as well as offline. Respect the person you are addressing. Slander, cynicism, insults and obscenities are not allowed. The privacy of others is respected. This applies to both school boards, administrators, teachers and pupils;
- ... your reactions to other publications should be contextual only. Purely giving an opinion without foundations for it contaminate a discussion and say more about the writer of the reaction than the piece it was intended to refer to. Remember that all reactions appear on the net.
- ... social media sometimes creates a grey area between work and private matters. When you write a personal blog concerning your work you can include a disclaimer stating that this is your personal view and not necessarily shared by others or in alignment with the view of the school.

## **F. Dress Code**

Adults are role models for children. Even more so in education. The manner in which one dresses is also a reflection and expression of both behaviour and attitude. For this reason STIP places importance in a dress code for its employees.

The following principles are applied for this; (*Guidelines dress code in schools - Ministerie van OCW*)

- The dress code may not be discriminatory;
- The dress code may not influence the freedom of expression
- The dress code must be known by an employee before appointment
- Sanctions arising from violation of the dress code may not be disproportional

## **Rules of conduct regarding clothing**

The following is not permitted:

- wearing of extremely provocative clothing;
- Wearing extremely sloppy and deviant clothing;
- Wearing clothing that blocks communication ;
- Wearing headgear inside the building;

STIP does not appreciate the wearing of religious clothing, including the headscarf, and religious attributes by employees. STIP is a public school board, where children of any nationality, cultural background, religion and ethnicity are welcome. STIP expect that in the field of religion its employees present themselves in a strictly neutral fashion both in behavior and clothing and other expressions of religion.

## **G. Enforcement of the code of conduct**

The Board, its staff and school management are responsible for compliance with the code of conduct. They address the employees who do not comply with the rules of conduct, accordingly.

This is done through applying the following protocol:

- o At the school level, school management informs the employee in a confidential conversation clear that they have violated the behavioral rules.
- o In the case of repeated offense, school management gives the employee an official warning and makes an agreement to prevent further recurrence. This warning is recorded in writing.
- o If the employee does not keep to the written agreement, school management notifies the head of human resources for STIP.
- o The employee is then summoned for an interview with the head of human resources if necessary, with a compulsory order regarding the violation(s).
- o If the order is not adhered to, the head of human resources may proceed to disciplinary action towards the employee and informs him about the managing director of STIP.

## **H. Complaints' ruling**

STIP has a complaints' ruling. Employees, any involved persons, parents and students can place a complaint about behaviour of any person appointed by STIP or person that is involved with the organisation in any way whatsoever. The complaints ruling and relevant information can be accessed through the school management.

*School management August 2015*