



GRACE
PUBLIC SCHOOL
& COLLEGE

GPSC

SERVICE RULES & CODE OF CONDUCTS FOR EMPLOYEES



Building a Professional,
Ethical, Safe, and
Accountable School Culture

GRACE PUBLIC SCHOOL & COLLEGE, SKARDU

COPYRIGHT NOTE

© GRACE Public School & College, 2026

This publication is protected under applicable copyright laws. Except as permitted by law, no part of this document may be reproduced, stored, transmitted, or distributed in any form or by any means without prior written permission from:

GRACE Public School & College

Main Airport Road, Astana, Skardu, Gilgit-Baltistan, Pakistan

Tel: +92-5815-551524

Website: www.gracepublicschools.com

Published: 20 July 2026

ACCESSIBILITY

GRACE Public School & College is committed to making its information, services, events, and facilities accessible to all members of the community.

If you have difficulty accessing or reading this document and require it in an alternative format, such as PDF, please contact the School Office during working hours with your request. We will make every reasonable effort to accommodate your needs.

ACKNOWLEDGEMENT

GRACE Public School & College gratefully acknowledges the dedication and contributions of its staff, Board of Governors, students, parents, and the wider GRACE community. Their collective commitment has played a vital role in shaping the school into a trusted institution of quality education, empowering future generations with knowledge, values, and opportunities for success.

GLOSSARY

Abbreviation	Description
APR	Annual Performance Review
CNIC	Computerized National Identity Card
ECE	Early Childhood Education
E-STEAM	Environement, Science, Technology, Engineering, Arts, Mathmatics
FBISE	Federal Board of Intermediate and Secondary Education
GB	Gilgit-Baltistan
GPSC	GRACE Public School & College
HR	Human Resources
ICT	Information and Communication Technology
ID	Identification
IT	Information Technology
KPI	Key Performance Indicator
LC	Logistics Coordinator
MD	Managing Director
DMD	Deputy Managing Director
MER	Monitoring, Evaluation, and Research
MERC	Monitoring, Evaluation, and Research Coordinator
MIS	Management Information System
PIP	Performance Improvement Plan
SOP	Standard Operating Procedure
SMS	Short Message Service

CONTENTS

Heading	Page
1. Introduction	5
2. Nature of the Institution	6
3. Governance and Management	6
4. Human Resource Management	7
5. Roles and Responsibilities	11
6. Working Hours and Attendance	13
7. Leave Policy	14
8. Performance Management and Evaluation	22
9. Professional Development and Training Rules	26
10. Compensation and Benefits Policy	30
11. Employee Code of Conduct	35
12. Child Protection and Safeguarding Policy	40
13. Discipline and Grievance Handling Policy	44
14. Health, Safety, and Wellbeing Policy	49
15. Use of School Property	53
16. Communication and Reporting	56
17. Separation from Service / Exit Management Policy	60
18. Compliance and Legal Obligations Policy	64
19. Policy Review and Amendments	67
20. Approval	67
21. Annexures	68

1. INTRODUCTION

This handbook sets out the Service Rules and Code of Conduct of GRACE Public School & College (GPSC). It provides a clear framework for professional behavior, ethical decision-making, and service delivery across the institution, helping to promote a safe, respectful, and high-performing environment in which staff can carry out their duties with clarity and confidence.

The Code establishes shared expectations for professional standards, including conduct, communication, confidentiality, and accountability. It also supports consistent decision-making by providing a common reference point for what the school considers acceptable practice and for the actions that may be taken when standards are not met.

This guidance applies to all GPSC staff members, including teaching staff, administrative staff, support staff, temporary staff, volunteers, and contractors when they are acting on behalf of GPSC or representing the school in any capacity. Where additional rules exist, such as role-specific procedures or statutory requirements, staff are expected to comply with those requirements alongside this Code.

All staff share responsibility for understanding these expectations, seeking clarification when needed, and modeling the behaviors described. By working within this framework, the institution strengthens trust with learners, families, colleagues, and the wider community while protecting the integrity and reputation of the school.

This Service Rules and Code of Conduct Policy aligns with the applicable laws and regulations of the Government of Gilgit-Baltistan, the affiliation requirements of the Federal Board of Intermediate and Secondary Education (FBISE), and the institutional vision of GRACE Association Pakistan.



2. NATURE OF THE INSTITUTION

GRACE Public School & College (GPSC) is a private educational institution established and administered by a Board of Directors under the supervision and technical support of GRACE Association, a non-profit organization registered under Section 42 of the Companies Ordinance 1984 and the Companies Act 2017. The institution has been registered with the Education Department of the Government of Gilgit-Baltistan since 2007 and has been affiliated with the Federal Board of Intermediate and Secondary Education (FBISE), Islamabad, since 2018.

GPSC provides education from Early Childhood Education (ECE) to the secondary level, with a strong commitment to inclusive, equitable, and quality education, integrating modern pedagogies including E-STEAM and student-centered learning approaches.

3. GOVERNANCE & MANAGEMENT

GPSC is governed by a Board of Directors responsible for strategic leadership, policy direction, and institutional oversight. The Board ensures that the institution operates in compliance with legal, financial, ethical, and academic standards while maintaining long-term sustainability.

The Board does not engage in day-to-day operations. Operational authority is delegated to the Principal and executive authority is delegated to the Managing Director approved by the Board with executive authority, who serves as the administrator and the educational leader of the institution and is responsible for implementing Board-approved policies, managing staff, and overseeing academic and administrative functions.

The Principal reports to the Managing Director and the Board as a whole and a Monitoring, Evaluation & Reporting Coordinator keeps the MD of the Board informed and updated with need based and periodic reports. Committees may be formed and additional administrative staff may be engaged by the Board to

4. HUMAN RESOURCE MANAGEMENT

GRACE Public School & College (GPSC) is committed to maintaining a professional, transparent, merit-based, and equitable human resource management system that attracts, develops, and retains competent personnel. All human resource practices shall be guided by the principles of merit, equal opportunity, accountability, integrity, safeguarding, and compliance with applicable laws and institutional policies.

4.1 Recruitment and Selection

GPSC shall recruit qualified and competent personnel through a fair, transparent, and competitive recruitment process.

Recruitment Principles

GPSC shall:

- recruit solely on merit and competence;
- provide equal employment opportunities without discrimination based on gender, disability, religion, ethnicity, age, or social background;
- ensure compliance with applicable labor laws and safeguarding requirements;
- maintain transparency throughout the recruitment process.

A Recruitment Committee constituted by the Board of Directors shall oversee all recruitment processes, including shortlisting, interviews, candidate evaluation, and appointment recommendations.

Vacancies shall normally be advertised through appropriate channels, including the School website, official social media platforms, newspapers, professional networks, and other suitable media, unless an internal recruitment process is approved.

Applicants shall provide all required documentation, including educational qualifications, professional experience, national identity documents, and professional references. GPSC reserves the right to verify all submitted information and conduct reference, background, and safeguarding checks before appointment.

4.2 Employment Categories

Personnel may be appointed under different employment categories depending upon approved staffing plans, operational requirements, any project resources, and institutional priorities. The employment category shall be clearly stated in the Appointment Letter or Employment Contract and shall determine eligibility for salary, leave, benefits, and other employment conditions.

4.2.1 Regular Employee

A Regular Employee is appointed against an approved permanent position following successful completion of the prescribed probationary period.

Regular employees shall:

- serve on a full-time basis;
- undergo annual performance evaluation through the Annual Performance Review (APR);

-
- remain subject to satisfactory performance, institutional requirements, and good conduct;
 - be eligible for employment benefits approved by the School, including EOBI, Social Security or Mutual Social Security Fund, leave, and other applicable benefits.

4.2.2 Probationary Employee

A Probationary Employee is a newly appointed employee serving an initial probation period of three (3) to six (6) months, unless otherwise specified in the employment contract.

Confirmation shall be based upon:

- satisfactory job performance;
- professional conduct;
- attendance and punctuality;
- competence and suitability;
- institutional requirements.

GPSC may confirm employment, extend the probation period, or terminate employment based on the probation evaluation.

4.2.3 Fixed-Term Employee

A Fixed-Term Employee is appointed under a written contract for a specified period.

Employment shall automatically expire on the agreed contract end date unless renewed in writing and shall not create any automatic entitlement to permanent employment.

4.2.4 Project-Based Employee

A Project-Based Employee is appointed exclusively for a donor-funded or time-bound project.

Continuation of employment depends upon:

- project duration;
- Availability of financial resources and approvals;
- organizational requirements.

Project employment shall not automatically convert into regular employment.

4.2.5 Temporary Employee

A Temporary Employee is engaged to meet short-term operational needs such as staff replacement, seasonal workload, emergency assignments, or other temporary institutional requirements

Employment automatically ends upon completion of the assignment or expiry of the approved period.

4.2.6 Part-Time Employee

A Part-Time Employee works fewer than the standard full-time working hours.

Salary and employment benefits shall be provided on a proportional basis in accordance with institutional policy and applicable laws.

4.2.7 Daily Wage Employee

A Daily Wage Employee is engaged for casual or task-based work and shall be compensated according to approved daily wage rates.

Daily wage engagement does not establish continuous or permanent employment.

4.2.8 Consultant

A Consultant is engaged under a consultancy agreement to provide specialized professional or technical services for a defined scope of work and duration.

Consultants are independent service providers and are not employees of the School.

4.2.9 Volunteer

A Volunteer provides services voluntarily without receiving a salary.

The School may provide approved reimbursements or support, including local travel, meals, or certificates of appreciation.

Volunteers shall comply with all institutional policies, safeguarding requirements, and the Code of Conduct.

4.2.10 Intern

An Intern is a student or recent graduate engaged for structured learning and professional development under supervision.

Internships may be paid or unpaid.

Interns are not employees of the School but shall comply with all institutional policies throughout their placement.

4.3 Appointment and Employment Contracts

Every appointment shall be made through a written Appointment Letter and Employment Contract specifying:

- job title;
- reporting relationship;
- employment category;
- duties and responsibilities;
- salary and benefits;
- probation period, where applicable;
- contract duration;
- working hours;
- applicable institutional policies.

The Employment Contract shall be signed by the employee and the authorized representative of the School before commencement of employment.

Employees are responsible for reading, understanding, and complying with their Employment Contract, these Service Rules and Code of Conduct, and all institutional policies.

4.4 Probation and Confirmation

Unless otherwise specified, all newly appointed employees shall serve a probationary period of three (3) to six (6) months.

Performance during probation shall be monitored through classroom observations, supervision reports, attendance records, and other performance assessment tools.

The Monitoring, Evaluation and Reporting Coordinator (MERC) shall coordinate probation assessments, which shall be reviewed and verified by the Principal before submission to the competent authority.

Upon satisfactory completion of probation, employees may be confirmed in writing.

Confirmation does not guarantee regular employment, which shall remain subject to continued satisfactory performance, institutional requirements, funding availability, and compliance with School policies.

4.5 Conversion Between Employment Categories

Conversion from one employment category to another may only occur where:

- an approved vacant position exists;
- institutional needs justify the conversion;
- financial resources are available;
- the employee demonstrates satisfactory performance;
- approval is granted by the competent authority or Board of Directors, where required.

No employee shall have an automatic right to confirmation, regularization, renewal, or conversion.

Any approved conversion shall be formalized through a new Appointment Letter or Employment Contract.

4.6 Employment Benefits

Employment benefits shall be determined according to:

- employment category; Employment Contract;
- approved institutional policies; applicable labor laws;
- project conditions, where applicable.

Benefits may include, as applicable:

- salary and allowances;
- annual, casual, medical, maternity, paternity, and other approved leave;
- Social Security or Mutual Social Security Fund (where applicable);
- gratuity or provident fund, where applicable;
- training and professional development opportunities;
- insurance and other approved staff welfare benefits.

Eligibility for specific benefits shall not be assumed unless expressly provided under the employee's contract or approved institutional policy.

5. ROLES & RESPONSIBILITIES

All staff members of GRACE Public School & College are expected to perform their duties according to their job descriptions and employment contract agreements with professionalism, integrity, accountability, and commitment to the institution's vision and mission.

Academic and teaching staff are responsible for lesson planning, effective classroom instruction, student assessment, maintaining a positive learning environment, and integrating innovative teaching practices, including E-STEAM approaches. All teaching, administrative, and support staff shall perform their duties in accordance with their job descriptions and institutional policies.

Administrative staff are responsible for office operations, records, coordination, communication, reporting and institutional support services. Support staff are responsible for cleanliness, maintenance, safety, and other assigned duties. The Board of Directors may develop, review, revise, expand, or reduce roles and responsibilities as required by institutional needs from time to time.

5.1 Key Roles & Responsibilities

Summary of Key Roles, Reporting Lines and Key Responsibilities are given as under:

Position	Reports To	Role Summary	Key Responsibility Summary
Principal	Board appointed Director	Administrative & academic head of the school.	Provides strategic leadership, oversees academics, administration, policy compliance, school culture, stakeholder engagement, reporting and coordinates with MER Department.
Vice Principal	Board appointed Director (s) / Principal	Supports school leadership and operations.	Assists with academic supervision, teacher support, student discipline, performance monitoring, reporting, coordinates with MER Department and acts as the Principal when required.
STEM Coordinator	Board appointed Director (s) / Principal	Leads STEM section academic quality and innovation.	Supports teachers, plan/oversees assessments, E-STEAM integration, academic planning, mentoring, reporting, coordinates with MER Department and student achievement.
Subject Specialist Teacher	Principal /Board appointed Director (s)	Delivers subject-focused instruction.	Plans lessons, assesses learning, manages classrooms, supports student achievement, integrates technology, coordinates with MER Department and contributes to school improvement.
General Teacher	Principal /Board appointed Director (s)	Provides quality student-centered instruction.	Delivers curriculum, manages classrooms, assesses learning, supports student wellbeing, engages parents, coordinates with MER Department and participates in school activities.

Teacher Assistants	Principal / Lead Teachers	Assists teachers in classroom instructions and activities.	Support teachers in creating a safe, engaging, inclusive, and child-friendly learning environment for students early, coordinate with the MER Department and primary grades.
Monitoring, Evaluation & Reporting Coordinator (MERC)	Board appointed Director (s)/ Board of Directors	Leads monitoring, evaluation, research, records and reporting systems.	Manages data, reporting, evaluations, dashboards, performance tracking, evidence-based planning, and institutional accountability.
Logistics Coordinator (LC)	Board appointed Director (s)	Manages IT systems, technology resources, and inventory.	Maintains ICT infrastructure, digital platforms, equipment, asset records, communication systems, and technical support services.
Accountant	Board appointed Director (s)	Responsible for financial management and compliance.	Manages accounts, budgeting, fee collection, payroll, procurement records, audits, financial reporting, and asset registers.
Clerk	Principal / Board appointed Director (s)	Provides administrative and clerical support.	Maintains records, correspondence, admissions documentation, filing systems in coordination with MER Department, reporting, and office administration.
Supporting Staff	Principal / Supervisor /Board appointed Director (s)	Provide operational and support services.	Perform assigned duties according to approved job descriptions, maintain required records, and support efficient school operations.

5.2 Class Teachers Additional Responsibility & Benefits

5.2.1. Purpose

To strengthen evidence-based decision-making by ensuring timely, accurate, and complete collection, verification, and submission of student academic performance data to the Monitoring, Evaluation, Research and Compliance (MERC) Department.

5.2.2. Responsibilities

In addition to regular teaching duties, each Class Teacher shall serve as the Class In-charge and shall:

- Maintain accurate and up-to-date records of student attendance, academic performance, assessments, and other required information, including digital Student Portfolios.
- Collect, verify, and submit student academic data through approved digital reporting systems within prescribed timelines.
- Take responsibility for classroom assets and ensure their proper use, maintenance, and security in coordination with support staff.
- Organize and conduct Parent-Teacher Meetings (PTMs), and communicate with parents regarding students' academic progress, attendance, behavior, homework, and other learning concerns.

-
- Promptly report significant academic concerns, data discrepancies, or reporting challenges to the MER Department.
 - Perform any other class management responsibilities assigned by the school administration.

5.2.3. Annual Performance Bonus

Class Teachers who consistently demonstrate excellence in academic data management, timely reporting, classroom coordination, and compliance throughout the academic year shall be eligible for the Academic Data Management Award, which may include:

- An annual performance bonus, as approved by the Board.
- A Certificate of Excellence and formal recognition.
- Priority consideration for professional development and career advancement opportunities.

Award recipients shall be selected based on biannual/annual performance evaluations conducted by the school management.

6. WORKING HOURS & ATTENDANCE

All employees are required to observe official working hours and maintain punctuality, regular attendance, and professional commitment to their assigned duties.

The standard working schedule of GPSC shall be up to 48 hours per week. Employees may ordinarily be required to work from 8:00 a.m. to 2:00 p.m., Monday through Saturday, unless otherwise revised or notified in writing by the Board of Directors or school management.

Employees are expected to remain physically present at the school during official working hours. Work-from-home or remote arrangements shall not be permitted unless prior written approval is obtained from the relevant supervisor or authorized authority.

Attendance shall be monitored and recorded through an approved attendance management system. Employees are responsible for reporting to duty on time and fulfilling all assigned responsibilities during working hours.

Repeated late arrivals, unauthorized absences, habitual absenteeism, or failure to comply with attendance requirements without valid justification may result in disciplinary action in accordance with institutional policies and procedures.

7. LEAVE POLICY

7.1 Paid Leave

GPSC recognizes the importance of staff wellbeing and work-life balance while ensuring continuity of academic and institutional operations. Employees become entitled to paid leave in accordance with this policy after successful completion of the probation period.

In addition to the leave categories described below, employees are also entitled to all public holidays officially notified by the Government of Pakistan and the Government of Gilgit-Baltistan. Any leave taken beyond the approved entitlement shall be treated as leave without pay unless otherwise approved by the competent authority.

7.1.1 Eligibility for Leave

Paid leave benefits become applicable after successful completion of a 3–6 month probation period.

All leave requests must be recommended by the relevant Section Lead Teacher or Vice Principal and approved by the Principal/management before leave is taken, except in emergency situations.

7.1.2 Leave Entitlement by Staff Category

A. Teaching Staff

This category includes all full-time teaching/ vacation employees of the school.

Employees in this category are entitled to the following annual leave:

- 10 days Casual Leave
- 10 days Medical/Sick Leave
(while admitted as an indoor patient a formal medical certificate signed by an authorised medical officer shall be required for medical leave exceeding two consecutive days or as requested by management.)

To ensure uninterrupted academic activities, employees may utilize a maximum of 3 casual leave days during active school working-days, excluding officially declared vacation periods.

B. Administrative & Support Staff

This category includes all full-time non-teaching and administrative employees of the school.

Employees in this category are entitled to the following annual leave:

- 10 days Casual Leave
- 10 days Medical/Sick Leave
(while admitted as an indoor patient a formal medical certificate signed by an authorised medical officer shall be required for medical leave exceeding two consecutive days or as requested by management.)
- 30 days Annual Leave for Administrative Staff
Annual leave may only be availed by non-teaching / administrative staff on rotation basis during officially announced summer and winter vacations and shall not be utilized in more than two separate slots during the year. The rotation should be relevant and rational roles

To ensure uninterrupted academic activities, employees may utilize a maximum of five leave days during active school working-days, excluding officially declared vacation periods.

C. Day Care Staff

Day care staff shall be entitled to the following annual leave:

- 10 days Casual Leave
- 0 days Medical/Sick Leave

Medical leave may be granted subject to provision of a valid medical certificate as an indoor patient where required. Day Care Staff may enjoy all the leave privileges as vocational staff.

7.1.3 Utilization and Carry Forward of Leave

Employees are encouraged to utilize leave responsibly and avoid unnecessary absenteeism to maintain academic continuity and institutional effectiveness.

- Staff are encouraged to limit leave utilization to a reasonable level during the academic year.
- Unused casual leave balance may be compensated at the end of academic session at the rate of the employees per day salary and or in accordance with institutional policy and approved procedures

7.1.4 Cash Compensation for Unused Leave

Subject to financial capacity and approval by management, employees who utilize fewer leaves than their entitled annual casual/earned quota may be considered for cash compensation for unused casual leave days, in accordance with institutional policy and approved procedures.

7.1.5 Leave Approval Procedures

- All leave applications must be submitted in writing through the prescribed leave form.
- Emergency leave must be communicated immediately to the relevant supervisor and regularized upon return.
- Unauthorized absence may result in salary deduction and disciplinary action.

7.1.6 Substitute Arrangements

To ensure continuity of teaching and institutional operations:

- Any teaching staff member proceeding on leave for an unavoidable event for 5-30 consecutive working days may be required to coordinate substitute and suitable arrangements in consultation with the Principal/Management.
- The employee concerned shall ensure that lesson plans, records, and responsibilities are properly handed over before proceeding on leave.
- The school administration reserves the right to approve or assign substitute arrangements where necessary.

7.1.7 Maternity Leave

Maternity leave of one and half (1.5) months for the first child, one (1) month for the second child and 10 days for the 3rd child with pay may be granted for staff after their completion of the minimum service period specified by the institution. No maternity leave after the third child. During maternity leave, 50% of the monthly salary payable (after any applicable deductions) may be paid during the leave period, while the remaining 50% may be released after the employee resumes duty, subject to institutional policy and approval.

7.1.8 Leave Without Pay

Leave exceeding the approved annual entitlement or availed without authorization shall be treated as leave without pay and may lead to disciplinary action in cases of repeated violations.

7.1.9 Exceptional Circumstances

The Principal, with approval from the MD where necessary, may grant special leave in exceptional humanitarian, medical, family, or institutional circumstances for a limited period determined on a case-by-case basis.

7.2 Late Coming, Early Leaving, and Uninformed Leave

Considering the nature of school operations and the responsibility of ensuring uninterrupted educational and student support services, all employees are expected to maintain punctuality, regular attendance, and professional discipline. These rules apply to teaching staff, administrative staff, support staff, drivers, and all employees directly or indirectly involved in school operations.

7.2.1 Leave on First or Last Working Day

Leave taken on the first or last working day of the week, or immediately before or after a public holiday, may be treated as unauthorized absence and may result in deduction equivalent to up to three (3) days, subject to management review.

7.2.2 Leave on Both First and Last Working Days

If an employee remains absent on both the first and last working days of the week without justified approval, the absence may be treated as extended unauthorized leave and deductions may apply accordingly.

7.2.3 Late Arrival

Employees are expected to report to duty on time. Repeated late arrivals may result in disciplinary action or salary deduction.

Employees must inform the school office before 8:00 a.m. in case of unavoidable delay.

7.2.4 Early Leaving

Repeated early departures without prior approval may result in salary deductions or disciplinary action.

7.2.5 Time Taken Off During Working Hours

Absence from duty during working hours exceeding one hour without prior approval may be treated as a half-day leave.

7.2.6. Uninformed Leave

Leave taken without informing the school office before 8:00 a.m. shall be considered unauthorized leave and may result in additional deductions or disciplinary action. Employees working in multiple sections or campuses must inform all concerned offices.

7.2.7. Working Saturdays/Fridays

When declared by the school administration, working Saturdays/Fridays are compulsory for institutional planning, professional development, assessments, meetings, or other official purposes. Unauthorized absence on such days may result in additional leave deduction.

7.2.8. Half-Day Leave on Working Saturdays

Half-day leave on compulsory working Saturdays shall ordinarily not be permitted except in emergencies approved by the Principal.

7.2.9. Absence Before or After Vacations

Unauthorized absence on the last working day before vacations or the first reopening day after vacations may result in deduction of vacation salary and other applicable benefits.

7.2.10. Eligibility for Vacation Salary and Benefits

Vacation salary and related benefits shall normally become applicable after successful completion of one academic year or twelve months of continuous service, unless otherwise approved by the Board or management.

7.2.11. Attendance Record Compliance

All employees must properly record attendance through the approved attendance system. Failure to mark attendance without valid written justification approved by the supervisor concerned may result in a fine, half-day leave marking, or salary deduction.

7.2.12. Early Departure Beyond One Hour

Leaving duty more than one hour before the designated closing time without approval shall be treated as half-day leave.

7.2.13. Arrival Beyond One Hour

Reporting more than one hour late without valid approval may be treated as half-day leave.

7.3 Other Important Provisions

7.3.1. Written Leave Application

All leave requests must be submitted in writing through the prescribed procedure. Verbal requests shall not be considered for official approval.

7.3.2. Unscheduled School Closure

If a leave falls on an officially declared unscheduled school closure, it shall generally be counted as a single leave day.

7.3.3. Updating Personal Information

Employees are responsible for promptly updating the HR office regarding any changes in contact information, address, CNIC, or other official records.

7.3.4. Official Communication

Employees are responsible for remaining informed through official communication channels including SMS, WhatsApp, phone calls, or notices issued by the school administration.

7.3.5. Restricted Leave Periods

Due to high academic and administrative workload, leave during critical operational months, especially May and August, may be restricted except in emergencies approved by the Principal or management.

7.3.6. Biometric Attendance / Thumb Impression

All employees are responsible for properly marking their attendance through the biometric attendance system/MS Form Attendance Register. Staff must ensure that the machine successfully records their thumb impression or MS Form successfully submits before leaving the device. The system confirmation message such as "Thank you" / Thank you. Your attendance is recorded successfully indicates successful attendance marking, while "Try Again" indicates failure to record attendance.

Failure to properly mark attendance may result in absence, late arrival, or early departure being recorded.

7.3.7. Application of Mehndi on Finger Tips

Employees are advised to avoid applying Mehndi on fingertips during working periods, as it may interfere with biometric attendance recognition. Attendance issues arising from such circumstances shall not be considered valid grounds for attendance adjustments.

7.3.8. Leaving School Premises

Employees are expected to leave the school premises immediately after official duty hours unless prior approval has been obtained from the relevant authority for extended stay or additional responsibilities.

7.3.9. Salary Calculation for Part-Time Employees

The salaries of part-time employees shall be calculated on the basis of actual working days and assigned duties. Any absence or unpaid leave shall result in salary deduction according to the applicable daily rate.

7.3.10. Impact of Excessive Leaves and Half-Days

Frequent absences, half-days, late arrivals, or early departures negatively affect institutional operations and student learning. Excessive leave utilization may result in:

- Negative performance evaluation outcomes
- Reduced eligibility for incentives or annual increments
- Administrative action as deemed necessary by management

7.3.11. Working from Home / Remote Duty

In extraordinary situations such as pandemics, natural disasters, political instability, severe weather conditions, or prolonged school closures, the management may require staff to work remotely.

All employees working from home shall:

- Remain available during official working hours
- Maintain active communication through official contact channels
- Ensure internet connectivity, charged devices, and necessary teaching or office arrangements
- Follow institutional schedules, instructions, and reporting requirements

Teaching staff must ensure access to suitable devices and internet facilities for conducting online classes effectively.

Management may require staff to physically attend the school or office whenever necessary while complying with institutional Standard Operating Procedures (SOPs).

Attendance, punctuality, online class delivery, reporting responsibilities, and professional conduct requirements applicable during normal school operations shall also apply during remote work arrangements.

7.3.12. Online Teaching and Health-Related Remote Work

a. Online Classes

During online learning periods, teachers may be required to conduct classes from school premises unless officially permitted to work from home.

b. Illness and Medical Conditions

An administrative/academic staff member requesting remote work due to serious illness must submit valid medical documentation for approval by management.

c. Infectious Diseases / Pandemic Situations

If a staff member shows symptoms of an infectious disease or is advised by management to isolate, the employee may be required to undergo medical testing and submit reports within the prescribed time frame.

Management may permit temporary remote work or quarantine arrangements according to prevailing health guidelines and institutional decisions.

Vaccination and compliance with public health measures during declared health emergencies shall be strongly encouraged for all staff members.

7.4 Official Working Hours

Section / Department	Monday – Thursday	Friday
ECE / Nursery Section	8:00 am – 2:00 pm	8:00 am – 11:30 pm
Primary / Elementary Section	8:00 am – 2:00 pm	8:00 am – 11:30 pm
Secondary Section	8:00 am – 2:00 pm	8:00 am – 11:30 pm
Daycare Center	7:30 am – 2:15 pm	7:30 am – 12:00 pm
Administrative Office	7:30 am – 2:30 pm	7:30 am – 12:00 pm

The management reserves the right to revise timings, when necessary, due to seasonal conditions, examinations, emergencies, or institutional requirements.



8. PERFORMANCE MANAGEMENT AND EVALUATION

GPSC follows a structured and transparent Annual Performance Review (APR) system to promote professional growth, institutional accountability, and continuous improvement in staff performance. This policy is designed to strengthen performance management practices, support employee development, recognize achievements, and enhance the institution's effectiveness in achieving its educational objectives. This policy applies to all teaching, administrative, and support staff, regardless of employment status, designation, or rank.

8.1 Objectives of the Performance Management System

The performance management system aims to:

- Improve the quality of teaching, learning, and institutional performance
- Align employee performance with institutional goals and expectations
- Encourage accountability, professionalism, and continuous improvement
- Identify professional development and training needs
- Recognize and reward high-performing staff
- Support evidence-based decisions regarding increments, promotions, and career development

8.2 Key Components of Performance Management

a) Planning

Performance management begins with proper planning through clearly defined job descriptions, performance expectations, milestones, and Key Performance Indicators (KPIs). Performance objectives shall be aligned with the mission, strategic priorities, and annual operational plans of the institution.

This process shall be carried out collaboratively between the employee, MERC, Principal, and where needed, the Board of Directors.

b) Development

The development component focuses on identifying the support required for employees to achieve their assigned objectives and improve professional capacity.

Support mechanisms may include:

- Professional development training
- Coaching and mentoring
- Access to teaching and learning resources
- Technical guidance and supervision
- Opportunities for innovation and leadership development

c) Performance Review

Employee performance shall be reviewed bi-annually/annually against agreed job descriptions, Key Performance Indicators (KPIs), targets, and assigned specific responsibilities. The purpose of the review is to support professional growth, continuous improvement, coaching, constructive feedback, recognition of achievements, and decisions regarding annual increments, decrements, contract renewal, or other employment actions.

8.3 Time Frame for Performance Appraisal

The performance of all GPSC staff shall be monitored throughout the year against clearly defined **Key Performance Indicators (KPIs)** derived from each employee's agreed, approved, and signed Job Description (JD). The MER Department, in coordination with the Management Team and relevant supervisors, shall maintain systematic performance records and periodically collect and document evidence relating to employees' responsibilities, achievements, attendance, professional conduct, targets, and other applicable performance indicators.

The **Annual Performance Review (APR)** of all teaching and non-teaching staff shall be formally conducted once each year during November, drawing upon the documented performance evidence and KPI records maintained throughout the year. The review shall assess employee performance, accountability, achievement of assigned responsibilities and targets, professional conduct, areas for improvement, and professional development needs.

The MER Department shall communicate the APR schedule and submission deadlines sufficiently in advance. All employees shall actively participate in the appraisal process, maintain relevant evidence of their performance, and engage in periodic performance discussions with their supervisors and/or the MER Department.

The MER Department shall consolidate the completed APR results and submit the signed Annual Staff Performance Report to the Board on or before 31 December each year, preferably before the Annual Board Meeting.

Accordingly, the performance management cycle shall comprise:

Continuous Monitoring: KPI-based performance tracking and evidence collection throughout the year.

Formal APR: Completion of the annual appraisal during November.

Management Review: Consolidation and validation of appraisal results during November–December.

Board Reporting: Submission of the consolidated Annual Staff Performance Report by 31 December each year.

8.4 Structured Performance Reviews

Structured performance reviews shall be conducted against approved job descriptions, assigned responsibilities, institutional expectations, and predefined performance indicators.

The review process may include:

- Classroom observations
- Review of lesson plans and records
- Student learning outcomes and assessment results

- Professional conduct and punctuality
- Contribution to school activities and institutional development
- Innovation, leadership, and teamwork
- Parent and community engagement where relevant
- Any other area as deemed appropriate by the Board

Professional development needs identified during the review process shall be documented and incorporated into institutional capacity-building plans.

8.5 Promotions and Annual Increments

Annual increments and promotions shall primarily be based on performance outcomes as determined through the APR system. Performance ratings shall be linked to the following grading scale:

Rating	Score Range	Proposed Increment
5	91–100	25%
4	81–90	20%
3	71–80	15%
2	61–70	10%
1	51–60	5%
0	41–50	-5% Salary Deduction / Termination

The increment percentage shall apply to the employees' basic pay only. However, awarding salary increments and determining the final rate of increment shall remain the sole discretion of the Board of Directors. Decisions shall be made in consideration of institutional financial sustainability, annual savings, operational priorities, and prevailing economic conditions

The Board may revise increment percentages, defer increments, or adopt alternative measures depending on financial and organizational circumstances.

8.6 Roles and Responsibilities in the APR Process

The MER Department in consultation with MD and Board shall develop and maintain standardized APR tools, appraisal templates, scoring rubrics, and performance documentation systems.

Board of Directors:

The Board appointed directors shall review and evaluate the performance of:

- Principal
- Academic Coordinator
- MER Coordinator (MERC)
- Logistics Coordinator
- Finance and Accounting Coordinator /Accounts Assistant
- Other senior administrative staff as deemed necessary

Principal, Academic Coordinator and MERC

In consultation with MD and DMD the Principal, Academic Coordinator and MER Coordinator shall compile and complete the APR of:

- Teaching staff
- Support staff
- Operational staff

All performance reviews shall be completed before the annual Board meetings and get signed by the Board appointed director and the APR summary must be submitted for approval to the Board Chairperson.

8.7 Staff Acknowledgement and Commitment

The Principal shall ensure that all existing and newly appointed staff members are informed about the institutional performance management system and sign a declaration acknowledging understanding and acceptance of the performance-based evaluation and reward framework.

8.8 Performance Improvement Measures

Employees receiving low performance ratings may be terminated or placed under a Performance Improvement Plan (PIP), which may include:

- Additional supervision and mentoring
- Targeted professional development
- Clearly defined improvement goals
- Follow-up evaluations within a specified timeframe

Failure to demonstrate improvement after adequate support may result in administrative action in accordance with institutional policies and applicable laws.

8.9 Guiding Principles of the APR System

The performance management process shall be guided by the following principles:

- Fairness and transparency
- Professional growth and support
- Evidence-based assessment
- Confidentiality and respect
- Accountability and continuous improvement
- Alignment with institutional mission and values

9. PROFESSIONAL DEVELOPMENT AND TRAINING RULES

GPSC recognizes that continuous professional development is essential to maintaining high standards of teaching, learning, leadership, and institutional performance. The institution is committed to creating a culture of lifelong learning, innovation, collaboration, and professional excellence among all employees.

The primary purpose of these Professional Development and Training Rules is to build a competent, efficient, motivated, and high-performing workforce that contributes effectively to the institution's vision, mission, and strategic goals. The policy also aims to enhance employee morale, strengthen institutional competitiveness, and improve the quality of education and services provided by the school.

Professional development is a continuous process and applies to all employees at every level of the institution, including teaching, administrative, and support staff. Training is not limited to newly appointed employees; it is equally important for existing staff in order to strengthen professional knowledge, leadership capacity, technical skills, and workplace effectiveness.

9.1 Objectives of Professional Development

The objectives of professional development and training at GPSC are to:

- Enhance the professional competencies, knowledge, and skills of employees.
- Improve the quality of teaching, learning, administration, and student support services.
- Strengthen employees' understanding of the institution's vision, mission, values, and educational philosophy.
- Promote innovation, creativity, teamwork, and accountability.
- Equip staff with modern pedagogical approaches, technology integration skills, inclusive education practices, and E-STEAM teaching methodologies.
- Develop leadership and management capacity within the institution.
- Address identified performance gaps and institutional development needs.
- Build a positive professional culture focused on continuous improvement.

9.2 Training Needs Assessment

GPSC shall conduct regular training needs assessments to identify institutional and individual professional development priorities. Staff members are considered an important source of information regarding organizational performance, challenges, and improvement needs.

Training needs may be identified through:

- Annual Performance Reviews (APR)
- Classroom observations
- Staff surveys and feedback
- Monitoring, Evaluation, and Reporting (MER) findings
- Student learning outcomes
- Institutional strategic priorities
- Recommendations from the Principal, Board, or MER Section

9.3 Professional Development Planning

The institution shall develop an annual professional development and training plan based on identified needs and institutional priorities.

The training plan shall clearly define:

- The type and scope of training to be conducted
- The purpose and expected outcomes of the training
- Target participants
- Training methodology and duration
- Trainers, facilitators, or partner organizations
- Venue and schedule of the training
- Required resources and estimated budget

Priority areas for professional development may include, but are not limited to:

- Pedagogy and classroom management
- Curriculum implementation
- Technology integration in education
- Inclusive and child-centered education
- E-STEAM education
- Student assessment and feedback
- Leadership and management
- Child protection and safeguarding
- Communication and teamwork
- Monitoring, evaluation, and reporting systems

9.4 Training Budget and Resource Allocation

GPSC shall allocate a separate professional development budget within the institution's annual operational budget to support staff training and capacity-building initiatives.

The budget may include expenses related to:

- Internal and external training programs
- Training materials and resources
- Travel and accommodation
- Trainer/facilitator fees
- Venue and logistical arrangements
- Workshops, seminars, conferences, and exposure visits

The institution may organize:

- On-the-job training within the school
 - In-house workshops and mentoring sessions
 - External training through partner organizations, universities, and training institutes
 - National or international professional learning opportunities
-

9.5 Implementation of Training Programs

The implementation of training programs shall include proper scheduling, communication, coordination of resources, and provision of required facilities and equipment.

All staff members are expected to actively participate in professional development activities assigned or approved by the institution.

Training sessions and workshops recommended by the Principal or MER Section shall be considered compulsory where applicable. Failure to participate in mandatory professional development activities without valid justification may negatively affect the employee's Annual Performance Review and eligibility for annual increments or other professional opportunities.

9.6 Monitoring and Evaluation of Training

All professional development activities shall be monitored and evaluated to assess their effectiveness and relevance.

- Evaluation methods may include:
- Training attendance records
- Participant feedback forms
- Post-training reflections or reports
- Observation of improved classroom or workplace practices
- Assessment of learning outcomes
- Follow-up mentoring and coaching

Training feedback shall be analyzed to identify strengths, gaps, and areas for improvement in future professional development programs.

9.7 Knowledge Sharing and Institutional Learning

Employees who attend external workshops, conferences, seminars, or specialized training programs shall be required to share their learning with other staff members through internal presentations, workshops, mentoring sessions, or demonstration lessons.

This practice is intended to promote institutional learning, maximize the benefit of training investments, and strengthen collaborative professional culture within the school.

9.8 Training Bond and Service Commitment

Employees provided with significant professional development opportunities, scholarships, certifications, national or international exposure visits, or long-term training funded or facilitated by GPSC may be required to sign a formal agreement committing to continue serving the institution for a specified period after completion of the training.

The terms and duration of such commitments shall be clearly stated in the agreement signed between the employee and the institution before participation in the training program.

Failure to fulfill agreed service commitments without valid justification may result in recovery of training-related expenses or other actions as determined by the institution.

9.9 Professional Responsibility of Employees

All employees are expected to:

- Demonstrate commitment to continuous professional growth.
- Participate actively in training and professional learning opportunities.
- Apply newly acquired knowledge and skills in their professional practice.
- Maintain professionalism during training activities.
- Contribute positively to institutional learning and improvement initiatives.

GPSC believes that investing in the professional growth of employees directly contributes to improved student learning, stronger institutional performance, and the development of a positive and innovative educational environment.



10. COMPENSATION AND BENEFITS POLICY

10.1 Purpose of the Compensation Policy

The purpose of the Compensation and Benefits Policy is to establish a fair, transparent, competitive, and performance-oriented compensation system for all employees of GRACE Public School & College (GPSC). The policy provides the framework and guiding principles for employee remuneration and ensures consistency in compensation practices across the institution.

GPSC recognizes that an effective compensation system is essential to attract, retain, motivate, and reward qualified and committed employees who contribute to the achievement of the institution's mission, strategic objectives, and educational excellence.

This policy aligns compensation practices with the institution's values, operational goals, financial sustainability, human resource strategies, and commitment to professional growth and accountability.

10.2 Guiding Principles of Compensation Management

10.2 Guiding Principles of Compensation Management

GPSC establishes and communicates clear principles and procedures regarding employee compensation to ensure fairness, equity, transparency, and legal compliance in all salary-related matters.

The institution adopts the following principles:

- Equal and fair compensation for employees performing similar roles with comparable qualifications and experience.
- Transparent salary administration procedures.
- Merit and performance-based salary progression.
- Compliance with applicable employment laws and regulations.
- Periodic review of compensation structures in accordance with market conditions and institutional sustainability.
- Recognition of educational qualifications, experience, professional skills, and contributions to institutional development.

GPSC ensures that compensation decisions are free from discrimination based on gender, disability, ethnicity, religion, or personal background.

10.3 Salary Structure and Determination

Basic salary and salary ranges shall be determined according to:

- Educational qualifications relevant to the position.
- Professional certifications and specialized competencies.
- Years of relevant teaching or professional experience.
- Level of responsibility and complexity of the role.
- Performance and contribution to institutional objectives.
- Prevailing employment market conditions.

GPSC may periodically review salary structures and ranges to ensure competitiveness and alignment with comparable educational institutions and labor market trends.

10.4 Job Categories and Salary Ranges

To ensure consistency and fairness, GPSC classifies positions into different job categories, each having defined salary ranges and progression pathways. The major job categories include:

a) Academic Leadership and Specialist Positions

Including:

- Principal
- Academic Coordinator
- STEM Coordinator
- MER Coordinator

b) Teaching Staff

Include:

- ECE Teachers
- Primary Teachers
- Subject Specialists
- Secondary School Teachers
- Higher Secondary School Teachers

Salary ranges may vary according to:

- Academic qualifications
- Teaching experience
- Subject specialization
- Grade levels taught
- Professional performance

c) Administrative Staff

Include:

- Office Assistants
- IT & Communications Staff
- Finance and Accounts Staff
- HR/Administrative Personnel
- Reception and Clerical Staff

d) Support Staff

Including:

- Security Guards
- Drivers
- Janitorial and Maintenance Staff
- Support Assistants

GPSC may revise, merge, or create additional salary categories according to institutional needs and organizational growth.

The institution may also determine whether salary ranges overlap between categories to facilitate professional progression and internal promotion opportunities.



10.5 Employee Placement within Salary Ranges

Employee placement within a salary range shall be based on established institutional criteria, including:

- Academic qualifications
- Professional certifications
- Relevant years of experience
- Specialized technical or instructional skills
- Years of service within GPSC
- Leadership responsibilities
- Performance history

When determining compensation for newly hired employees, GPSC shall also consider internal equity to ensure fairness relative to existing employees performing similar responsibilities.

10.6 Salary Increments and Performance-Based Pay

GPSC adopts a performance-oriented compensation approach to encourage accountability, professional growth, and institutional excellence. Annual salary increments may be granted based on:

- Annual Performance Review (APR) results
- Professional conduct and attendance
- Achievement of assigned responsibilities and KPIs
- Classroom performance and student learning outcomes
- Participation in institutional development activities
- Commitment to professional development
- Salary increase decisions may consider:
 - Merit and performance
 - Seniority and years of service
 - Institutional financial capacity
 - Market adjustments and inflation

The Board of Directors reserves the right to approve annual increments based on institutional priorities and available financial resources.

10.7 Salary Review Process

GPSC shall conduct salary reviews at regular intervals to maintain fair and competitive compensation practices.

Annual Salary Review

Salary reviews are generally conducted annually in conjunction with:

- Annual Performance Reviews (APR)
- Institutional budget planning
- Strategic and operational review processes

Performance evaluations for teaching, administrative, and support staff shall form an important basis for salary review decisions.

10.8 Compensation and Benefits

In addition to salaries, GPSC may provide benefits and incentives subject to institutional policy and financial sustainability.

These may include:

- Annual increments
- Performance recognition awards
- Professional development opportunities
- Training sponsorships
- Leave benefits
- Special assignments or honoraria
- Other approved staff welfare initiatives

All benefits shall be governed by institutional policy and approved procedures.

10.9 Salary Deductions

Any salary deductions shall comply with:

- Employment contracts
- Institutional policies
- Low performance ratings, where provided for under policy
- Applicable labor laws and regulations

Deductions may include:

- Approved leave without pay
- Tax or legal deductions
- Recovery of institutional liabilities or advances
- Penalties approved under disciplinary procedures
- Unauthorized deductions are strictly prohibited.

10.10 Force Majeure

In the event of force majeure, including but not limited to pandemics, natural disasters, conflict, or government-mandated closures, which render school operations partially or fully suspended, the institution shall not be liable to pay any pending or future salaries, allowances, or benefits for the affected period. Such events shall be considered beyond the reasonable control of the institution, and contractual obligations related to compensation may be suspended accordingly.

Where the school collects tuition fees during the force majeure period, employee salaries may be paid on a proportionate basis, taking into account the actual fee collection subject to approval by the Board of Directors.

10.11 Legal Compliance and Ethical Compensation Practices

GPSC is committed to ensuring that all compensation practices comply with federal, provincial, and local employment laws and regulations.

The institution shall:

- Eliminate discriminatory practices in salary determination.
- Promote transparency and accountability in compensation decisions.
- Maintain appropriate compensation records.

Ensure equal opportunity and fairness in employee remuneration.

All compensation decisions shall be guided by institutional ethics, equity, professionalism, and sustainability.

10.12 Authority and Amendments

The Board of Directors holds the authority to:

- Approve compensation structures and revisions.
- Review salary policies periodically.
- Approve annual increment frameworks.
- Introduce amendments to compensation rules when necessary.

Any revisions to this policy shall be formally communicated to all employees.



11. EMPLOYEE CODE OF CONDUCT

11.1 Purpose and Scope

This Code of Conduct outlines the expected standards of professional behavior for all employees of GRACE Public School & College (GPSC), including teaching, academic leadership team, administrative, support, full-time, part-time, contractual, and temporary staff.

All employees are expected to uphold the dignity, reputation, values, and educational mission of GPSC. The Board of Directors reserves the right to interpret, amend, or update this Code of Conduct when required in the best interest of the institution.

11.2 Compliance with Laws and Institutional Policies

All employees shall comply with applicable laws, government regulations, school policies, service rules, child protection standards, and instructions issued by competent authorities.

Employees are expected to act ethically and responsibly in matters related to school finances, resources, partnerships, public image, student welfare, and institutional reputation.

11.3 Professional Ethics

All employees must demonstrate:

- Honesty, integrity, and accountability
- Respect for institutional values
- Confidentiality in official matters
- Responsible decision-making
- Commitment to student learning and wellbeing
- Loyalty to the institution's mission and reputation

Confidential information related to students, staff, parents, finances, institutional records, or internal decisions shall not be disclosed without approval from the competent authority.

11.4 Respectful Workplace Behavior

GPSC is committed to maintaining a respectful, inclusive, and safe working environment. All employees, students, parents, visitors, vendors, and community stakeholders shall be treated with dignity and respect.

No employee shall engage in harassment, intimidation, humiliation, bullying, discrimination, insulting remarks, or offensive behavior based on gender, religion, race, ethnicity, age, disability, social background, political opinion, or any other personal identity.

Any case related to harassment, including harassment of women at the workplace, shall be handled in accordance with applicable law and institutional procedures.

11.5 Conduct with Students

All staff must maintain respectful, safe, supportive, and professional relationships with students.

Employees shall not:

- Use physical punishment, verbal abuse, humiliation, or emotional harm
- Discriminate against any student
- Engage in favoritism or exploitative behavior
- Develop inappropriate personal relationships with students
- Invite or meet students privately outside approved school activities
- Provide private tuition to GPSC students without formal approval

All forms of abuse, harassment, exploitation, or neglect are strictly prohibited and may result in disciplinary action, including termination and legal reporting where required.

11.6 Conduct with Colleagues

Employees must maintain professional, cooperative, and respectful relationships with colleagues and supervisors.

Staff are expected to:

- Work as a team
- Follow reporting lines
- Resolve conflicts through official channels
- Avoid gossip, hostility, groupism, or actions that disturb the working environment
- Support a culture of collaboration and mutual respect

11.7 Conduct with Parents and Community

Employees represent GPSC in their interaction with parents, guardians, visitors, vendors, and community members. All communication must be professional, respectful, and aligned with school policy.

Employees shall not make unauthorized commitments, public statements, complaints, or representations on behalf of GPSC without approval from the competent authority.

11.8 Professionalism, Job Duties, and Authority

All employees shall perform assigned duties with commitment, skill, punctuality, and responsibility.

Employees are required to:

- Follow instructions issued by the Board, Principal, Vice Principal, Section Heads, and other competent authorities
- Complete assigned tasks within deadlines
- Prepare lesson plans, assessments, records, and reports as required
- Attend parent-teacher meetings, school functions, training, and official events
- Support school activities during or beyond regular school hours when officially assigned
- Maintain full professional commitment to GPSC duties

Senior staff and supervisors shall not misuse authority. Duties must be delegated fairly, considering staff competence, workload, and institutional needs.

11.9 Attendance, Punctuality, and Leave Discipline

All employees must observe school timings and attendance procedures. Regular attendance and punctuality are mandatory.

Unplanned absence, late arrival, early departure, or failure to inform the relevant authority may result in disciplinary action. Leave must be approved in advance, except in genuine emergencies.

In case of approved leave, teachers must submit planned classwork, assignments, or substitute work to the concerned Section Head, Vice Principal, or Principal before proceeding on leave.

11.10 Participation in School Events and Extra Duties

Participation in official school events, parent-teacher meetings, training, examination duties, evening functions, community events, and special assignments is compulsory when assigned.

Absence without approval may result in disciplinary action, performance deductions, or salary deductions as per school policy.

11.11 Use of Technology, Mobile Phones, and Data Privacy

Employees must use school technology, internet, devices, digital platforms, and communication channels responsibly.

Staff shall:

- Protect student and institutional data
- Avoid unauthorized sharing of photos, videos, documents, or records
- Use official communication platforms responsibly
- Avoid misuse of mobile phones during duty hours
- Maintain respectful digital communication

Written communication through official letters, email, or approved WhatsApp groups shall be preferred. Verbal communication shall not replace formal written communication where official records are required.

11.12 Protection of School Property

Employees are responsible for the proper use and protection of GPSC property, including classrooms, furniture, equipment, books, computers, laboratory materials, digital resources, logos, documents, records, and intellectual property.

School property shall not be misused, damaged, removed, copied, or used for personal benefit without approval.

GPSC shall not be responsible for the loss of personal valuables, mobile phones, jewelry, cash, personal vehicles, or other private belongings brought to school premises.

11.13 Conflict of Interest

Employees shall avoid personal, financial, family, political, or external interests that may affect their professional judgment or official duties.

Any actual or potential conflict of interest must be voluntarily disclosed to the Principal or Board. Employees shall not use their position for personal gain, favoritism, private tuition, external business, or unfair benefit.

11.14 Gifts, Bribery, and Corruption

GPSC strictly prohibits bribery, corruption, fraud, kickbacks, favoritism, misuse of authority, or acceptance of improper gifts.

Employees shall not accept gifts, money, favors, commissions, or personal benefits from parents, vendors, students, or external parties in return for official advantage.

11.15 Personal Appearance and Dress Code

Employees must dress modestly, neatly, and professionally in accordance with the school's dress code and cultural values.

Personal appearance should reflect maturity, professionalism, and respect for the educational environment.

11.16 Employment Benefits and Staff Children Fee Concession

Employees shall use employment benefits honestly and in accordance with approved rules.

Fee concession for children of full-time employees shall be applicable only after completion of one academic year or twelve months of satisfactory service, subject to the approved Staff Children Fee Discount Policy.

This benefit shall not apply to part-time, daily wage, temporary, or short-term employees unless approved by the Board.

11.17 Bank Account Requirement

After confirmation of employment, staff may be required to open an account in a bank selected or approved by GPSC for salary transfer and official financial transactions.

11.18 Social Security Mutual Fund

GPSC may deduct five percent (5%) of an employee's gross monthly salary as a Social Security Mutual Fund or security deposit. GPSC may contribute an equivalent matching amount, subject to institutional policy and financial approval.

The accumulated amount shall be maintained by GPSC during the period of employment and may be released upon a healthy resignation, subject to:

- Completion of required notice period
- Clearance of all school property and records
- Completing the exit interview form
- Completion of handover responsibilities
- No breach of contract or disciplinary case
- Approval by competent authority/Board

After obtaining NOC successfully the school will pay the social security 5% accumulated funds + school contribution within a specified time frame agreed on exit time.

The amount may be withheld, frozen, or forfeited fully or partially in case of:

- Resignation without proper notice
- Breach of contract
- Misconduct or violation of school rules
- Termination due to disciplinary reasons
- Failure to complete clearance or handover
- The deposit shall not carry interest.

11.19 Disciplinary Actions

GPSC may take disciplinary action against employees who violate this Code of Conduct, service rules, school policies, or lawful instructions.

Depending on the nature and seriousness of misconduct, disciplinary action may include:

- Verbal warning
- Written warning
- Fine or salary deduction as per policy
- Deduction or suspension of benefits
- Negative entry in performance evaluation
- Demotion
- Suspension
- Termination of service
- Legal action, where applicable

Serious misconduct includes harassment, physical abuse, fraud, corruption, data breach, violence, repeated insubordination, child protection violation, gross negligence, or conduct damaging the reputation of the school.

11.20 Amendments and Compliance

The Board of Directors may amend, update, or revise this Code of Conduct and related service rules from time to time.

All employees are required to read, understand, sign, and comply with this Code of Conduct. Continued employment at GPSC shall be considered acceptance of these rules.

12. CHILD PROTECTION AND SAFEGUARDING POLICY

12.1 Purpose

GRACE Public School & College (GPSC) is fully committed to ensuring a safe, respectful, inclusive, and protective learning environment for all children. GPSC recognizes that every child has the right to protection from abuse, neglect, exploitation, violence, discrimination, bullying, harassment, and all forms of physical or emotional harm.

All employees, volunteers, consultants, interns, contractors, visitors, and service providers working with or within the school are required to uphold the highest standards of child protection and safeguarding at all times.

12.2 Scope

This policy applies to:

- All teaching and non-teaching staff
- School management and Board members
- Volunteers and interns
- Consultants, trainers, and visiting facilitators
- Drivers, security guards, support staff, and outsourced personnel

Any individual interacting with students on behalf of the school

12.3 Guiding Principles

All staff members shall:

- Respect the dignity, rights, privacy, and well-being of every child
- Treat all students fairly regardless of gender, disability, religion, ethnicity, language, socioeconomic background, or academic performance
- Promote a culture of safety, inclusion, equality, and mutual respect
- Act in the best interests of children at all times
- Maintain professional boundaries with students
- Immediately report any safeguarding concern, suspicion, disclosure, or incident

12.4 Prohibited Conduct

The following actions are strictly prohibited and may result in disciplinary action, suspension, termination of employment, and/or legal proceedings:

a. Physical Abuse

Hitting, slapping, pushing, shaking, or physically harming a child
Using corporal punishment or humiliating disciplinary methods

b. Emotional or Psychological Abuse

Insulting, threatening, humiliating, intimidating, or degrading students
Using abusive, discriminatory, or inappropriate language

c. Sexual Misconduct and Exploitation

Any inappropriate physical contact with a student
Sexual comments, jokes, gestures, or conversations
Grooming behavior or exploitation in any form
Sharing inappropriate images, videos, or messages
Private meetings in isolated or closed spaces without authorization

d. Neglect and Unsafe Practices

Leaving children unattended in unsafe situations
Ignoring medical, emotional, or protection concerns
Failing to respond appropriately to safeguarding incidents

e. Digital Misconduct

Communicating with students through personal or inappropriate social media platforms without authorization

Sharing students' photos, videos, or personal information without consent
Cyberbullying, harassment, or misuse of digital platforms

12.5 Professional Boundaries

Staff members must:

- Maintain professional and ethical relationships with students
- Avoid favoritism or inappropriate emotional dependency
- Ensure transparency during student interactions
- Avoid one-to-one isolated meetings unless officially approved and visible to others
- Use respectful and age-appropriate communication at all times

12.6 Reporting Responsibilities

Every staff member has an individual and mandatory responsibility to report:

- Suspected abuse or neglect
- Bullying or harassment
- Unsafe behavior or environments
- Violations of safeguarding procedures
- Any disclosure made by a child

Reports must be made immediately to:

- The Principal
- Designated Safeguarding Focal Person
- School Management or authorized authority

Failure to report a known safeguarding concern shall itself constitute misconduct.

12.7 Confidentiality and Protection

- All safeguarding concerns shall be handled confidentially and professionally.
- Information shall only be shared with authorized personnel on a need-to-know basis.
- The identity and dignity of affected children must be protected at all stages.
- Retaliation against individuals reporting concerns in good faith is strictly prohibited.

12.8 Recruitment and Screening

The school reserves the right to:

- Conduct background and reference checks for employees and volunteers
- Verify educational and professional credentials
- Reject applicants with histories of abuse, misconduct, violence, or unethical behavior
- All employees may be required to sign a Child Protection Commitment Form before joining duties.

12.9 Awareness and Training

The school shall:

- Provide orientation and periodic safeguarding training to staff
- Promote child protection awareness among students and parents
- Ensure staff understand reporting procedures and professional responsibilities

12.10 School Environment and Safety Measures

The school shall strive to:

- Maintain safe classrooms, washrooms, playgrounds, transportation, and online environments
- Ensure proper supervision during school activities, trips, and events
- Promote anti-bullying and inclusive education practices
- Strengthen child-friendly complaint and support mechanisms

12.11 Disciplinary Actions

Violation of child protection and safeguarding responsibilities may result in:

- Verbal or written warning
- Suspension from duties
- Termination of employment or contract
- Reporting to law enforcement or relevant authorities
- Legal action under applicable laws and regulations



12.12 Staff Declaration

All employees shall acknowledge that:

- They have read and understood the Child Protection and Safeguarding provisions of the Service Rules & Code of Conduct
- They agree to comply fully with all safeguarding responsibilities
- They understand that violations may lead to disciplinary and legal consequences

13. DISCIPLINE AND GRIEVANCE HANDLING POLICY

13.1 Purpose

The purpose of this section is to maintain a professional, respectful, safe, and accountable working environment within GRACE Public School & College. GPSC believes that discipline should be corrective rather than punitive and shall ensure that all disciplinary and grievance matters are handled fairly, transparently, confidentially, and in accordance with principles of natural justice.

All employees are expected to uphold the values, policies, standards of professional conduct, and institutional reputation of GPSC at all times.

13.2 Principles of Disciplinary Action

Disciplinary procedures shall be guided by the following principles:

- Fairness and impartiality in all proceedings.
- Opportunity for the employee to explain or defend their position.
- Confidential handling of disciplinary matters.
- Proportionality between misconduct and disciplinary action.
- Proper documentation and record maintenance.
- Respect for employee dignity throughout the process.
- Timely resolution of disciplinary concerns.

No employee shall be subjected to disciplinary action without reasonable grounds and due process.

13.3 Categories of Misconduct

A. Minor Misconduct

Minor misconduct may include, but is not limited to:

- Occasional lateness or absenteeism without proper information.
- Negligence in routine duties.
- Failure to follow institutional procedures or instructions.
- Improper classroom or office management.
- Inappropriate dress or unprofessional behavior.
- Minor breach of reporting procedures.
- Use of mobile phones during instructional or official duties without permission.
- Failure to maintain records, lesson plans, or assigned documentation timely.
- Disrespectful communication with colleagues, students, or parents.
- Minor misuse of school resources or property.

B. Major Misconduct

Major misconduct may include, but is not limited to:

- Physical punishment, harassment, bullying, or abuse of students or staff.
- Violation of Child Protection and Safeguarding Policies.
- Theft, fraud, corruption, or financial misconduct.
- Falsification of records, certificates, attendance, or reports.
- Serious insubordination or refusal to perform assigned duties.

-
- Disclosure of confidential institutional information without authorization.
 - Discrimination based on gender, disability, religion, ethnicity, sect, or social background.
 - Possession or use of drugs, alcohol, or prohibited substances on school premises.
 - Violence, threats, intimidation, or immoral conduct.
 - Deliberate damage to school property.
 - Repeated minor misconduct despite written warnings.
 - Misuse of social media causing reputational harm to the School.
 - Sexual harassment or exploitation.
 - Any act bringing disrepute to the School or the organization.

13.4 Disciplinary Actions

Depending upon the nature and severity of misconduct, GPSC may impose one or more of the following disciplinary actions:

1. Verbal Warning
2. Written Warning
3. Final Written Warning
4. Performance Improvement Plan (PIP)
5. Deduction of privileges or responsibilities
6. Suspension with or without pay
7. Demotion or reassignment
8. Withholding increment or promotion
9. Termination of employment
10. Legal action where applicable

GPSC Board and the management reserve the right to determine the appropriate disciplinary action based on investigation findings and may take necessary actions in the best interests of the institution immediately.

13.5 Disciplinary Procedure

Step 1: Reporting of Misconduct

Any misconduct may be reported by:

- Principal/VP
- MERC/Immediate Supervisor
- HR/Administration
- Students or Parents through proper channels
- Staff members
- Board members where applicable

All complaints shall be documented formally.

Step 2: Preliminary Review

The concerned authority shall conduct an initial review to determine:

- Nature of the allegation

-
- Seriousness of the issue
 - Need for formal investigation
 - Minor matters may be resolved through counseling or verbal guidance.

Step 3: Notice to Employee

For serious or repeated misconduct, the employee shall receive a written notice clearly stating:

- Nature of allegation
- Relevant evidence or concerns
- Required explanation timeline

The employee shall be given a reasonable opportunity to respond.

Step 4: Investigation

Where necessary, an impartial inquiry or investigation committee may be formed to:

- Review evidence
- Interview concerned individuals
- Maintain confidentiality
- Recommend appropriate action

Step 5: Decision and Action

Based on findings, the competent authority shall communicate the decision in writing.

The employee shall receive:

- Details of findings
- Disciplinary decision
- Effective date of action
- Appeal procedure if applicable

13.6 Suspension Pending Inquiry

An employee may be suspended temporarily during investigation where:

- Presence may affect inquiry fairness,
- Student safety is involved,
- There is risk to institutional operations or reputation.
- Suspension shall not automatically imply guilt.

13.7 Right to Appeal

An employee may submit a written appeal against disciplinary action within seven (7) working days of receiving the decision.

The appeal shall be reviewed by:

- Board Committee, or
- Chairperson/Board of Directors, depending on the level of action.

The decision of the appellate authority shall be final.

13.8 Grievance Redressal Mechanism

GPSC recognizes the importance of providing employees with a safe, respectful, and transparent mechanism for raising workplace concerns, complaints, or disputes without fear of retaliation.

Employees may raise grievances related to:

- Workplace environment
- Harassment or discrimination
- Unfair treatment
- Workload or duty allocation
- Salary or benefits
- Professional relationships
- Administrative decisions
- Safety or wellbeing concerns
- Policy implementation issues

13.9 Grievance Handling Principles

All grievances shall be handled with:

- Confidentiality
- Neutrality
- Respect and dignity
- Timely response
- Protection from retaliation
- Fair hearing opportunity

False or malicious complaints may themselves result in disciplinary action.

13.10 Grievance Reporting Channels

Employees may raise grievances through the following channels:

- Immediate Supervisor
- Principal or Vice Principal
- MERC
- Designated Grievance Committee
- Board member/Chairperson in exceptional circumstances

Where the complaint involves the immediate supervisor, the employee may directly approach higher authority.

13.11 Grievance Procedure

Step 1: Submission of Complaint

The grievance should preferably be submitted in writing with:

- Nature of concern

-
- Relevant details
 - Supporting evidence if available
 - Desired resolution

Step 2: Acknowledgment

GPSC shall acknowledge receipt of the grievance within a reasonable time-frame.

Step 3: Review and Discussion

The concerned authority may:

- Meet involved parties,
- Review records,
- Conduct inquiry if necessary,
- Seek mediation or resolution.

Step 4: Resolution

A formal response or decision shall be communicated to the employee within a reasonable period.

Where possible, grievances should be resolved amicably and professionally.

13.12 Protection Against Retaliation

No employee shall face intimidation, discrimination, victimization, or retaliation for:

- Reporting misconduct,
- Raising a genuine grievance,
- Participating in investigations,
- Providing evidence or testimony.

Any retaliatory behavior shall constitute serious misconduct.

13.13 Confidentiality

All disciplinary and grievance records, proceedings, and communications shall remain confidential and accessible only to authorized personnel.

Unauthorized disclosure of confidential proceedings may result in disciplinary action.

13.14 Record Keeping

The School shall maintain proper records of:

- Complaints,
- Investigations,
- Warnings,
- Disciplinary actions,
- Appeals,
- Grievance resolutions.

Such records shall be maintained securely in employee personnel files in accordance with institutional policy and applicable laws.

14. HEALTH, SAFETY, AND WELLBEING POLICY

14.1 Purpose

GRACE Public School & College (GPSC) is committed to providing a safe, healthy, secure, and supportive environment for all students, staff, visitors, and stakeholders. The school recognizes that health, safety, and wellbeing are essential for effective teaching, learning, and professional performance.

This policy establishes standards and responsibilities to promote physical safety, emotional wellbeing, mental health, environmental hygiene, and emergency preparedness within the school community.

14.2 Scope

This policy applies to:

- All teaching and non-teaching staff
- Contractual and temporary employees
- Volunteers, interns, and consultants
- Students and visitors present on school premises or during school-related activities

14.3 General Principles

GPSC shall:

- Maintain a safe, clean, healthy, and inclusive working and learning environment
- Promote dignity, respect, and wellbeing for all members of the school community
- Ensure compliance with applicable safety and health regulations
- Encourage proactive reporting of hazards, risks, and incidents
- Promote preventive measures to reduce accidents, injuries, and health risks
- Foster emotional and psychological wellbeing of students and staff

14.4 Responsibilities of Staff

All staff members shall:

- Follow school safety procedures, rules, and emergency protocols
- Maintain cleanliness and orderliness in classrooms, offices, laboratories, and common areas
- Immediately report hazards, accidents, injuries, or unsafe conditions to the administration
- Ensure safe supervision of students during classes, breaks, activities, trips, and events
- Use school equipment, electrical appliances, and teaching materials responsibly
- Avoid behaviors that may endanger themselves or others
- Cooperate during emergency drills, evacuations, and safety trainings
- Support students' physical, emotional, and mental wellbeing with care and professionalism

Failure to comply with safety procedures may result in disciplinary action.

14.5 Student Safety and Protection

All staff members are responsible for safeguarding students and shall:

- Ensure students are supervised appropriately at all times
- Prevent bullying, harassment, discrimination, violence, or abuse
- Maintain safe classroom practices and positive discipline approaches
- Immediately report child protection concerns or suspected abuse to the Principal or Child Protection Focal Person
- Ensure safe movement of students during assemblies, practical activities, sports, field visits, and transportation
- Promote inclusive and respectful behavior among students

Corporal punishment, humiliating treatment, verbal abuse, or any form of degrading punishment is strictly prohibited.

14.6 Health and Hygiene Standards

GPSC shall maintain appropriate health and hygiene standards by:

- Ensuring availability of clean drinking water and sanitary washroom facilities
- Maintaining cleanliness of classrooms, offices, laboratories, and school grounds
- Encouraging handwashing, personal hygiene, and environmental cleanliness
- Supporting waste management and safe disposal practices
- Taking preventive measures during seasonal illnesses or public health emergencies
- Staff members are expected to:
 - Maintain personal hygiene and professional appearance
 - Avoid attending school while suffering from contagious illnesses that may endanger others
 - Inform administration in case of serious health-related limitations affecting duties

14.7 Mental Health and Wellbeing

GPSC recognizes the importance of emotional and psychological wellbeing.

The school shall strive to:

- Promote a respectful and supportive workplace culture
- Encourage teamwork, inclusion, and positive communication
- Address workplace stress, harassment, or discrimination appropriately
- Support students experiencing emotional or behavioral difficulties through guidance and referral mechanisms
- Encourage work-life balance and professional wellbeing where possible

Staff members shall:

- Treat colleagues and students respectfully
 - Avoid workplace bullying, intimidation, or toxic conduct
 - Seek support through appropriate administrative channels when needed
-

14.8 Safety of Facilities and Equipment

The administration shall ensure:

- Regular inspection of school buildings, classrooms, laboratories, electrical systems, furniture, and playgrounds
- Safe storage and use of chemicals, science equipment, and electrical devices
- Proper maintenance of emergency exits, fire extinguishers, and first aid facilities
- Immediate response to identified safety hazards

Staff members shall not:

- Tamper with electrical systems or safety equipment
- Use unsafe or damaged equipment knowingly
- Permit students to engage in unsafe activities

14.9 Emergency Preparedness and Response

GPSC shall maintain emergency preparedness procedures for incidents such as:

- Fire
- Earthquake
- Medical emergencies
- Security threats
- Natural disasters
- Accidents and injuries

The school administration shall:

- Conduct periodic safety drills and orientation sessions
- Maintain emergency contact records
- Ensure availability of basic first aid supplies
- Establish evacuation procedures and assembly points

All staff and students must:

- Follow emergency instructions promptly
- Participate in drills and preparedness activities
- Support orderly evacuation and emergency response procedures

14.10 Reporting of Incidents and Accidents

All accidents, injuries, safety concerns, or emergencies occurring on school premises or during school activities must be reported immediately to the administration.

Incident reports shall include:

- Nature of the incident
- Persons involved
- Date, time, and location
- Immediate actions taken
- Recommendations for prevention

The administration shall maintain confidential records of major incidents and take corrective actions where necessary.

14.11 School Trips and External Activities

For educational visits, excursions, competitions, and external events:

- Proper planning and risk assessment must be conducted
- Student supervision ratios must be maintained
- Emergency contacts and medical information should be available
- Transportation arrangements must prioritize safety
- Parental consent must be obtained where required

Staff assigned to trips shall remain professionally responsible for student safety throughout the activity.

14.12 Prohibited Conduct

The following actions are strictly prohibited:

- Possession or use of illegal drugs, narcotics, alcohol, or intoxicating substances on school premises
- Smoking or tobacco use within school premises
- Violent, reckless, or threatening behavior
- Carrying weapons or dangerous materials without authorization
- Deliberate violation of safety regulations

Any serious violation may result in disciplinary action, suspension, termination, or referral to relevant authorities.

14.13 Monitoring and Compliance

The Principal and designated administrative staff shall:

- Monitor implementation of health and safety procedures
- Conduct periodic inspections and reviews
- Address risks and corrective actions promptly
- Ensure staff orientation on safety and wellbeing standards

All employees are expected to cooperate fully in maintaining a culture of safety, protection, dignity, and wellbeing at GRACE Schools.

15. USE OF SCHOOL PROPERTY

15.1 Purpose

The purpose of this policy is to ensure the responsible, safe, ethical, and efficient use of all school property, facilities, equipment, materials, technology, and resources belonging to GRACE Public School & College. All staff members are expected to protect school assets and utilize them solely for official educational and administrative purposes.

15.2 Scope

This policy applies to all permanent, contractual, temporary, visiting, and volunteer staff members, including teachers, administrative personnel, support staff, directors, and interns.

15.3 Definition of School Property

School property includes, but is not limited to:

- School buildings, classrooms, offices, laboratories, libraries, and playgrounds
- Furniture, fixtures, and fittings
- Computers, laptops, tablets, projectors, printers, cameras, and other digital devices
- Internet services, official email accounts, software, and online platforms
- Vehicles and transportation facilities
- Books, teaching aids, laboratory equipment, sports items, and Makerspace/STEM resources
- School records, files, documents, ID cards, and official stamps
- Electricity, water, fuel, and other utilities
- Any other movable or immovable asset owned, rented, or managed by the school

15.4 Responsibilities of Employees

All employees shall:

1. Use school property carefully, responsibly, and only for authorized school purposes.
2. Protect school assets from theft, loss, misuse, negligence, or intentional damage.
3. Maintain cleanliness, safety, and proper handling of all assigned equipment and materials.
4. Report any loss, malfunction, theft, or damage immediately to the concerned supervisor or administration.
5. Return all school property upon transfer, resignation, retirement, suspension, or termination of employment.
6. Use digital resources and internet facilities in accordance with the school's IT and professional conduct policies.
7. Avoid wasteful use of electricity, water, paper, fuel, internet data, and other school resources.
8. Ensure that classrooms, laboratories, and office spaces remain secure after use.

15.5 Prohibited Actions

The following actions are strictly prohibited:

- Unauthorized personal use of school property or facilities
- Removal of school property from campus without official approval
- Using school resources for private business, political, religious, or commercial activities
- Intentional destruction, tampering, vandalism, or negligent handling of school assets

-
- Unauthorized installation or downloading of software, applications, or digital content
 - Sharing confidential passwords, official accounts, or access credentials with unauthorized persons
 - Misuse of printers, internet services, official stationery, or communication systems
 - Allowing unauthorized individuals to use school equipment or facilities

15.6 Use of ICT and Digital Resources

Employees using school technology resources shall:

- Follow professional ethics while using internet and digital communication systems
- Use official email and digital platforms primarily for school-related communication
- Maintain confidentiality and security of institutional data
- Avoid accessing inappropriate, illegal, offensive, or harmful online content
- Refrain from cyberbullying, harassment, copyright violations, or misuse of digital systems

GPSC management reserves the right to monitor and review the use of institutional digital resources when necessary for security, compliance, and operational purposes.

15.7 Asset Issuance and Record Keeping

1. All issued items shall be properly recorded through inventory registers, stock registers, gate passes, or asset issuance forms.
2. Staff receiving school property shall acknowledge responsibility through signatures or digital records.
3. Department heads and the Logistic/Inventory Officer shall maintain updated records of assets issued to employees.
4. Periodic physical verification and audits may be conducted by the administration or Board representatives.

15.8 Loss or Damage

1. Any accidental loss or damage must be reported immediately in writing.
2. Employees may be held financially or administratively responsible for damages caused by negligence, misuse, or intentional misconduct.
3. The administration may recover repair or replacement costs according to the severity of the case and applicable rules.

15.9 Return of School Property

Before clearance, resignation, retirement, or termination, employees must return all school property issued to them, including:

- Identity cards
- Keys
- Books and teaching materials
- ICT equipment and accessories
- Official files and documents
- Uniforms or safety equipment (if applicable)

Final settlement or clearance may be delayed until all school property is properly returned.

15.10 Disciplinary Action

Violation of this policy may result in disciplinary action, including:

- Verbal or written warning
- Recovery of damages or financial loss
- Suspension of access privileges
- Disciplinary inquiry
- Suspension or termination of employment
- Legal action where applicable

15.11 Compliance

All employees are required to comply fully with these rules as part of the School Service Rules & Code of Conduct. The principal, administrative staff and supervisors shall ensure proper implementation and monitoring of the policy across the institution.



16. COMMUNICATION AND REPORTING

16.1 Purpose

The purpose of this rule is to ensure effective, respectful, professional, timely, and transparent communication within the school and with all stakeholders, including students, parents, colleagues, management, Board members, government authorities, donors, and partner organizations. The policy also establishes clear standards for reporting, documentation, confidentiality, and institutional information management.

16.3 Principles of Communication

All institutional communication shall be guided by the following principles:

- 1. Professionalism and Respect:** Employees shall communicate respectfully, ethically, and professionally at all times.
- 2. Accuracy and Clarity:** All verbal and written communication must be clear, factual, concise, and free from misleading information.
- 3. Timelines:** Employees shall respond to official communications, instructions, requests, and reporting requirements within the assigned timelines.
- 4. Confidentiality:** Employees shall protect confidential institutional, staff, student, donor, and organizational information from unauthorized disclosure.
- 5. Accountability:** Employees are responsible for maintaining accurate communication records and submitting reports according to institutional procedures.
- 6. Chain of Communication:** Official communication shall follow the approved organizational hierarchy and reporting structure unless otherwise authorized.

16.4 Official Communication Channels

The following shall be considered official communication channels of the institution:

- Official institutional email accounts
- Approved WhatsApp groups
- Official letters and memos
- Meeting minutes and notices
- School Management Information Systems (MIS)
- Approved online platforms and portals
- Reporting templates and dashboards
- Circulars issued by management
- Official telephone communication

Employees shall not use unofficial platforms for sharing confidential or sensitive institutional information.

16.5 Internal Communication Responsibilities

Employees shall:

- Maintain respectful communication with supervisors, colleagues, students, and parents.
- Attend official meetings, briefings, and coordination sessions regularly.
- Read and acknowledge official notices, emails, and circulars promptly.
- Share information responsibly and avoid spreading rumors, misinformation, or workplace conflicts.
- Inform supervisors immediately regarding emergencies, incidents, risks, or operational concerns.
- Coordinate professionally with departments for smooth academic and administrative operations.

16.6 Reporting Responsibilities

All employees shall maintain proper records and submit reports relevant to their assigned responsibilities.

- Depending on their role, employees may be required to submit:
 - Daily attendance reports
 - Lesson plans and classroom activity reports
 - Student assessment and progress reports
 - Monitoring and evaluation reports
 - Inventory and logistics reports
 - Financial and procurement records
 - Event and activity reports
 - Incident and disciplinary reports
 - Monthly, quarterly, and annual performance reports
 - Donor or project-related documentation
 - Media and visibility reports

Failure to submit required reports within the prescribed timeline may be considered negligence of duty.

16.7 Record Keeping and Documentation

Employees shall ensure that:

- All institutional records are properly maintained, organized, and securely stored.
- Reports and documents are accurate and verifiable.
- Digital and hard-copy records are protected from loss, misuse, or unauthorized access.
- Official files, registers, and databases are regularly updated.
- Institutional property, records, and documents are returned upon resignation, termination, or transfer.

No employee shall destroy, alter, conceal, or falsify institutional records.

16.8 Communication with Parents and External Stakeholders

Communication with parents, visitors, media representatives, government authorities, donors, or external organizations shall remain professional and aligned with institutional values.

Employees shall:

- Avoid making unauthorized public statements on behalf of the institution.
- Refer sensitive issues to authorized management personnel.
- Maintain confidentiality regarding students and institutional matters.
- Ensure respectful parent engagement and timely response to academic concerns.

Only authorized personnel may issue official press statements, media interviews, public announcements, or institutional commitments.

16.9 Digital Communication and Social Media Conduct

Employees using digital platforms or social media in connection with institutional activities shall:

- Maintain professional behavior online.
- Avoid posting harmful, offensive, political, discriminatory, sectarian, or misleading content linked to the institution.
- Obtain approval before publishing official photos, videos, branding materials, or institutional information.
- Protect student safeguarding and privacy standards.
- Avoid sharing confidential internal discussions, documents, or disputes publicly.

The institution reserves the right to take disciplinary action against misuse of digital communication platforms affecting institutional reputation or safety.

16.10 Meeting and Reporting Protocols

- Staff meetings shall be conducted regularly according to institutional schedules.
- Attendance in official meetings is mandatory unless formally excused.
- Meeting minutes shall be documented and shared appropriately.
- Employees assigned action points shall ensure timely completion and reporting.
- Supervisors may require additional reports or updates whenever necessary.

16.11 Monitoring and Compliance

The Principal, Vice Principal, HR Office, MER Unit, and authorized management personnel shall monitor compliance with communication and reporting procedures.

Regular reviews may include:

- Report quality and submission timelines
- Documentation accuracy

-
- Professional conduct in communication
 - Record management practices
 - Confidentiality compliance
 - Digital communication conduct

16.12 Violations and Disciplinary Actions

The following may result in disciplinary action:

- Deliberate misinformation
- Unauthorized disclosure of confidential information
- Submission of false or manipulated reports
- Failure to maintain required records
- Repeated delays in reporting
- Disrespectful communication
- Misuse of institutional communication platforms
- Defamation of colleagues, students, or the institution

Disciplinary actions may include verbal warning, written warning, suspension, withholding of benefits, termination of employment, or legal action depending on the severity of the violation.



17. EXIT MANAGEMENT POLICY

17.1 Purpose

The purpose of this policy is to ensure that all employee exits or separations from GRACE Public School & College (GPSC) are managed professionally, fairly, respectfully, and in compliance with institutional policies and applicable laws. The policy aims to protect the interests of both the institution and employees while ensuring proper handover, accountability, and continuity of school operations.

17.2 Scope

This policy applies to all permanent, probationary, contractual, part-time, visiting, administrative, academic, support, and project-based employees of the institution.

17.3 Types of Separation from Service

Separation from service may occur under the following circumstances:

1. Resignation by the employee
2. Completion of contract period
3. Retirement
4. Termination due to misconduct or disciplinary action
5. Termination due to poor performance or redundancy
6. Absence without authorization or abandonment of service
7. Medical incapacity or long-term inability to perform duties
8. Death of an employee

17.4 Resignation Procedures

1. Any employee intending to resign shall submit a formal written resignation letter to the Principal or designated authority.
2. The notice period shall be as follows unless otherwise stated in the employment contract:
 - Permanent employees: 30 to 60 days notice
 - Contractual employees: As per contract agreement
 - Probationary employees: 15 days notice
3. The institution may:
 - Accept the resignation immediately,
 - Require completion of the notice period, or
 - Approve payment in lieu of notice where applicable.
4. Employees shall continue to perform assigned duties responsibly during the notice period.
5. Resignation shall not be considered finalized until officially accepted by the competent authority.

17.5 Institutional Termination of Employment

The institution reserves the right to terminate employment in accordance with institutional policy, service rules, and applicable laws under the following circumstances:

1. Serious misconduct or violation of the Code of Conduct
2. Fraud, corruption, theft, or misuse of institutional property
3. Repeated negligence or poor performance
4. Unauthorized absence or abandonment of duties
5. Harassment, violence, discrimination, or unethical conduct
6. Breach of confidentiality or safeguarding policies
7. Insubordination or deliberate non-compliance with institutional decisions
8. Financial or operational constraints requiring staff reduction

Termination procedures shall include:

- Proper inquiry or investigation where required,
- Opportunity for explanation or defense,
- Written warning(s) where applicable,
- Documentation of decisions and proceedings.

17.6 Retirement

Employees reaching the official retirement age as determined by institutional policy or contract terms shall retire honorably from service. The institution may organize an appreciation or recognition ceremony for retiring staff members in acknowledgment of their contributions. Any employee reaching to his/her 60 years old or a service of 20 years completed may retire from service.

17.7 Retirement Benefits

- Mutual fund
- Next of kin job offer if eligible
- Group insurance policy benefits (where applicable)

17.7 Exit Clearance and Handover Procedures

All exiting employees must complete formal clearance and handover procedures before final settlement and release of service-related documents or benefits.

The employee shall:

1) Return all institutional property including:

- Identity cards
 - Office or classroom keys
 - Laptops, devices, equipment, and tools
 - Books, documents, records, and files
-

-
- Financial advances or assets
 - 2) Complete academic, administrative, financial, and operational handovers.
 - 3) Submit updated records, reports, passwords, WhatsApp Group Admin role, lesson plans, inventories, or pending work assignments where applicable.
 - 4) Obtain clearance signatures from relevant departments including:
 - Administration
 - Accounts/Finance
 - IT Department
 - Library/Labs
 - Logistics/Inventory
 - Principal
 - Managing Director
 - Board of Director (where applicable)

17.8 Final Settlement

Upon successful completion of exit clearance procedures, the institution shall process:

- Outstanding salary payments
- Approved leave encashment where applicable
- Provident fund or benefits as per policy
- Experience certificate or service letter
- Any other approved dues

The institution reserves the right to deduct any outstanding liabilities, damages, or unreturned assets from final payments in accordance with policy and law.

17.9 Exit Interview

The institution may conduct an exit interview with departing employees to:

- Understand reasons for separation,
- Gather feedback for institutional improvement,
- Identify workplace strengths and challenges,
- Improve employee welfare and organizational culture.

Information shared during exit interviews shall remain confidential and professionally handled.

17.10 Confidentiality After Separation

Employees leaving the institution shall remain bound by confidentiality obligations related to:

- Student information,
 - Institutional records,
 - Financial information,
 - Internal policies,
-

-
- Donor or partner information,
 - Staff and organizational matters.

Unauthorized disclosure or misuse of institutional information after separation may result in legal or disciplinary action as per applicable government laws.

17.11 Abandonment of Service

An employee absent from duty without approved leave or official communication for more than the prescribed period determined by the institution may be considered to have abandoned service. Appropriate notices shall be issued before final action is taken.

17.12 Issuance of Service Documents

Employees who complete all clearance procedures in good standing may receive:

- Experience Certificate
- Service Certificate
- Recommendation Letter (where applicable)
- Relieving Letter

GPSC reserves the right to withhold such documents in cases involving unresolved disciplinary, financial, or legal matters.

17.13 Respectful and Ethical Exit Practices

GRACE Public School & College is committed to maintaining dignity, fairness, professionalism, and mutual respect during all employee exit processes. Both the institution and employees are expected to ensure a healthy, responsible, and cooperative separation process that protects institutional integrity and professional relationships.

18. COMPLIANCE AND LEGAL OBLIGATIONS POLICY

18.1 Purpose

The purpose of this policy is to ensure that all employees of GRACE Public School & College comply with applicable laws, institutional policies, professional ethics, and regulatory requirements while performing their duties. Compliance with these standards is essential to maintain professionalism, institutional integrity, child protection, accountability, and public trust.

18.2 Scope

This policy applies to all permanent, contractual, temporary, probationary, visiting, volunteer, and part-time employees, including teachers, administrative staff, support staff, consultants, interns, and management personnel.

18.3 General Compliance Obligations

All staff members shall:

1. Comply with all applicable laws, regulations, and government requirements relevant to education, labor, child protection, taxation, safety, safeguarding, and institutional operations.
2. Adhere to all approved school policies, procedures, guidelines, circulars, administrative instructions, and Board resolutions issued by the institution from time to time.
3. Perform duties honestly, responsibly, professionally, and ethically in the best interest of students and the institution.
4. Maintain high standards of integrity, accountability, transparency, confidentiality, and professionalism.
5. Respect the institutional hierarchy, reporting mechanisms, and administrative decisions made by authorized management.
6. Avoid involvement in any illegal, fraudulent, discriminatory, abusive, corrupt, or unethical activity.
7. Ensure that their conduct inside and outside the school does not damage the dignity, reputation, or credibility of the institution.

18.4 Child Protection and Safeguarding Compliance

All employees must strictly comply with the institution's Child Protection and Safeguarding Policies. Staff members shall:

1. Ensure the safety, dignity, and wellbeing of all children at all times.
2. Immediately report any suspected abuse, neglect, exploitation, harassment, bullying, or safeguarding concern to the designated authority.
3. Avoid any physical, emotional, verbal, or psychological misconduct toward students.
4. Maintain professional boundaries with students in physical and online interactions.
5. Follow all safeguarding procedures during educational trips, extracurricular activities, online classes, photography, media coverage, and communication with students.
6. Failure to comply with safeguarding requirements shall be treated as serious misconduct.

18.5 Compliance with Academic and Administrative Policies

Employees shall comply with all academic and administrative systems including but not limited to:

- Attendance and punctuality requirements
- Lesson planning and curriculum implementation
- Student assessment and examination procedures
- Classroom management standards
- Reporting and documentation systems
- Inventory and resource management procedures
- Financial accountability requirements
- ICT and digital platform usage policies
- Workplace health and safety procedures
- Institutional communication protocols

18.6 Ethical Conduct and Conflict of Interest

Staff members shall:

1. Avoid conflicts between personal interests and institutional responsibilities.
2. Not misuse institutional property, funds, information, authority, or resources for personal benefit.
3. Refrain from accepting bribes, unauthorized gifts, commissions, or favors that may influence professional decisions.
4. Disclose any actual or potential conflict of interest to management immediately.
5. Avoid favoritism, discrimination, harassment, intimidation, or abuse of authority.

18.7 Confidentiality and Data Protection

All employees are responsible for protecting confidential institutional information including:

- Student records
- Staff information
- Examination materials
- Financial documents
- Donor or partner information
- Internal reports and communications
- Digital passwords and institutional accounts

Unauthorized disclosure, sharing, copying, or misuse of confidential information is strictly prohibited.

18.8 Compliance with Digital and Social Media Ethics

Employees shall use institutional digital platforms, internet facilities, and social media responsibly. Staff members shall not:

- Share confidential or misleading information online
 - Post content that harms the institution's reputation
-

-
- Engage in cyberbullying, harassment, or hate speech
 - Use institutional platforms for political, sectarian, or inappropriate activities
 - Communicate with students through unauthorized channels without institutional approval

18.9 Reporting Violations

All staff members have a professional obligation to report any known or suspected:

- Policy violations
- Fraud or corruption
- Child protection concerns
- Safety risks
- Financial misconduct
- Harassment or discrimination
- Abuse of authority
- Illegal activities

Reports shall be submitted to the Principal, HR, Safeguarding Focal Person, or authorized management without fear of retaliation.

18.10 Institutional Monitoring and Investigations

The institution reserves the right to:

- Monitor compliance with institutional policies
- Review records and official communications
- Conduct internal audits and investigations
- Verify documentation and reports
- Take corrective and disciplinary actions when necessary

All employees are required to cooperate fully during investigations and reviews.

18.11 Disciplinary Actions for Non-Compliance

Violation of institutional policies, legal requirements, or ethical standards may result in disciplinary action depending on the severity of the misconduct, including:

- Verbal warning
- Written warning
- Performance improvement measures
- Suspension
- Financial recovery for damages or losses
- Termination of employment
- Reporting to legal or regulatory authorities where applicable

Serious violations involving child abuse, fraud, corruption, harassment, violence, or criminal conduct may lead to immediate termination and legal proceedings.

18.12 Staff Acknowledgment

All employees shall sign an acknowledgement confirming that they have read, understood, and agreed to comply with the GRACE Public School & College Service Rules, Code of Conduct, and institutional policies. Failure to sign does not exempt any employee from compliance obligations.

19. POLICY REVIEW AND AMENDMENTS

This policy shall be reviewed periodically by the Board of Directors. Amendments may be made as necessary and communicated to all staff.

20. APPROVAL

This Service Rules and Code of Conduct Policy is approved by the Board of Directors of GRACE Public School & College and is effective from:

Effective Date: June 1, 2026

GPSC Service Rules & Code of Conduct
Revised Version 1.1, Dated: June 1, 2026

21. ANNEXURE

21.1. Annexure

Employee Code of Conduct Declaration Form		
A	Employee Information	
1	Employee Full Name	
2	Father's / Spouse Name	
3	Designation	
4	Department / Section	
5	Employee ID	
6	Date of Joining	
7	Contact Number	
B	Employee Declaration	
1	I have carefully read, and understood the GPSC Service Rules, Code of Conduct and all other policies of the GRACE Public School & College (GPSC)	
3	I agree to comply with all institutional rules, regulations, safeguarding requirements, and professional standards.	
4	I understand that confidential institutional information must not be disclosed or misused.	
5	I understand that violation of institutional policies may result in disciplinary or legal action.	
6	I agree to maintain professional conduct and uphold the dignity and reputation of GPSC.	
7	I confirm that the information provided by me is true and accurate.	
C	Employee Signature Section	
1	Employee Name	
2	Employee Signature	
3	Date	
4	Place	
5	Signature	
D	Witness / MER Verification	
1	Verified By	
2	Designation	
3	Signature	
4	Date	
E	Official Use Only	
1	Declaration Received On	
2	Employee File Updated (Yes / No)	
3	Remarks	
4	Name and Signature of Principal	

21.2. Annexure

Employee Disciplinary Action Form

E1. Employee Details

Name		Employee ID	
Designation		Date of Incident	
Department		Reporting Officer	

E2. Nature of Misconduct

☐	Late Attendance		
☐	Absenteeism		
☐	Misconduct		
☐	Policy Violation		
☐	Negligence of Duty		
☐	Insubordination		
☐	Other: _____		

E3. Description of Incident

(Provide detailed explanation with date, evidence, and witnesses if applicable)

E4. Action Taken

	Verbal Warning		
	Written Warning		
	Suspension		
	Termination		
	Final Warning		
	Other: _____		

E5. Employee Response

(Employee may provide written explanation or response)

E6. Final Decision

Decision		Effective Date	
Authorized By		Signature	

21.3. Annexure

Employee Grievance Redressal Form

Sr. No.	Field	Details / Response
1	Name of Employee (Optional)	
2	Designation	
3	Department / Section	
4	Contact Number (Optional)	
5	Date Submitted	
6	Nature of Complaint	Workplace Issue Harassment Management Issue Discrimination Salary/Benefits Issue Other
7	If Other, Please Specify	
8	Description of Complaint / Grievance	
9	Date(s) of Incident (if applicable)	
10	Person(s) Involved (if applicable)	
11	Witness(es) (if any)	
12	Supporting Documents Attached	Yes No
13	Suggested Resolution (Optional)	
14	Employee Signature (Optional)	

For Official Use Only

Sr. No.	Official Review Section	Details
1	Complaint Received By	
2	Date Received	
3	Complaint Reference No.	
4	Preliminary Review Conducted By	
5	Investigation Required	Yes No
6	Action Taken / Findings	
7	Corrective Measures Recommended	
8	Date of Resolution	
9	Status	Pending Under Review Resolved Closed
10	Reviewed By (Principal/HR/Committee)	
11	Remarks	
12	Authorized Signature	

21. 4. Annexure

Leave Application Form	
Employee Name:	
Designation:	
Department:	
Type of Leave:	☐ Casual Sick Annual Maternity/Paternity Other
Leave Period:	From: _____ To: _____ Total Days: _____
Reason for Leave:	
Work Handover Details:	
Employee Signature:	
Approval Section	
Immediate Supervisor:	Approved / Not Approved
Principal:	Approved / Not Approved
Remarks:	

Annexure E:

Leave Record Register					
Name	Casual Leave	Sick Leave	Annual Leave	Total Taken	Balance

21.5. Annexure

GPSC BEST TEACHER AWARD EVALUATION CRITERIA

90% and Above Score Achievers in APR			Cash Prize: Rs. 20,000, Certificate & Best Teacher Award Shield & 25% Salary Increment		
45% and Below			Termination Letter		
Sr. #	Evaluation Area	Indicators / Descriptions	Weightage (%)	Evaluator / Source	Score Achieved
1	Teaching Effectiveness	Student Engagement, Instructional Methods, Assessment Techniques	8	Principal Classroom Observation Form	
2	Content Knowledge	Subject Mastery and understanding of subject matter	8	Principal Classroom Observation Form	
3	Classroom Management	Positive environment and fair discipline	8	Principal Classroom Observation Form	
4	Student Learning Outcomes / Assessment Results	1st & Final Term Exam Results (3 subjects selected by board members)	30	Board Members / Academic Records	
5	Interpersonal Skills / School Values	Understanding and application of school values	10	Observation & Feedback	
6	Professionalism	Attendance, punctuality, dressing, learning certificates	10	Attendance & HR Records	
7	Innovation / Co-curricular Activities	Creative teaching methods, technology integration, co-curricular engagement	10	Principal Classroom Observation Form	
8	School Community Feedback	Students, Principal, Academic Director & Parents feedback	16	Stakeholder Feedback Tools	
Total Score (%)					
Remarks / Recommendations					

21.6. Annexure

EMPLOYEE CLEARANCE FORM					
1. Employee Information					
Employee Name	Designation	Date of Joining	Last Working Date	Employee ID	Reason for Leaving
2. Clearance Checklist					
Department / Section	Clearance Responsibility	Status (✓ /)	Remarks	Signature & Date	
Principal Office	ID Card, office keys, access cards or files returned				
MER Department	Exit interview completed, records updated				
Accounts Department	Salary settled, advances cleared, dues paid				
IT & Communication Department	Email, systems, LMS access deactivated				
Library / Labs	Books/materials returned				
Section Coordinator	Lesson plans, student records handed over				
Security Staff: Inventory / Store	Equipment, devices, furniture returned				
Transport (if applicable)	Transport dues cleared				
Canteen (if any dues)	Any due/payable cleared				
Other Dues (if any)	Any other staff due cleared				
3. Handover Details					
Work Handover Completed To			Pending Tasks (if any)		
4. Employee Declaration					
I hereby confirm that I have returned all school property and completed all required					
Name & Employee Signature:				WhatsApp #:	
Personal Email ID:				Date:	

5. Official Declaration				
Final Settlement Status: Cleared / Pending	Experience Letter Issued: Yes / No	Relieving Letter Issued: Yes / No	Healthy Resignation (Yes/No)	Principal Final Remarks

6. Final Approval			
Authority	Name	Signature	Date
Immediate Supervisor			
Principal			
Board Chairperson			



Annual Performance Review (APR) Summary Template

GPSC-SERVICE RULES & CODE OF CONDUCTS FOR EMPLOYEES

