

Staff Code of Conduct

The code of professional conduct as laid down by GDGGS shall be applicable to all teaching and non-teaching staff of GDGGS.

From the very first day, every employee is a representative of GDGGS. His/her personal appearance, actions and the impressions made – both during and after school's hours- are important to his/her advancement and continuing development of GDGGS image and reputation.

Work Timings/Attire/Leave

- The normal working hours for the academic staff are from Monday-Friday: 8am-3pm. For Admin staff: 8am-4pm from Monday-Saturday. All are expected to strictly observe punctuality. One Saturday of the month is working every month for academic team.
- All staff members to dress up formally at all times during the work hours. Sleeveless tops, above knee length dresses, Jeans, sweatshirts and other casual attire will not be allowed.
- All employees (confirmed staff) are entitled for 7 CLs and 7 MLs in a year. ML's will not lapse if not availed during the year and can be accumulated up to 30 leaves. All 30 leaves cannot be availed together unless in case of an emergency. 1-day Medical leave will be considered as CL. Medical leaves have to be supported with reports, medical certificate and fitness report for joining back.
- Maternity leave for expecting mothers is **3 months w.e.f. April'24** (for confirmed staff after completion of three years). During maternity leave, half the salary will be paid to the employee, and the remaining balance will be disbursed after she rejoins the school.
- Any Leaves and holidays to be planned in advance by all the team members so that all can avail the same post approval of HR, HOD & Principal which is mandatory.
- If taking leave, the same has to be informed to HR, HOD & Principal of the school. Only after approval from Principal will the Leave be marked accordingly.

Safety & Security

The primary responsibility is to ensure that the school is a safe and secure place for each child All systems should be in place and that there is a strong and sensitive framework of support for the smooth functioning of the school. Entry & exit dispersal duties will be allocated for the academic team by the HOD.

Parking

- The staff parking is allotted outside the school area. You may reach out to Transport Incharge and Admin Head for the same.

Use of School Transport will be allowed to use school buses depending on availability of seats. As responsible staff have to ensure safety, security measures in place are in place & support in the month running of the routes lady guards will be in all busses to assist.

Cafeteria

- All children who have opted for meals come to cafeteria to eat. The timings are as below. Children who have not opted for meals sit in their respective classes and eat.

For Breakfast: 9.20am

For Lunch: 12.20pm

Performance Appraisal –

To be a team player. Your ability to work with each other reflects upon your interpersonal skills which is a very important aspect for your personal growth and of the organization.

- Every employee has been given tasks/ targets to be achieved and it is your duty to ensure the same is completed and achieved in the stipulated time.
- Appraisal forms will be given to all during summer vacation time and will be taken forward as per your Date of Joining. Your appraisal form covers your conduct, punctuality, performance, leave record, team work, extra duties, extra hours put in and your contribution to school.
- Increment policy is 7-10 % based on performance.
- Any misconduct or aberration by any employee will call for a memo/ warning letter to be served.
- Employees in Band D will be evaluated on their performance; punctuality, leaves, targets achieved; following organizational hierarchy; interpersonal skills; misconduct or intolerant behavior.
- Employees with poor performance will be put on PIP (Performance Improvement Plan) for 3 months in discussion with the HOD. Post 3 months, in case of satisfactory improvement, the employee will be eligible for grade change. In case of no improvement the employee will be asked to exit.
- Employees will be given Grade E if they are given 2 memos and subsequently will have to exit.
- Special recognition and appreciation will be given by leadership team for employees performing well. Those who are exceptional in their performance consecutively for 3 years will become part of Core Committee and promoted accordingly.
- Admissions given to school will be considered as a major criteria alongwith parent feedback.

POLICY:

- PF & ESIC have been introduced in school for the staff from Apr'23
- Gratuity policy has been made for the school.
- Special Fee structure for staff seeking admission for their child/children.

EXIT POLICY:

- As per the agreement academic staff cannot leave the organization in the mid-session
- At least three working months prior information has to be given about the intention of not renewing the agreement.
- Formal exit interview of employee with – Principal, PYP coordinator & HR

Parameters for Evaluation:

- **Performance**
- **Creativity**
- **Team player**
- **Willingness to learn & take up responsibilities.**
- **Punctuality and leave record**
- **Following code of conduct**
- **Following organizational hierarchy**
- **Self-reliant and problem solving**
- **Feedback of parents/colleagues.**

Employee Signature: