



Employee Code of Conduct

The College strives to promote the highest standards of conduct and integrity. The Code of Conduct describes the professional expectations of College Employees that are consistent with the College's mission statement and ethical values which promote integrity and respect for individual difference, cultural diversity, and secularism. College Employees may refer to their direct supervisor or to HR for consultation and assistance.

Observance of Lebanese Laws and IC Policies

College Employees shall observe and comply with Lebanese laws and regulations and shall not do any act which may violate, in any respect, any laws and/or regulations in Lebanon. In addition, College Employees shall abide by the policies of IC.

Professional Expectations

College Employees are expected to follow general rules and guidelines during their employment, and must:

- Treat everyone with respect, patience, integrity, courtesy, dignity and consideration.
- Use positive reinforcement rather than criticism, inappropriate competition, or comparison when working with students.
- Maintain appropriate physical boundaries at all times.
- Cooperate fully and report to a school counselor any kind of abuse of students.
- Report to the relevant Director and Counselor should a student make inappropriate advances.
- Not have inappropriate physical or emotional interaction with students that can be perceived as abusive.
- Conduct all electronic communication with students and parents through official IC electronic

- communication accounts.
- Not be connected or linked to students through personal electronic or personal social media accounts such as WhatsApp, SnapChat, Instagram, Facebook, Twitter, personal email or similar forms of electronic or social media.
- Only use language that is contextually appropriate and culturally sensitive.
- Adhere to IC policies regarding the nonuse of tobacco or alcohol products on campus or at school sponsored activities where students are present.
- Not access, download or view inappropriate content or videos on school equipment or on IC premises.
- Not possess or be under the influence of illegal substances at any time.
- Ensure privacy of students' personal information except in appropriate school related circumstances, such as meetings with counselors, concerned parents or school Directors.

Non Secular or Partisan Political Activities

International College is a secular non-political institution. As such, while on campus or at College- sponsored events, IC Employees are required not to engage in any religious or partisan political activity and to avoid endorsing or opposing religious or political parties.

Conflict of Interest

A Conflict of Interest is a situation in which a faculty or staff member has a perceived, potential, or actual personal interest or benefit which may compromise their obligations to the College. Faculty and staff members shall avoid all situations in which their personal interests conflict or could be construed as being in conflict, with those of the college.

Confidentiality of information

Faculty and staff shall treat all information acquired in the course of their employment as strictly confidential. All knowledge, information, and data shall not be disclosed to others or used for their own benefit or to the detriment of IC, either during or after termination of employment with the College. All literature, reports, records, files, documents and any other property belonging to IC, and which may be in their use, custody or charge, shall be and remain the property of IC and shall immediately be returned to IC upon termination of employment.

Employee Dress Code

It is expected that IC Employees will dress in a professional manner and in accordance with the College's dress code. Good judgment will prevail when selecting the mode of attire for field trips and other College-related activities.

A few examples of what would be regarded as inappropriate attire for the workplace:

- Immodest necklines, torn jeans, crop tops
- Clothes made of see-through materials
- Shorts, spaghetti straps
- Tight and short dresses and skirts
- Beach slippers and flip flops

Drug-Free Workplace

International College is committed to maintain a workplace free from the unlawful manufacture, use, dispensing, possession, or distribution of controlled substances. Unlawful manufacture, use, dispensing, possession, or distribution of controlled substances by College employees in the workplace is prohibited under College policy.

Smoke-Free Campus

IC is a smoke-free workplace where smoking is prohibited. College Employees shall not smoke in either enclosed or outdoor areas on the IC campus.

Harassment and Bullying

The College does not tolerate bullying or harassment and will take strict disciplinary measures to ensure a safe environment for all of its students and school personnel. All members of the school community are committed to ensuring a safe and supportive environment that fosters learning based on the core values of integrity, compassion, respect for individual differences, and cooperation.

Bullying and harassment are acts of aggression with the intent to cause embarrassment, pain or discomfort to another. Bullying usually involves an abuse or an imbalance of power. Individuals or groups may be involved.

Bullying and harassment can take many forms, all of which will cause distress and are the most common form of violence experienced by young people. Examples of bullying and harassment include:

- Disrespectful Behavior: Actions that are rude, unpleasant, inappropriate and unprofessional. Behavior that causes hurt feelings and distress and disturbs or offends others.
- Physical: hitting, pushing, tripping, spitting on others.
- Verbal: teasing using offensive names, ridiculing, spreading rumors. (Oral and written on electronic sites such as Facebook).

- Non-verbal: writing offensive notes or graffiti about others, rude gestures or abuse of the honor of a person through the use of Internet or SMS messaging.
- Extortion: threatening to take someone's possessions, food or money.
- Property: stealing, hiding, damaging or destroying property.
- Gendered Bullying: bullying based on gender or the enforcement of gender-role expectations.
- Sectarian Bullying: bullying based on religion or sect.
- Sexual Harassment: Unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, non-verbal, or physical conduct of a sexual nature.

Technology Use by Employees

The College will assign an IC e-mail address to appropriate employee. IC discourages the use of this email for personal mail as the main purpose of the account is for College business. As such, email addresses will be published within the College and the College community in order to enhance communication with all groups.

In the case of Employees who discontinue employment from the College, their IC email address will remain active for a period of 90 days after their last day of work or until September 1st whichever comes first.

The College makes every effort to provide the best available technology to its Employees. The College has installed at substantial expense equipment such as computers, Internet access, and email. This policy sets forth policies on the proper use of the computer, Internet access, and email systems.

The College property, including computers, email, and Internet should only be used for conducting IC business. Although IC provides certain codes to restrict access to protect these systems against unauthorized access, Employees should understand that these systems are intended for business use, and, as such, all computer information, and email messages are considered IC records. No electronic communication or other data or information created, sent, received, or stored on any of IC systems is to be considered the personal, confidential, or private messages or information of any employee, regardless of its content. IC reserves the

right to access, intercept, monitor, review, record, store, delete, and disclose any communications and other information created, sent, received, or stored in IC's systems.

The use of IC e-mail and the Internet is prohibited for the following:

- Soliciting for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations
- Creating or sending any offensive or disruptive messages. The use of the College systems is subject to IC's Harassment Policy.
- Sending or receiving copyrighted materials, proprietary financial information, or similar materials without prior authorization.
- Downloading software not approved by IC's technology department.
- Accessing or using confidential or personal information without authorization.
- Accessing or downloading inappropriate websites, such as pornography or gambling.
- Spending inappropriate amounts of IC time using the Internet or e-mail that are non-job related or interfere with job duties.
- Obtaining personal financial gain.
- Fraud and conflict of interest.
- Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Gifts

Faculty and staff shall not accept or solicit any gifts or benefits for themselves that might be interpreted as an attempt to compromise or influence them in carrying out their duties. Gifts of symbolic value from students may be accepted.

Any action inconsistent with the above may result in disciplinary action up to and including termination of appointment at the International College.

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