



# International School of the Sacred Heart

## Professional Code of Conduct for Faculty and Staff at the International School of the Sacred Heart

At the International School of the Sacred Heart we assume the best in others: we take at face value what people are saying, meet them in simplicity, and always choose the most straightforward approach. St. Madeleine Sophie Barat believed that love was a forcefield around us. Always assume positive intent. Ask what's on your mind, what's in your heart. Treat each person with dignity, kindness and compassion.

In our relationships with colleagues, all faculty/staff members are expected to:

- embrace the [five goals](#) of a Sacred Heart education
- take pride in the history of Sacred Heart, care about and be committed to the future of our school
- uphold our Equality, Diversity and Inclusion Statement
- regardless of your job title, help to build the community of the school, starting with our relationships with colleagues
- demonstrate a positive attitude towards our work
- serve as positive role models to our students, colleagues and administrators
- encourage, inspire and support colleagues to fulfil their full potential as educators of the Sacred Heart
- hold each other to the highest standards and treat each other with respect and dignity

- actively seek solutions for problems
- arrive motivated and determined to meet the challenges of the day
- respect the time of others by meeting deadlines
- communicate in a respectful manner as outlined in Goal #5, Criteria #3 and the Essential Agreements:
  - respect confidentiality
  - be brief and to the point
  - agree to disagree
  - build on others' ideas before criticizing them
  - continue the conversation even if it becomes difficult until all parties agree to finish
  - attack issues, not people
  - listen with an open mind
  - not talk about issues and matters that we can't do anything about
  - give constructive feedback to peers in an appropriate manner
  - contain communication to relevant parties
  - be punctual to meetings
  - observe the start and end times
  - be prepared
  - refrain from interrupting
  - use consensus decision making techniques
  - keep updated and accurate team minutes of meetings
  - participate
  - uphold the Communications Policy
  
- support and follow school policies

***Updated April 5, 2022***