



4.00 BUSINESS MANAGEMENT

4.10111 Maintenance Donation Levels

NIS allows free use of its facilities to the NIS community, given that such use does not clash with regular school-organised activity.

To cover operational costs, the Director may request a voluntary donation, to meet maintenance and caretaking costs, payable in advance of usage.

Donations from such sources are contributed to the operating fund. The Director will normally not ask for a donation from groups comprising staff, parents/guardians and students.

4.10112 Waiver of Maintenance Donation

The Director may waive the request for a voluntary donation if it is deemed appropriate to do so.

4.10113 Acceptable Purpose

Any outside or community group using a school facility must declare the purpose and nature of the usage on the booking form submitted to the Director Operations and Finance. A standard liability waiver is required.

The Director of Operations and Finance and the Director jointly authorise use of school facilities by outside bodies, and judge whether the purpose of the use is acceptable. The decision of the Director in such matters is final.

4.10114 Excluded Activities

The following activities are excluded for all groups using NIS facilities.

- 1) Consumption of mind-altering substances, including tobacco.
- 2) Promotion of consumption of mind-altering substances, including tobacco.
- 3) Religious meetings and observances.
- 4) Political meetings and observances.
- 5) Unauthorised public showing of video, audio, or online materials.
- 6) Activities involving or related to any form of pornography, violence, racism, sexism, or sexual activity.
- 7) Activities organised by rival schools.
- 8) Meetings by outside bodies involving industrial disputes.



4.10211 Basis for Surface Areas: Land and Buildings

Obsolete, fully govern by the government rules and regulations.

4.10221 Inviting Bids

The Director may select an architect for conceptual design of purpose-built facilities following consideration of minimum three competitive offers.

For construction design of purpose-built facilities, the Director will consider a minimum of three sealed bids, derived by invitation to bid from suitable entities.

4.10222 Selecting the Architect

The Director shall consider all bids for architect services for construction design, and shall recommend to the full Board a prioritised list of bidders.

4.10223 Choosing the Architect

The choice of architect for construction design is made by the Director.

4.10231 Identifying the Design Institute to Make Construction Plans

NIS observes Chinese law that an approved Design Institute, authorised for the scope of a proposed building project, must make detailed construction plans.

The Director will consider sealed bids from a minimum three appropriate Design Institutes.

4.10232 Project Manager

For projects of value of 2 million RMB and above, the Director shall appoint a Project Manager, or Project Management entity, to act on the school's behalf in supervising materials selection, construction quality, and compliance with legal and preferential specifications.

The Project Manager shall manage all issues related to construction, and shall liaise with the Design Institute, Architect, and building contractors, in consultation with the Director.

A job specification for the Project Manager shall serve as a procedure accompanying this policy.

4.10233 Materials Sourcing

The Project Manager, in consultation with the Director of Operations and Finance, is responsible for materials sourcing.



4.10234 Materials Selection

Materials selection is the responsibility of the Project Manager, in consultation with the Director.

4.10241 Responsibility for Identifying and Selecting Site

The Board has the task of identifying a range of sites for the construction of a new school building.

Selection of the site is by majority decision of the full NIS Board.

4.10242 Invitation of Bids

The Director holds responsibility for inviting bids and other offers, for provision of land to Nanjing International School, for the purpose of constructing a propose-built school. The New School Committee shall deploy a variety of appropriate means in carrying out this task and shall take reasonable measures to ensure transparency in the identification process.

4.10243 Selection of Site

In selecting a site, the Board shall consider convenience of location, ecological and safety factors, economic considerations, and any externally imposed conditions of occupation.

4.10251 Responsibility for Inviting Bids

The Director holds responsibility for inviting sealed bids for construction contracts for all projects of value of more than 2,000,000RMB. This responsibility is discharged in conjunction with the Director of Operations and Finance and Project Manager.

4.10252 Methods of Inviting Bids

Bids for construction contracts over the value of 2,000,000RMB shall be invited on a sealed bid basis only.

4.10253 Schedule for Bidding

The Director of Operations and Finance shall recommend a schedule for submission of sealed bids which allows sufficient time for interested bidders to prepare and submit their bids.



4.10254 Stipulations for Bidding Format (Sealed Bids)

The Director of Operations and Finance shall identify a standardised format for bids, to allow objective comparison between bids.

Bids shall not be entertained as negotiable offers.

4.10255 Award of Contract

The Director shall make all awards of construction contracts.

4.10256 Sub-Contractor Approval

The Director of Operations and Finance shall make recommendations to the Director regarding sub-contractor approval.

4.10261 Appointing the Project Manager

The Director appoints the Project Manager, or Project Management Company, on the basis of personal interview, and of consideration of the qualifications and relevant experience of the individual or entity, by majority decision.

A probationary period of three months shall apply to the contract of the Project Manager.

4.10281 Consultation Process

Consultation with the school's constituencies: students, teachers, staff, parents/guardians and Board will take place, before naming and dedication of facilities, or of sections of facilities, is confirmed.

Naming and dedication of facilities or sections of facilities is by majority decision of the Board.

4.2031 Responsibility for Maintenance and Repairs

The Director shall ensure adequate provision of human resources, through direct casual employment, or through contract to a third party, for effecting maintenance and repairs to NIS buildings and grounds

4.2032 Maintenance of Buildings, Grounds and Equipment

The Director shall ensure that NIS buildings, grounds and equipment are maintained to ensure the safe and efficient operation of the school.



4.2033 Outsourced Maintenance and Repair

The Director of Operations and Finance shall recommend to the Director, for approval, maintenance items outsourced to third parties.

Outsourcing shall be carried out on the basis of contractual agreement. Award of contract is subject to scrutiny of three competitive bids, by the Director of Operations and Finance and the Director.

4.2034 Student Involvement in Maintenance and Repair

Students may undertake limited maintenance and repair activities, with due regard to health and safety issues, under faculty supervision, as part of their community and service programme.

4.2035 Cleaning and Hygiene

The Director shall ensure that school facilities are clean and hygienic, for the use of its personnel and students.

4.2036 Scheduling Facilities Maintenance

The Director shall implement a comprehensive schedule of preventive facilities maintenance, through delegation to the Director of Operations and Finance.

4.20411 Responsibility for Internal Security

The Director delegates the task to the Director of Operations and Finance, for matters of internal security.

The Director is responsible for implementing security measures adequate to ensure the reasonable safety and security of students, staff, and property.

4.20412 Controlling Access to and Distribution of Keys

The Director shall delegate the task through the Director of Operations and Finance for distributing keys, and for access to keys.

4.20413 Access to School Grounds and Buildings

Access to school grounds and buildings is available to employees of the school as appropriate to completion of their professional duties, and to students and parents/guardians at the discretion of the Director. When possible, security services shall control access.



4.20414 Security Patrols and Surveillance

The Director shall delegate responsibility through the Director of Operations and Finance, for ensuring adequate preventive security patrols and surveillance technology.

4.20415 Abduction Prevention

The Director shall implement comprehensive operational procedures for abduction prevention.

These operational procedures shall accompany this policy.

4.20421 NIS Response to Vandalism

NIS will eradicate signs of vandalism within 24 hours of discovery.
All reasonable efforts will be made to discover the perpetrators of vandalism.
All incidents of vandalism by outsiders will be reported to the police.

4.20422 Vandalism by NIS Community

Vandalism by students and employees is regarded as an anti-social act.
Vandals discovered will be required to make retribution for the act of vandalism, and in the first instance will be counselled to gain an understanding of the anti-social nature of the act.

Recidivist vandalism will be treated as a disciplinary issue, and disciplinary structures will be invoked.

4.20423 Other Vandalism

Vandalism by members of the NIS community, during NIS activities outside the school, is governed to policy 4.20422.

4.20511 Safety and Accident Prevention

The Director shall consider issues of safety and accident prevention for staff, students and visitors, in implementing the work of the school.

The Director of Operations and Finance oversees all health and safety issues related to school premises.

NIS employs a qualified nurse who provides limited health services to students and staff.



4.20512 Emergency Procedure

The Director shall ensure that an emergency evacuation and alert procedure is in place, and that this is signalled and practised by all employees and students at least twice annually.

4.20513 Reporting and Recording Accidents to Students

The Director shall ensure that thorough and user-friendly procedures are in place for reporting all accidents to students. A written record of all accidents is stored by the nurse.

4.20514 Reporting and Recording Accidents to Employees

The Director shall ensure thorough and user-friendly procedures are in place for reporting accidents to employees. A written record of all accidents is kept by the nurse.

These procedures shall be published as a procedure accompanying this policy.

4.20515 Reporting and Recording Accidents: Other

Accidents to other individuals except employees and students on school premises shall be reported by the victim and if possible by a witness in writing, to the Nurse. Reports will be filed for a period of five years, by the nurse.

4.20516 Response to Accidents

NIS takes all reasonable precautions to ensure the safety of individuals on its premises.

NIS responds to accidents by helping the victim to obtain professional medical assistance as rapidly as possible. Non-NIS users of NIS Premises shall be required to sign a standard liability waiver.

In so doing, NIS accepts no financial, legal or moral obligation towards the victim.

4.20517 Internal Road Safety and Parking Provision

NIS provides supervision by faculty and/or teacher assistants of students for specified limited periods before, during and after school, to ensure adequate levels of road safety.

NIS makes arrangements for policing of parking areas and internal roads, at times when students commonly use such roads and areas.



4.20517 Procedure: Internal Road Safety

Electric and petrol motor bike safety: riders of electric and petrol-driven motorcycles, who are not wearing safety helmets, are not allowed to park their vehicles on school premises. Such riders must park their vehicles off campus, before being allowed to enter. This measure is to encourage road safety. It applies to all visitors, students, parents and staff.

4.20521 Fire Prevention: Materials Selection

Construction and educational materials used at NIS conform with fire retardation regulations legally prevalent in the People's Republic of China.

4.20522 Fire Prevention: Fire Extinguishers

The Director shall ensure provision of fire extinguishers in accordance with legally prevalent regulations in the People's Republic of China.

4.20523 Warning System

NIS buildings shall be equipped with a fire detection and warning system, which shall be tested and maintained annually.

4.20524 Grounds for Emergency Closure

The Director or designated deputy thereof may implement emergency closure of the school, for up to seven days, if it is judged that the safe operation of the school is jeopardised by a situation. Further closure beyond seven days must be implemented by Board decision.

4.20531 Safe Evacuation of Buildings

The Director shall ensure the currency and effectiveness of procedures for safe evacuation of buildings in emergencies. Evacuation drills shall take place at least once per semester at times when school is in full session.

4.20532 Contacting Nanjing Emergency Services

In the event of fire, electric, bomb threat, natural disaster and similar emergencies or the appropriate Nanjing emergency service shall be contacted, on the decision of the Director or designated deputy, who will act according to the advice of that service.



4.20533 Director In Loco Parents/Guardians Responsibility

In any situation where the safety of a student is jeopardised, the Director acts “in loco parents/guardians” to ensure preventive and remedial measures are implemented, to protect that student.

4.20534 Community Communication Chain

The Director shall ensure existence and maintenance of effective communications procedures.

4.20541 Response to Bomb or Security Threats

All bomb and security threats are treated as real emergencies. School students, personnel are evacuated immediately upon signalling the threat to the Director, and the emergency signal is activated upon receipt of the threat.

4.20542 Contacting Nanjing Emergency Services

On receipt of a bomb or security threat, policy 4.20632 comes into force. Contacting emergency services is mandatory.

4.20543 Re-entry to School Buildings Following Bomb and Security Threats

Following a bomb or security threat, the Director may not authorize re-entry to school premises until instructed by Nanjing emergency services that it is safe to do so.

4.20551 Announcing Emergency Closings

Emergency closings are initially signalled by use of the alarm system. Families are alerted according to policy 4.20534.

4.20552 Conditions for Re-entry Following Emergency Closing

No person may re-enter NIS premises until the Director is advised by emergency services that it is safe to do so.

4.3011 Definition of School Vehicle

The term “school vehicle” refers to vehicles owned or rented in the name of Nanjing International School.



4.3012 Owning Vehicles

NIS may own vehicles which are used for conducting school business, including transportation of staff and students.

Vehicles must meet Chinese safety specifications.

4.3013 Permanent Rental of Vehicles

NIS may rent permanently vehicles which are used for conducting school business, including transportation of staff and students.

Vehicles must meet Chinese safety specifications.

4.3014 Vehicle Taxation

The Director of Operations and Finance shall maintain current vehicle taxation documentation for school vehicles.

4.3015 Driving School Vehicles: Approved Drivers and Approved Driver Conditions

Drivers approved by the Director of Operations and Finance only may drive school vehicles.

Approved drivers must hold valid licences for the type of vehicle driven and must attend at the schools expense mandatory driver training at the required points each year.

4.3016 Outsourcing Bus Services for Students

Bus services for students are outsourced to companies able to demonstrate compliance with NIS policy for rental of vehicles, and for driving school vehicles.

Written evidence of such compliance must be supplied to the Director of Operations and Finance before any outsourcing agreement is implemented.

4.3017 Maintenance and Safety of Vehicles: Bus Services for Students

Companies providing bus services for students must supply written evidence to the Director of Operations and Finance of vehicle safety, and of driver training, before any agreement may be entered into.



4.3021 Servicing of School Vehicles

School vehicles are serviced according to manufacturers' service schedules, and according to mandatory safety-check schedules required by the government of the People's Republic of China.

4.3022 Servicing Outsourced School Vehicles

Outsourced vehicles used by the school must have written evidence of current roadworthiness, supplied to the Director of Operations and Finance in advance of usage by NIS personnel or students.

4.3023 Approved Drivers and Approved Driver Conditions

Evidence of qualification to drive the vehicle in question must be copied to the Director of Operations and Finance, for any driver transporting NIS personnel or students.

4.3024 Safety Equipment Minimum Standards on School Vehicles

All school vehicles must carry a standard car fire extinguisher.

The Director of Operations and Finance must ensure regular checks for functionality, according to manufacturer's instructions. Drivers must wear seat belts at all times. All seats must have seat belts.

4.3025 First Aid Provision on School Vehicles

School vehicles must carry a basic first-aid kit. The Director of Operations and Finance ensures regular checking and replenishment of this first-aid provision.

NIS school drivers are trained and updated in provision of initial first-aid.

4.3026 Mobile Phones on School Vehicles

School drivers carry a school-provided mobile phone at all times.

4.3027 Permitted Driver Work Hours

Driver hours are subject to Chinese Law.



4.3027 Procedure: Permitted Driver Work Hours

NIS trip leaders and other personnel are required to be familiar with the policy **4.3027 “Permitted Driver Work Hours”** and to insist on its implementation. They are also responsible to make appropriate adjustments when driving traffic or weather condition justify increasing rest periods. Drivers are required to complete a time sheet recording driving and rest periods for submission to the Director of Operations and Finance.

When the destination of the pick-up requires departure from Nanjing earlier than 0600h, the driver must stay overnight at the pick destination. The driver should rest for minimum of 6 hours between arrival and departure from the pickup destination.

4.3031 Student Conduct on School Buses

Students are subject to the same behaviour expectations when in school-provided vehicles, as when on school premises.

4.3032 Student Conduct on Other Transportation (NIS Business)

Students are subject to the same behaviour expectations, when travelling or any form of transport in the course of a school-related activity, as when on school premises.

4.3033 Student Arrival and Departure by Vehicle

Students are expected to comply with the school’s guidelines regarding arrival at and departure from school by vehicle.

4.3034 Student Arrival and Departure on Foot

Students are expected to comply with the school’s guidelines regarding arrival at and departure from school on foot.

4.3041 Drop-off and Collection at School Premises

NIS shall issue guidelines for drop-off and collection of students at school premises.

4.3042 Collection and Drop-Off by Private Hire Car, Minibus and Bus

Families of students who collect and drop-off students by private hire car, minibus or bus are expected to inform drivers and operators of these vehicles of the relevant school guidelines.



4.3043 Collection and Drop-Off by Taxi

Families of students who are collected and dropped-off by public taxi are expected to communicate to drivers the relevant school guidelines.

4.3045 Transportation of Students by Public Taxi

Students may travel unaccompanied on a school-related activity by NIS staff in a public taxi only with parents/guardians' verbal or written permission, at the school's behest.

Students travelling to and from school in a public taxi do so at their own risk. The school takes no legal, financial or moral responsibility for students travelling in this way.

4.3051 Permitted Special Uses of School Buses

School buses are used primarily for transportation of students and staff, for making deliveries related to the school's operation, and for transporting official guests of the school.

The Director of Operations and Finance may sanction special use of school buses for transporting the Board, Parents/Guardians, staff, parents/guardians, and student visitors from other schools, for business related to the operation of the school.

4.3052 Private Hire of School Buses

NIS Does not offer its vehicles for private hire.

4.3053 Use of School Buses for Curriculum Trips and Excursions

School vehicles are intended primarily to benefit students.

Where there are competing demands for use, curriculum trips and excursions have priority over other uses.

4.3054 Use of School Buses for Transportation of NIS Personnel

NIS vehicles may be used to offer a service for transportation to and from work, for administration staff and host country teachers.



4.3061 Vehicle Insurance Category (Level of Insurance), School Vehicles

NIS shall ensure fully comprehensive all-risk insurance for its vehicle, driver and passengers. "Passengers" shall include visitors, guests, family members of passengers, students, parents/guardians, Board members, employees.

The level of insured compensation shall be annually reviewed for appropriateness according to Chinese conditions. NIS recommends foreign national employees, parents and students ensure adequate levels of insurance, for their purposes.

4.3062 Personal Accident Insurance: NIS Employees

Personal accident insurance for NIS employees shall be included in the fully comprehensive all-risks policy purchased by NIS to cover school vehicles.

4.3063 Personal Accident Insurance: Students

Personal accident insurance for NIS students shall be included in the fully comprehensive all-risks policy purchased by NIS to cover school vehicles.

4.3064 Personal Liability Insurance: NIS Employee Drivers

Personal liability insurance, to cover drivers of school vehicles against damages claims, will be purchased by the school as part of the fully comprehensive, all-risks policy covering school vehicles.

4.3065 Liability for Injury to Passengers

Liability of NIS for injury or death to passengers in school vehicles is included in the fully comprehensive, all-risks insurance policy purchased by the school to cover school vehicles.

4.3066 Third Party Liability Injury

Liability of NIS for injury or death caused to passengers in school vehicles is included in the fully comprehensive all-risks policy purchased by the school to cover school vehicles.

4.4011 Dining Area Provision

NIS shall provide an appropriate area for and consumption of food by students, in the form of a cafeteria area. Food provision is outsourced to a third party provider.



Maintenance, cleanliness and hygiene of the cafeteria are the responsibility of the provider, oversee by NIS. Organisation of the use of the cafeteria is the responsibility of NIS.

Supervision of students while eating is the responsibility of NIS.

4.4012 Kitchen and Storage Provision

NIS shall provide an appropriate area for preparation and storage of food, in the form of a kitchen, for the use of a third party service provider.

Provision of cooking, preparation and dishwashing equipment provision is the responsibility of the third party service provider.

Maintenance of the areas water, drainage, electrical supply, ventilation, lighting, security, and decorative infrastructure is the responsibility of the school.

Maintenance of cooking, preparation and dishwashing equipment is the responsibility of the service provider.

Employment of kitchen personnel is the responsibility of the service provider.

4.4013 Service Provision

NIS undertakes to provide a lunch service, taken at the student's expense, offering a substantial midday meal.

This service will be outsourced by the school.

4.4014 Dietary Provision

NIS undertakes to provide the possibility of a main course, salad and dessert at lunch time in the school cafeteria.

All efforts will be made to accommodate special diets, where these are signalled to the school. NIS cannot guarantee meeting all special dietary requirements.

Students and parents/guardians will be surveyed twice annually by the food services provider, regarding type and quality of foods provided.



4.4015 Nut Free Campus – effective August 1, 2016

Nanjing International School aims to provide a nut free environment. This includes all items for sale through catering provider. Although we recognise that this cannot be guaranteed, these steps serve to set out measures to reduce the risk to those children who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive.

Definition

Anaphylaxis, also known as anaphylactic shock, is an allergic condition that can be severe and potentially fatal. Anaphylaxis is the body's immune system reacting badly to a substance which it perceives as a threat. The whole body can be affected, usually within minutes of contact, though sometimes the reaction can happen hours later.

4.4016 Health Plans and Emergency Response

We have individual health details on Veracross for children with allergies and other health-related situation. These are also posted in the Staff Room as well as relevant classrooms. In the case of anaphylactic shock, medication will be administered by the school nurse or other designate.

SCHOOL/STAFF RESPONSIBILITY

- NIS expects a completely Nut-Free campus.
- Information pertaining to a student's allergies will be shared with faculty and
 - staff who have contact with the student, but otherwise will be kept as confidential as possible.
- NIS will provide anaphylaxis training opportunities for staff.
- NIS will keep relevant medication (eg. Epi-pens provided by parents) on
 - campus and in field trip first aid kits for treatment of an anaphylactic response.
- NIS will strive to instruct staff and faculty to recognize symptoms of an allergic reaction and to respond appropriately as necessary.

PARENT/STUDENT RESPONSIBILITY

- Do NOT send any kinds of nuts to school. At all. Ever.
- Parents of students with serious allergies must provide the NIS nurse with
 - emergency medications and a written medical treatment protocol for their child.
- Parents are responsible for educating their child about managing his/her
 - allergy at school.



- NIS cannot guarantee that a student will never experience an allergy-related
 - event while at school. NIS is committed to student safety, and therefore has committed to a nut-free environment to reduce the risk that children with allergies will have an allergy-related event.
- Make sure that you always check the labels on the food you are sending in to

4.4021 Health and Safety Checks: Kitchen and Cafeteria Procedures, Premises and Equipment

The Director of Operations and Finance shall arrange for annual health and safety checks on kitchen and cafeteria procedures, premises and equipment. Records of recommendations and certification shall be stored by the Director of Operations and Finance.

The food services provider shall provide annual health and safety training for all personnel handling food and waste food.

4.4022 Hygiene Checks: Kitchen and Cafeteria Procedures, Premises and Equipment

The Director of Operations and Finance shall arrange for annual hygiene checks on kitchen and cafeteria procedures, premises and equipment.

Records of recommendations and certification shall be stored by the Director of Operations and Finance.

The food services provider shall provide annual hygiene training for all personnel handling food and waste food

4.4023 Health and Safety: Cafeteria and Kitchen Personnel

The Director of Operations and Finance shall ensure, with the cooperation of the food services provider, that all cafeteria and kitchen personnel are annually screened and certificated as fit to handle food.

The Director of Operations and Finance shall maintain records of screening and certification, and shall ensure currency of certification.

4.404 Independent Food Provision for Students

Independent food provision to students, other than by parents/guardians of the students consuming the food, is allowed only by written permission of the Director.

Evidence of this permission shall be stored by the Director of Operations and Finance.

Unauthorised purveyance of food items by third parties on school premises is not allowed.



4.405 Food Provision for External Organisations, on NIS Premises

Provision of food for external organisations, authorised to use NIS facilities, may be allowed by written permission of the Director. The Director of Operations and Finance shall store evidence of such permission.

NIS accepts no responsibility for the quality, hygiene or nature of such food provision.

NIS facilities, and equipment belonging to the NIS services provider, may be used for such purposes only by written agreement between the food services provider and the Director. Written evidence of such agreements is stored by the Director of Operations and Finance.

4.501 Overseeing Insurance Management

The Director, through the Director of Operations and Finance, oversees management of all types of insurance cover.

4.502 Language of Insurance Policies

Insurance policies written in Chinese are accompanied by a summary in English of the main points of cover.

4.504 Liability Insurance: Cover for Negligence, Damage or injury caused by the School, its Employees and Officers

NIS shall cover through liability insurance, against negligence, damage or injury, all its officers, board members and employees. Levels of insurance are established through consultation with the insurance provider, and are reviewed for appropriateness annually, by the Director of Operations and Finance.

4.505 Insurance of Cash

NIS does not insure against theft or loss of cash. It limits amounts of cash kept on site to RMB150,000. Cash is stored in armoured, lockable safes only.

4.506 Personal Accident and Injury Insurance for Students

NIS insures through a Chinese insurance provider, according to levels appropriate to the Chinese context, its students against costs, disability, injury or death through accidents occurring in the course of school-related activities. Levels of insurance are established through consultation with the insurance provider, and are reviewed for appropriateness annually, by the Director of Operations and Finance. The school recommends expatriates to obtain further insurance appropriate to their circumstances.



4.5071 Medical Treatment Insurance for Students

The school does not provide medical treatment insurance of any kind for students.

4.5072 Medical Treatment Insurance for Overseas Hire Teachers and Their Families

NIS purchases comprehensive medical treatment insurance for its Overseas Hire Contract Teachers, and their families. This insurance involves certain exclusions, communicated to the employee through the insurance policy, and the certificate insurance. Medical treatment insurance may be extended to Overseas Contract Teachers, in cases where this benefit is not otherwise duplicated.

4.601 NIS Equipment Loan

NIS equipment and other technology owned by the school may be loaned to employees for professional purposes only.

Such loans are authorised by the Director of Operations and Finance.

4.601 Procedure: Care of School Equipment

Introduction

NIS employees may use school property for professional purposes only, subject to observation of agreed procedures for removing school property from school premises, on a short-term or long-term basis.

Responsibility for the Condition of Loaned Items

- Employees borrowing school equipment are expected to exercise due attention to the security and condition of that equipment.
- In the case of theft or loss of school equipment, when the item is outside school premises, the employee concerned must make a report to the nearest police station, and must supply proof of the report being lodged.
- In the case of loss or theft of the equipment on NIS premises, the employee must make a written report to his/her supervisor.

Negligence

- If the employee is judged to have been negligent in caring for the item, he or she may be required to make adequate compensation to the school.



Compensation

- Compensation is required according to the replacement value of the item, at the time of loss or damage, or according to the cost of effecting adequate repair to the item.

Reasonable and Responsible Care

- Employees who have taken reasonable and responsible measures to care for the condition and security of an item will not be held responsible for its loss, nor for damage to it.

Using School Equipment for Personal Purposes

- Personal use of school equipment off school premises is not permitted.
- Use of school equipment off school premises for purposes related directly to the work of the school is encouraged.

4.602 Procedure: School Issue Mobile Telephones

Introduction

NIS issues, or funds purchase of, one mobile telephone, for employees whose daily work necessitates regular use of the instrument. Such mobile telephones are the property of the employee. These employees are expected to own mobile telephone, and to make repairs or fund replacements at their own expense.

Bill Payment: School Telephone Numbers

- NIS pays usage bills to China Telecom.
- Employees using NIS Telephones are expected to indicate personal calls clearly on the detailed print-out, and to reimburse directly from salary the cost of personal calls made.
- Personal calls are indicated to the NIS Finance Department, who may refer at will to the NIS Director or Treasurer in cases of doubt.
- This procedure takes place monthly. NIS retains the detailed bills with its accounting documents.
- Parts or sections of detailed print-outs may not be obliterated by employees.

Bill Payment: Personal Numbers

- If an employee opts to have a personal phone number, rather than a school number, the employee is responsible for payment of all bills.



- The employee may claim the cost of school business calls upon presentation of a detailed statement, highlighting the calls made for business purposes, to the Finance Department.

4.603 Procedure: Email Usage by Employees

Introduction – IT procedure, Code of Conduct

4.603 Stationery Use

Employees may use school-provided stationery for professional purposes only.

4.701 Establishing an Auxiliary Service

Auxiliary services – services providing items required or approved by the school to members of the school community – may be established by recommendation of the Director.

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4.705 Telephone Services for Students and Staff

Students may request assistance in using school telephones in order to contact their parents/guardians or relations, when there is a problem related to school. Students may not use school telephones to make personal arrangements.

4.707 Personal Secretarial and Translation/Interpretation Services for Foreign Teachers

Foreign teachers may request personal secretarial and translation/interpretation services, through the Front Office Staff.

Provision of such services is voluntary on the part of the school. Foreign teachers are expected to show understanding of the need to prioritise urgent school business in these matters.

Updated: 25 Nov, 2025

Approved: 4 Mar, 2026