The American Baccalaureate School

HANDBOOK

Policies and Procedures

2026-2027

EMPLOYEE

HR

THE AMERICAN BACCALAUREATE SCHOOL
EMPLOYEE HANDBOOK
AUGUST 2026

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ABS MISSION STATEMENT

1.1 The American Baccalaureate school is a non-profit K-12 school offering a challenging curriculum enabling students to achieve their fullest social, intellectual, emotional and physical potential. Our intellectual community teaches Islamic values and good manners, is dedicated to academic excellence, demands responsibility and promotes the power of collaboration, creativity and critical thinking.

1.2 In order to best carry out the mission statement above, ABS maintains a corporate culture that emphasizes professionalism, adherence to high standards of performance, and high expectations of customer service to our internal customers, parents, and students.

Working hours

2.1 Principals working hours are, though not restricted to, 6:45am to 3:30pm Sunday thru Thursday. Additional at a minimum you are expected to work alternate Saturdays from 9am to 12pm.

2.2 Kindergarten teaching and teaching support staff working hours are 7:00 a.m. to 3:00 p.m. Sunday to Thursday.

2.3 Elementary and MS/HS teaching and teaching support staff working hours are 7:10 a.m. to 3:15 p.m. Sunday to Wednesday and 7:10 a.m. to 3:00 p.m. on Thursday.

2.4 Administrative employee working hours are 7:00 a.m. to 3:15 p.m. Sunday to Thursday, and 9 a.m. to 12 p.m. on alternating Saturdays.

2.5 **Working after hours or on Fridays** - Employees are required to notify their supervisor/Principal if they plan to remain/enter school property during non-working hours or the weekend.

Security Deposit Policy

3.1 ABS makes an investment in new employees of our time and resources. The security deposit is our assurance that you will return all materials loaned to you, and that you will observe the notice-period when and if you make the decision to leave employment with ABS. For those staff members that reside in ABS housing it also acts as a deposit to cover any potential loss or damage within the accommodation.

3.2 ABS requires a refundable security deposit of KD 100 at the time of signing an employment contract to secure the position. This requirement applies to:

a. Newly appointed employees who are unable to commence employment within three (3) working days of accepting the employment offer.

b. Employees signing employment contracts for the upcoming academic year prior to the commencement of employment.

c. The security deposit confirms the employee's commitment to the position and assists ABS in workforce planning.

3.3 **Security Deposit Refund** - The KD 100 security deposit will be refunded to the employee upon the successful completion of the probationary period.

a. If employment is terminated by ABS during the probationary period, the security deposit will be refunded in full.

b. If an employee withdraws from employment or otherwise fails to fulfill the employment commitment prior to commencing work, the security deposit may be forfeited.

Accessible Technology Requirements

As a condition of employment, all employees are required to maintain access to the following technology, **including when at their place of residence or while traveling**:

- A personal laptop computer suitable for professional work.
- A reliable and stable internet connection.

These items are not provided by ABS and remain the responsibility of each employee.

Maintaining access to this technology is an essential condition of employment and helps ensure continuity of instruction and school operations in the event of remote work drills, emergency school closures, travel disruptions, or any circumstance requiring an immediate transition to remote teaching or remote administrative work. Employees are expected to ensure that this technology remains functional, accessible, and capable of supporting their job responsibilities at all times.

Payroll Policies and Procedures

4.1 Payroll is submitted to the bank electronically on the 1st of every month.
All staff are required to open a bank account for the transfer of salary and are required to submit the following:

a. Direct Deposit Agreement Form (ABS will not deposit funds into an account that is not in an employee name (e.g. mother, father, husband, etc.).

b. Photocopy of your bank card.

4.2 Should we fail to receive the items listed above prior to the 20th of the month, a check will be issued. Please note a maximum of 2 checks will be issued in lieu of an electronic transfer to allow for all staff to open an account. **We do not pay in cash.**

4.3 Salary check during probation - Employees who have not passed their probation period will be issued their monthly salary by check. Upon the successful completion of their probation period, employees may opt to receive their monthly salary via direct deposit to their bank accounts, by completing the correct form with HR.

4.4 We bank with Al-Ahli Bank and deposit salary payments on the 1st of every month. If your account is not with Al-Ahli Bank, you must allow 2-3 days for the bank to transfer your salary to your bank. This will happen **automatically**; there is no need to contact us as there is no action we can take once we have sent your salary. If you desire to receive your salary faster you must open an account with Al-Ahli Bank and notify us of your new account number as well as provide a photocopy of the new bank card prior to the payroll cut-off (the 20th of the month.)

4.5 December payroll *only* is transferred at the end of the third working day of January (after the winter break). Please pre-plan your personal finances accordingly.

4.6 Please wait until the **3rd**of the month before the amount arrives into your bank and/or your account.

4.7 Should you leave Kuwait suddenly, we will automatically deposit your final salary into your bank account. However, if you do not have a bank account, you must do the following:

a. Provide the accounts office with your full bank account details for your account in your home country so that we may transfer your Kuwaiti Dinar equivalent into your account at the same time we transfer our staff salaries. Due to our internal accounting procedures, we cannot issue a check on demand for any salary amount carried over into a new payroll period even if you are departing from Kuwait permanently.

4.8 Requests for account number changes, etc. will not be taken after the 24th 9:00 a.m. of any month. After that time, the payroll is finalized, and any change requests will not come into effect until the next month's payroll, without exception.

4.9 **New Overseas Staff** - You will be assisted in opening a salary bank account with at one of the local Kuwait banks. ATM cards can take up to 4 weeks to receive. In most cases, you will need to go to the bank in person to collect your first month salary. Your passport will be needed to provide identification.

4.10 **June Payroll for Teaching and Teaching Support Staff** - For staff who have signed a contract stating that they are returning for the subsequent academic year, June salary will be disbursed at the end of the month, and July salary will be deposited at the end of July, with August salary being disbursed during the first ten working days of September after the employee has returned to work and commenced preparations with their department for the new academic year. Staff members who do not return to work, for any reason whatsoever, will forfeit their August salary.

4.11 For staff who will not be returning for the subsequent academic year, the June paycheck will include salary for the months of June, July and August pending clearance of all ABS issued supplies, texts, resources, and staff housing (if applicable). The final paycheck will also contain the employees' security deposit and indemnity payment (as per labour law) upon signature of exit paperwork. For those who are on ABS Residency, June salary will be disbursed at the end of the month, and July salary will be deposited at the end of July, the final payment, including August salary will be processed only after transferring the residency to a new sponsor.

Receiving mail at the school

5.1 There is no reliable regular postal service in Kuwait, the likes of which you may be accustomed to back home. You may, however, open an Aramex "Shop & Ship" account (www.shopandship.com) and utilize the school address. Postal charges for the mail must be made to the driver at the time of delivery or online prior to delivery; therefore, it is **the individual's** responsibility to make the payment, either online or to the school accounts office, **prior** to the mail arriving. Failure to do so will result in the parcel being returned to the depot. The Accounts office will not chase any payments when the courier arrives at the school. Aramex will usually notify you by text message on the day the package is sent out for delivery, along with the cost. You can also track your parcel online or by iPhone app.

Failure to make payment in time will result in this facility being withdrawn from the individual.

Dress code and hygiene

6.1 **Dress Code -** In order to present a positive image, employees are to maintain a clean, neat appearance and wear work-place appropriate attire. American Baccalaureate School has adopted a "business casual" dress policy. Appropriate dress attire includes khaki-style pants or other dress slacks, dresses, skirts, blouses, and collared shirts. Clean jeans with no holes or excessive wear are also permitted. Please keep in mind Kuwait is a conservative country and although we are aware of the weather, the following articles of clothing are not allowed to be worn on the campus:

a. Short shorts, short skirts, short dresses, tube tops, halter tops, and other revealing outfits. Skirts and dresses should be of knee length at the minimum and shirts should have at least quarter sleeves. Low-cut blouses and shirts are also not permitted. The sensitivity to the appearance of modesty increases markedly during the Muslim holy month of Ramadan and should also be taken into account.

6.2 The following items are not to be worn:

- Flip-flop sandals
- Pajama pants, or anything that can be construed as a pajama pant
- Any item that is ripped or torn
- Any item that is wrinkled and has not been ironed
- T-Shirts

6.3 Staff who show up for work in inappropriate attire will be sent home to change to appropriate clothing, a salary deduction will be enforced in relation to the time absent from school.

6.4 ABS staff members who attend an event off campus and are representing the school are to dress accordingly. All such invitations are to be declared to your Principal in writing, who in turn is to inform the School Management.

6.5 Grooming and Hygiene – Grooming and hygiene are also important aspects in projecting a positive image of the school. It is also essential in maintaining a healthy work environment in which one employee does not offend another. Men should be clean shaven or trim their facial hair, so it does not appear unruly. Men are also not permitted to wear earrings or facial piercings. Visible body and facial piercings and tattoos are not permitted at work. Staff with tattoos and/or skin/tongue and nose piercings are required to cover tattoos and remove body piercings prior to arrival on campus. Only staff with Indian origin are allowed to have a nose piercing. Both women and men should have hairstyles that are tidy and trim and present an image of professionalism. Staff are not allowed to have dyed or highlighted unnatural hair colors i.e. pink, blue, yellow, green, purple, etc. Daily bathing and use of deodorant will ensure first impressions are good and lasting ones. Employees will be dealing with students, parents and co-workers on a daily basis and should be aware that ABS requires them to maintain this standard of appearance, grooming, and personal hygiene.

Music at Work

7.1 Teaching staff – Music to be listened to at a low volume, during non-teaching time only.

7.2 Admin staff – Music may be listened to with discreet headphones if working in an area with other staff members nearby, or customer counter areas. All other areas, music must be played at a low volume.

Parking

8.1 Gate 5 is designated for employee parking. Parking inside the campus is permitted only after issuance of an ABS parking permit which must be visibly displayed in the vehicle. Vehicles without an ABS parking permit sticker mounted on the window will not be permitted entry into Gate 5.

8.2 Employees are not permitted to bring passengers who are non-ABS employees into Gate 5. All guests must enter through security at the main reception.

8.3 ABS has the authority to regulate parking spaces and vehicles using the spaces provided. No person or organization shall be permitted to use School parking without completion of the vehicle registration form. ABS may revoke this privilege because of misuse of parking facilities.

8.4 The operator of a vehicle on property owned by the School is responsible for complying with all parking and traffic laws, ordinances and regulations and is subject to the established penalties for violation.

8.5 Vehicles may not be parked beyond the big gym. Parking in the narrow area beyond the gym is prohibited.

8.6 The operator of a vehicle found to be improperly parked may be fined up to **KD 20.000** for the first offense and **KD 40.000** for the second offense (to be deducted from payroll for the current month). If the operator is found to be in violation for the third time, his or her parking privileges will be revoked indefinitely.

8.7 ABS reserves the right to limit the use of parking areas to specific vehicles as required by facility design or aesthetic considerations. The School may change any parking zone designation.

8.8 ABS assumes no liability or responsibility for damage which may result from the use of parking facilities or services, or enforcement of regulations.

ID Badges

9.1 ABS ID Badges must be worn by all ABS employees during working hours on campus. Lost badges can be replaced upon payment of KD 2.

Library Use

10.1 All ABS employees may borrow books from the library for personal use. The limit on the number of items to be checked out at any one time is posted in the library.

Swimming Pool Policies

Swimming pool doors must be locked at all times. During a swimming class, the lifeguard and the PE teacher are permanently present until students are dismissed. If a next swimming class will take place, students will be escorted and a new class will enter at the pool change lockers for changing. If there is an empty block in-between swimming lessons, all doors will be locked completely.

Swimming Pool Use by Employees

Staff access to the school swimming pool is after 3:30 pm until 5:00 pm. Safety comes paramount, therefore a minimum of two staff members are mandatory at the pool. For safety reasons, no single adult will be allowed in the pool. Employees who wish to use the pool will send an email request to HR for approval, and must provide the name of the other attendant. The HR department will inform security staff members of such approval.
Employees may not access the pool under any circumstances if they have not informed or contacted the HR department.
Please arrange with the inventory team or security head to unlock the pool door. It will be the responsibility of the employee to ensure that the after swimming, the doors have been locked.

Employee Child Tuition Policy

11.1 Employees are restricted from applying to register their child to attend the school until they have completed a minimum of one year of employment. Only faculty members are eligible to apply for discounted tuition for their child. After approval from the school management, the employee must complete all application requirements and the child will only be granted admission if they meet the requirements and standards of ABS. Employees are responsible for remaining compliant with the following responsibilities:

a. The employee must arrange for drop-off/pick-up of their child within the times required of all students:

(1) No earlier than 7:15 a.m.

(2) Prompt pickup of the child after 2:30 p.m. (Elementary–HS), and 1:00 p.m. for KG students.

(3) Pickups within 15 minutes of dismissal time.

b. The employee may not babysit their child, or keep them with the employee during school time, prior to or after school hours.

c. A parent employee of ABS is on professional duty during all working hours which naturally prevents the employee from either dropping off or picking up their own child from school.

d. Should an employee receive more than 2 warnings about the items/related issues to the above, they may be subject to the following consequences:

(1) Not invited to return to employment with ABS in the future.

(2) Required to pay full tuition fees and not able to benefit from tuition discounts during the current school year (applicable to those employees who qualify for a discount).

(3) Other consequences.

e. It is the employee's responsibility for ensuring prior adequate transportation to/from school daily for their child, by another party.

Health

12.1 All staff members must represent themselves to be in good health at the time of accepting their contract. Staff misrepresenting their fitness for duty may have their employee contract annulled.

Bringing Visitors/Children to work

13.1 Both teaching staff and administrative staff are not permitted to bring their minor children to work in order to babysit them. All employees are expected to maintain professional working standards in this regard. If there are childcare emergencies, the affected staff member should consult with their principal to discuss alternative solutions.

13.2 Employees wishing to bring adult visitors to work must have the authorization of their principal.

Holidays

14.1 In accordance with the Labor Law of Kuwait, the following holidays are observed by ABS for all departments:

- New Year's Day
- Islamic New Year
- 25 Feb National Day
- 26 Feb Liberation Day
- Birth of the Prophet
- Ascension of the Prophet
- Eid al-Fitr (End of Ramadan)
- Eid al-Adha (Feast of the Sacrifice)

Residency Process/Visas

15.1 All residency transfer (iqama's) requests, and employment visas are handled by ABS's HR Department. To determine the status of your residency with ABS, please forward all queries to this department either in person or via email. Please understand that the residency procedures in Kuwait are sometimes unpredictable and can take up to 3 or 4 months to finalize. This timeframe can increase when it occurs within the holy month of Ramadan or other extended public holidays.

Employees must be on Kuwait Residency

15.1 Please be aware that obtaining your Kuwait residency is required for all ABS employees. Our HR Department will assist you by informing you of each step you need to complete, and will even be available to meet with you one-on-one about your specific residency case if you wish. However, the onus is upon the employee to complete all procedures required. We ask that you review the information on our webpage related to visa applications: https://www.abs.edu.kw/employment/degree-authentication-instructions. While the information listed on the webpage is specific to UK, US, and Canadian Citizens, the general process will be similar from country to country. You can also contact the Kuwait embassy in your country in order to determine the exact requirements.

15.2 **Required documents** - New employees should have their passports, original visa (if applicable), work permit (if applicable), original diploma(s), and ten photos on blue background, ready to submit to the HR department upon the first day of employment at ABS. This allows us to begin the residency process immediately. For complete procedure of residency process – email HR.

15.3 **Residency Fees** - Note that ABS does not pay for direct or indirect (e.g. degree translation, authentication) residency fees. These will be deducted against your salary during the pay period that these fees are incurred. Overseas employees with a two year contract are reimbursed for all residency fees after completing your first academic year and 3 months of your second academic year. ABS is required to pay a KD250 finance guarantee to the Sho'oun for the work permit in order to process residency. Those staff members that fail to either cancel or transfer their residency will have this guarantee deducted from their security deposit.

15.4 **Residency for Dependents** - ABS is not responsible for obtaining residency for any dependent family members. We will not be held responsible for any late fees, fines, or other expenses related to delays in obtaining residency for the ABS employee. All such fees must be borne by the employee. ABS does not provide any assistance to employees in obtaining residency for dependents. We can only provide information on procedures and paperwork requirements.

Length of time to receive residency, and travel restrictions:

A) ***If your Kuwaiti residency or visa expires within 4 months*** (120 days) or less, ABS will ***not be held responsible*** for any resulting fines for overstaying the period of your residency or visa.
B) The ABS **HR department requires 4 months for residency transfers/new residencies**. You must complete 100 days of successful employment before we begin the residency process.
C) **Do not travel prior to receiving ABS residency**. We will not be responsible for any complications, consequences, or visa problems that are encountered.

Salary Certificate Request

16.1 In order to qualify for a salary certificate the individual must have completed a minimum of one year with the school. Kuwait nationals may apply for a salary certificate having completed their probation period. Requests are to be submitted to the accounts department for processing, and are subject to approval. Please allow 5 working days from your time of application to receive your salary certificate, if approved.

Experience certificates – NOT issued

ABS does not issue Experience Certificates. In order to request that a reference of employment be filled for you, contact the HR Department.

Employment Reference Requests

17.1 A request for a written employment reference must be submitted to the HR office. A letter of reference from ABS is only valid with the co-signature of both Principal/Administrator **and** HR Manager. A telephone reference from anyone other than the HR Manager, or a written reference without a **dual** signature and school stamp, is invalid.

17.2 Employment reference requests should be submitted two weeks prior to when the reference is needed by the employee. Employees who score less than 75% on their employee evaluations are ineligible for an employee reference.

General Employment Policies

Staff Meetings

18.1 All staff members are expected to attend unless approval not to attend is given before the meeting. Staff meetings will be held on a weekly basis.

Ordering of Materials

19.1 Staff may make recommendations to the Principal for needed work supplies, equipment, and materials. Every consideration will be given to these requests. Large orders are sent in after the first of the year for the following year. A request form is available in the copy center that must be approved by the Principal prior to purchase. Do not make any purchases prior to approval under the assumption that you will be reimbursed.

Requesting Materials from Students or their parents

20.1 Teachers are required to seek Principal approval before requesting that students bring materials to school for use in the classroom. This includes Kleenex, party supplies, books, stationery, etc.

Sexual Harassment

21.1 ABS believes that you should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcomed sexual overtures or conduct.

21.2 Sexual harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale and, therefore, interferes with work effectiveness.

21.3 Behavior that amounts to sexual harassment may result in disciplinary action, up to and including dismissal as well as referral to the appropriate authorities.

21.4 ABS defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of your employment.

b. Submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you.

c. Such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

21.5 ABS wants all employees to have a work environment free of sexual harassment. Therefore, sexual harassment is specifically prohibited and is a violation of ABS policy. ABS will not tolerate sexual harassment behavior in the workplace and will take action to prevent or eliminate this behavior.

21.6 If any employee experiences or observes sexual harassment behavior in the workplace, he/she must report it immediately to the Human Resources Manager, Principal, or to his/her supervisor. Employees may also report sexual harassment behavior to a member of ABS management or ownership. To the extent possible, strict confidentiality will be maintained for employees affected by complaints of sexual harassment.

21.7 ABS will not tolerate employment-based retaliation against anyone who makes a complaint of sexual harassment or who speaks as a witness in the investigation of such an allegation. Retaliatory actions by any ABS employee against another ABS employee, when related to issues of sexual harassment or illegal discrimination, is specifically prohibited.

21.8 Disciplinary action, up to and including termination of employment, will be taken against any employee found in violation of the ABS sexual harassment policy.

Fraternization Between Employees

22.1 Supervisors are strictly prohibited from having romantic relationships with subordinates. In addition, socializing, sharing transport with, and other similar actions between supervisors and subordinates can be misinterpreted by the subordinate employee and/or other employees that observe this type of activity and are strongly discouraged. Romantic involvement or perceived favoritism between supervisors and subordinates undermines professionalism, disrupts workplace morale, and creates the appearance of bias. Further, these relationships can develop conflicts of interest which may interfere with the discernment required for objectively supervising, professionally mentoring, and evaluating direct reports.

22.2 Employees are required to report any romantic or social relationship that creates, or has the potential to create, a conflict of interest. This reporting must be made in writing Human Resources and management. Failure to disclose such relationships will be considered a serious violation of policy and subject to disciplinary action, up to and including termination.

Child Abuse and Inappropriate Relationships between ABS Employees and Students and Minors

23.1 American Baccalaureate School is committed to ensuring that our students are able to study and engage in extracurricular activities within a safe environment. We will take all legal and disciplinary action against any employee that would attempt to violate the trust that students and parents place in us as individuals and ABS as an educational institution. Any staff member who attempts to, or develops an inappropriate relationship with a student, or minor (any minor, even non-ABS), will be immediately terminated from employment as well as immediately reported to local Kuwaiti and international law enforcement agencies. Note that if sufficient suspicion is present, such action will be taken even without direct evidence. It is important that staff members stick to a two-person rule, and are **never alone with any student** behind closed doors or out of the close physical presence of another faculty member, even of the same-sex if the staff member is a male. It is the obligation of every ABS employee to support this Policy and to notify ABS management if a fellow employee is suspected of violating this policy.

23.2 Definitions:

a. **Minor** – A student and/or any individual less than 18 years of age.

b. **Inappropriate relationship** - A staff member giving his/her mobile number to students/minors, A staff member asking or accepting a students/minors mobile number, giving or receiving personal gifts, meeting or socializing after-school (either on-campus or off) at a time when no organized school lesson or activity is taking place, sending or receiving non-academic text messages or letters to/from a student or minor, having physical contact with a student or minor, and other such inappropriate contact.

23.3 Inappropriate student contact also involves:

a. Personal email contact with students. Students are not permitted to email teachers at a private email address, or to discuss anything non-assignment or exam-related.

b. IM chatting with students.

c. "Friending" students on Facebook or other social networking websites. It is inappropriate to allow a student to view your personal life online.

23.4 Teachers are expected to have common sense in setting boundaries for contact between themselves and students.

23.5 **EMPLOYEE INTERACTION WITH ABS STUDENTS**. It is strictly forbidden for a staff members to have any physical contact with students. Care must also be taken with the use of vocabulary, nothing that

can be interpreted in any way to be of a sexual nature is to be used. All employees are to be aware that inappropriate behavior/contact with students (whether intentional or not) will not be tolerated or deemed acceptable by ABS. Any employee who is found to have violated this policy is subject to the mandatory minimum discipline which is immediate termination of employment contract, loss of security deposit and summer salary. Employees who violate this policy may also be subject to civil damages or criminal penalties.

The following are examples but not exhaustive of what can be construed as inappropriate behavior:

- Physical contact in any form with a student is prohibited (e.g. touching or violating personal space)
- Use of offensive language or comments about a student's physical appearance
- Innuendo

Use of Profanity with or around students

23.6 Vulgar language is completely unacceptable in the classroom or any other location where students are present. Teachers who curse in the classroom will have only one warning, accompanied by a financial penalty. Any further occurrence will result in immediate termination of employment.

Censoring of Teaching resources and Topics that must NOT be discussed with students

24.1 When choosing resources to use in teaching lessons or engaging in class or personal discussions, teachers are required to respect the **conservative Islamic societal norms** and may **NOT** select material or resources or engage in classroom or other discussions with students concerning the following:

- Nudity
- References to Israel or Zionism
- Sexual topics, including homosexuality, bisexuality or transgenderism
- Personal relationships outside of marriage
- Human reproduction, except as approved by the Ministry of Education
- Past or present alcohol, drug & tobacco use or gambling
- Any other topic contrary to the morals and culture of Kuwait

Video Meetings and Teaching Etiquette Policy

Whether for teaching classes, conducting parent meetings, engaging in team meetings, or for other purposes, employees are expected to main appropriate etiquette when representing the school in any capacity on Zoom, or another video/livestreaming platform.

This includes, but is not limited to:

1. Ensuring the background is professional and tidy- or a background screen.

2. Ensuring staff dress and appearance is to school dress code standard, and good hygiene is adhered to.
3. Ensuring mannerisms are always appropriate when interacting with students

Emails to Parents

25.1 Teachers are required to Bcc their Principal on all emails sent to parents of their students. This allows school administrators to be kept up-to-date with parent/teacher communication, and ensures that appropriate and accurate information is being conveyed.

Returning Phone Calls from Parents

26.1 Teachers are notified by email of messages left for them from parents by the school receptionist. These phone calls must be returned within 24 hours. Should a teacher be unable to reach a parent, it is the responsibility of the teacher to enlist the assistance of the department secretary to contact the parent.

26.2 Teachers who exhibit a pattern of failing to successfully return parent phone calls will undergo disciplinary review in line with the ABS staff disciplinary policy.

Background Check Consent

27.1 A criminal background check will be conducted on all employees to ensure the safety of the students. In addition to the hiring and pre-employment screening process used in hiring new employees there will be an ongoing evaluation of all employees who are in a position to be in contact with children. Persons who, as a result of the process, are determined to be at risk with children will not be offered a position at ABS or will have their employment contract revoked if they are already an employee.

Inappropriate Media

27.2 Care should be taken when uploading information to social media sites such as Facebook or YouTube. Anyone who thinks that there is the possibility that inappropriate information may be uploaded onto one of these sites is to make the school management aware. If inappropriate information is discovered disciplinary action will be taken against the individual concerned.

27.3 The use of applications such as What's App or Instagram are not to be used to communicate with parents, by creating groups on these means that you are sharing parents contact information with other parents without their consent. Only the school official Instagram or Facebook accounts are to be used to communicate with parents for official school matters. Staff members who fail to comply with will face disciplinary action, which may lead to termination of employment.

Substance Abuse and Smoking

28.1 ABS strives to provide a safe and healthy work environment, free from the use of illegal drugs and abuse of alcohol. Violation of this policy is considered a serious offence and may include termination as a possible consequence, even for a first offence.

28.2 The following policies have been implemented to ensure a healthy working environment:

- Employees may not consume alcoholic beverages or take illegal drugs on the School premises.
- Employees may not report to work under the influence of drugs or alcohol.

28.3 If any ABS employee is convicted under any criminal drug statute, he or she is required to inform the HR office within five (5) days. This will constitute grounds for termination.

28.4 ABS maintains a **smoke-free** environment. Smoking is not permitted on the ABS premises at any time. This remains in effect whether or not a staff member is on-duty. Violation of the no-smoking policy will also constitute grounds for termination.

28.5 Legal drugs include prescribed and over-the-counter medications which have been obtained legally and are being used for the purpose for which they are intended. Illegal drugs are defined as any drug which is not legally obtainable, drugs that may be legally obtained but has been acquired illegally, or any legal medication that is being used for purposes other than prescribed.

Employee Theft

29.1 ABS considers any form of employee theft, be it of physical or intellectual property, a very serious infraction of School Policy.

29.2 Any employee caught stealing from ABS will be immediately referred to an investigative panel consisting of the School Director, his or her immediate supervisor, and other members of the School Administration. If this panel finds the employee did in fact steal the property of ABS, the employee's position will be terminated and in most cases he or she will be referred to the local authorities.

Borrowing of Money

30.1 It is an offence, against the employment policy within ABS, to borrow money from another member of staff. The loaning of money or the non-repayment of money owed can lead to ill feeling amongst ABS members, thereby affecting working relationships and performance. Contravention of this policy will not be tolerated; violations will lead to disciplinary action which may include termination of employment.

Use of ABS General/Teaching Resources

31.1 Staff are not permitted to "borrow" property owned by ABS either and will in any case be considered an act of theft as well. There are some instances in which work must be taken home, if this involves any property of ABS (e.g. teacher/student texts, workbooks, CD's, DVD's, resources, etc.), **written permission** must be acquired by: the employee's HOD, the Principal, AND must be recorded by the inventory supervisor.

ABS Computer Policy

32.1 ABS Computers and peripherals are only for official business use. No personal use is permitted. Personal browsing, email, chatting, and downloading are prohibited. ABS email accounts may not be used to send advertisements, etc.

32.2 Email sent to "abscom", a department mailing list or sent to all employees, may only be utilized with the permission of the IT manager. Depending on the severity of the situation, any staff member sending an email to "abscom" or to all employees without administration approval will receive one or more of the consequences:

1) A disciplinary warning letter
2) His/her mail account suspended for the remainder of the academic year
3) Referral to the appropriate Kuwait Police department

32.3 Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, MS Office SharePoint, software, operating systems, storage media, network accounts, e-mail, WWW browsing, and FTP, are the property of school. These systems are to be used for business purposes in serving the interests of the school, and of our students, parents, and ABS staff in the course of normal operations.

32.4 Effective security is a team effort involving the participation and support of every school employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

32.5 The purpose of this policy is to outline the acceptable use of computer equipment at school. These rules are in place to protect the employee and school. Inappropriate use exposes the school to risks including virus attacks, compromise of network systems and services, and legal issues.

32.6 **Internet Access Control Policy**

a. Internet access is available to users on a 'need to use' basis.

b. Following traffic is allowed for users defined as normal users: http (web), https.

c. Internet access for download is available for one PC in each department assigned by the concerned department.

d. Chat services like MIRC, MSN, YAHOO, Google TALK, are blocked by default for all users.

e. Any other service access to internet is available strictly with the permission of IT Manager/ Principal and service feasibility with the infrastructure.

f. All internet activities leading to waste of ABS's time, money and bandwidth are strictly prohibited.

g. All internet activities leading to virus contamination and threat from internet are strictly prohibited.

h. All internet traffic is monitored and automatically blocked without notice, if any attempt is observed to breach the security policy knowingly or unknowingly.

i. Never download files from unknown or suspicious sources.

j. Download / Installation / Use of any peer-to-peer network sharing software like, Kazzaa over the ABS network should be avoided at any circumstance.

k. Staff are prohibited to browse Pornographic sites in the school PC's. Such action will lead to immediate termination of employment.

l. Social networking sites such as Face Book, Twitter and MySpace are prohibited at school.

m. Do not accept students as friends on personal social networking sites. Decline any student-initiated friend requests.

n. Do not initiate friendships with students.

o. Remember, that people classified as "friends" have the ability to download and share your information with others.

32.7 **E-mail Policy – Prohibited Use**

a. Email is provided for ease of communication amongst staff, students, and parents. It is not for pushing personal agendas and grievances by disgruntled employees. Any employee found misusing ABS email facilities will be dealt with strictly, up to and including suspension of email account, financial penalties and termination of employment at ABS.

b. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

c. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.

d. Unauthorized use, or forging, of email header information.

e. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

f. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

g. Use of unsolicited email originating from within our school networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by us or connected via school's network.

h. Posting unsolicited email or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

i. Teachers are not allowed use school email to communicate with parents announcing their resignation or offering any personal services in the vacation such as tutoring, etc.

j. Employees must use extreme caution when opening e-mail attachments received from known, unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

k. Do not open email with attachments other than having the extensions *.doc, *.xls *.pdf, *.txt , *.gif, *.tiff , *.bmp, *.jpg **.**where * = name of the file. Users should consult with mail administrator before opening attachments with any other extensions.

l. All the junk mails should be deleted.

m. All the deleted mails should be permanently deleted to avoid any type of virus attacks to get developed from those mails.

ABS SHARE-POINT SERVER USER-POLICY

33.1 The ABS Share-Point server is a Web based Resource sharing center consisting of the following services:

a. **Document Center:** An online document library for sharing Official documents, managing – viewing agendas for activities, centralizing location of Critical forms/reports, broadcasting of school wide announcements and links to various external services.

b. **Message Board:** An Internal online discussion forum.

33.2 The following content defines the Usage Policy of the above mentioned Services catered by ABS Share-Point web-server:

a. Access to the Share-Point portal is granted for **ABS Staff** members **ONLY** and solely meant for the purpose of **OFFICIAL USE**. Under no circumstances should an employee disclose his/her Share-point account credentials to anyone. Permissions and user right privileges to the various contents

on Share-Point have been set and pre-defined by ABS Management. Any employee in need of a change in permission level or access control would require consent from ABS management

b. The ABS Share-Point portal is set as the default homepage of the Internet Explorer web browser on all school wide PC systems. It is required of every Employee to consistently maintain a periodic check on the Share-point to keep up with all the up-to- date information and resource availability.

33.3 **Document Center Policy:**

a. It is recommended to upload documents file types in the scope of Microsoft Offices Suites (Word, excel, access...Etc.), PDFs, JPG, BMP and GIFs.

b. Uploading of any personal, non-official or non pre-approved documents/reports is strictly prohibited.

c. Users with Delete –Modify permissions are advised to re-check /review the file or document status before executing the desired action.

d. In an event of an accidental file deletion, an e-mail to ABS IT department indicating the deleted file name and Document library location needs to be sent in order to have the file restored accordingly.

33.4 **Message Board Policy:**

a. All Topics /Posts uploaded for Discussion have to be pre-approved by Management.

b. Any new Posts are automatically drafted to Management for Approval or Rejection.

c. The approved Topic/Message and the Reviews or comment follow-up content are constantly monitored. Employee's personal airing of" dirty laundry" or remarks –messages against the guideline defined in the ABS Computer & E-mail Policy is strictly prohibited.

d. Users are advised to delete their respective posts or discussion forums upon conclusion or in event of a non-responsive message post situation.

e. ABS Management solely reserves the right to Approve/Reject any Posts or Message topics and delete any existing Message posts without further clarification.

33.5 **General Information Policy**

All information traveling over School computer networks that has not been specifically identified as the property of other parties will be treated as though it is a School corporate asset. It is the policy of ABS to prohibit unauthorized access, disclosure, duplication, modification, diversion, destruction, loss, misuse, or theft of this information. In addition, it is the policy of ABS to protect information belonging to third

parties--that has been entrusted to ABS--in a manner consistent with its sensitivity as well as in accordance with all applicable agreements.

33.6 **End User Password Policy**

a. The user must change the temporary password given, on their first logging in to the school's network.

b. Keep passwords secure and do not share accounts.

c. Passwords should be changed every six months.

d. Authorized users are responsible for the security of their passwords and accounts.

e. The password must not be less than eight characters.

f. The password should contain both numeric and alphabet for making it a stronger password.

g. Passwords must not be inserted into email messages or other forms of electronic communication.

h. Passwords must not be written down and left in a place where unauthorized persons might discover them.

33.7 **Workstation Access Control Policy**

a. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less or by logging off (ctrl-alt-del for Windows XP users).

b. A teacher should close all the open GRADEBOOKS and log off the PC upon finishing his/her class.

c. All PCs, laptops and workstations should be secured with a power-on password.

d. Authorized users are allowed to login to their workstation by using assigned domain user name and password only and any other form of login is prohibited.

e. The computer and communications system privileges of all users, systems, and independently-operating programs must be restricted based on legitimate business-oriented need, according to the discretion of the department manager.

f. All system privilege granting is done by ABS on approval of the IT Manager.

g. Logging into a server or account that the employee is not expressly authorized to access is prohibited, unless these duties are within the scope of regular duties.

h. Logging into another's PC's for what so ever will be prohibited unless and until agreed mutually by the managers.

i. The installation of any software or utilities or tools or agent downloaded from internet by users is strictly prohibited.

j. The execution, development and implementation of remediation programs is the joint responsibility of ABS and the IT department is responsible for the systems area being assessed. Employees are expected to cooperate fully, for systems for which they are held accountable. Employees are further expected to work with the ABS security team or software team in the development of a remediation plan.

k. Laptop users should also comply with the school's **USER COMPUTER POLICY.**

l. Employees bringing any of computer Medias like CD's, Flash memory etc. must be checked for viruses by the IT Department.

33.8 **Network Access Control Policy**

a. Port scanning or security scanning is expressly prohibited unless prior notification to ABS is made.

b. Users are not allowed to change system IP properties under any circumstance.

c. Any violation in IP address may result in system being blocked from network accessing.

d. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which school or the end user does not have an active license is strictly prohibited.

e. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.

f. Users should not execute any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

g. Avoid direct disk sharing with read/write access unless there is absolutely a business requirement to do so.

h. It is strictly prohibited using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

i. It is strictly prohibited to use peer-to-peer network sharing software on our network like kaaza, lime wire etc..

33.9 **Folder access, sharing and backup Policy**

a. Every user has access to the **H:** drive, which is the home folder for the user, shared from server. This folder access rights are restricted only for the user.

b. Every user has **I:** drive, which is the department data folder shared from server. This folder access rights are restricted only for the concerned department users.

c. The data on H: and I: drives are backed up daily from server.

d. Users should save a copy of all critical documents on H: drive or I: drive depends on sharing nature of data.

e. Users are responsible for the data saved in the local PC.

f. It is advisable to backup any important data in a CD or Flash Disk, to avoid any loss.

33.10 **Antivirus Policy**

a. All PCs used by the employee that are connected to the Network/Internet, whether owned by the employee or School , shall be continually executing approved corporate virus-scanning software with a current virus definition database, unless overridden by written instructions from the IT manager with the approval of ABS.

b. Always scan a floppy diskette, CD, Flash Disk from an unknown source for viruses before using it.

c. The Laptop users are advised to update there Antivirus at least on weekly basis and comply with the **USER COMPUTER POLICY**.

33.11 **Printing Policy** - All Printers are monitored and users will be automatically prohibited from printing without notice, if abuse is observed. The following rules apply:

a. You should not use the printers as copy machines. If you want multiple copies of a document, print one copy and then use a photocopy machine to make more copies.

b. Use the Print Preview feature of applications to verify output layout of documents which you may be frequently updating and only generate a printout when you are satisfied with the final result.

c. Print multiple pages on one sheet. If you need to print PowerPoint slides, consider printing them 3 or 6 slides to a page, with no backgrounds.

d. If your print job does not print, don't resend it. There could be other jobs ahead in queue or the printer may have run out of paper. If you keep resending your document to the printer, multiple copies will be printed and would be considered as an abuse of the print policy.

33.12 **IT Helpdesk** - All users are required to fill in a Helpdesk ticket to report any IT related problems. Reporting problems via phone or contacting the tech person directly would not be attended to. The Helpdesk usage guide is available on the SharePoint main page.

33.13 **Personal computers** - The IT department is not permitted to offer personal repair for teachers and staff.

33.14 **Enforcement** - All the users are bound to follow these policies and any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Printer and photocopier use

34.1 **General Policies.** Users are not permitted to print or copy the following:

a. Material offensive to others.

b. Material for business related purposes or financial gain.

c. Any material needing multiple copies (more than 2 copies) – (Print).

d. Labels, envelopes, or anything requiring special paper.

e. Policies have been put in effect to limit the materials that may be printed or copied using School equipment to only essential documents.

34.2 **Photocopy Policies.** Except for Copy Center Staff, **no ABS staff are permitted to use the photocopiers for any purpose.** All requests for copies need the approval of a principal or coordinator. Copy Center staff are not authorized to make any copies for employee personal use.

34.3 **Printing Policies.** With the exception of Administrative staff, ABS employees will *not have access* to a printer. Should you require an essential document to be printed such as a test, quiz, or handout (all other items will not be approved), your print requests may be submitted to your coordinator or principal. If approved, you will be given instructions to have your essential document printed via the network. Color copies require special permission and requests must be submitted first to the principal.

34.4 Only 1 copy of any document may be printed, and may then be forwarded to the copy center for student copies.

34.5 Staff are not permitted to interfere with the operation of any printer or photocopier including loading paper, removing paper jams, or using the printer console. Please note that staff are also not permitted to remove pages from the printers while they are still printing. This is to ensure that the pages for any user's print job are not shuffled or misplaced. Periodically the Copy Center operator will remove print jobs that have not been picked up from the printer and place them in the holding tray at the Copy Center. At the end of the day, any print jobs that are not picked up from this tray will be discarded.

Telephone and fax use

35.1 The School telephones are to be used for the following purposes only:

a. To facilitate communication between parents/teacher.

b. To facilitate intra-campus communication.

c. For reporting emergencies inside the classroom.

35.2 ABS understands that when employees work during the week it is occasionally necessary to conduct personal business during office hours**.** However, it is the policy of ABS to prohibit any personal matters to be conducted by the school telephones. The policy is in effect due to the School being limited to only ten incoming lines. Urgent matters may be addressed during break times on the employee's personal mobile phone.

35.3 Telephones or mobile phones may not be used during teaching sessions or lessons. The ringer on classroom and mobile phones must be kept to the lowest volume to prevent disruption of the class.

35.4 Employee's found to be violating the Telephone Use Policy will be reprimanded in the following manner:

1st offense: **KD 20.000** fine to be deducted from payroll for current month

2nd offense: **KD 40.000** fine to be deducted from payroll for current month

3rd offense: Referral to disciplinary committee and employee review

Change of Status

36.1 Maintaining accurate information regarding employees is essential to the successful operation of any business. Changes in address, marriage status and the like affect employers and employees in various and significant ways. It is **required** by ABS to keep your personnel records up-to-date by notifying the School in writing of any change in status, such as name change, address, telephone number, marital status or number of dependents.

School Provided Stationery and Supplies

37.1 ABS provides minimal stationery supplies for administrative and teaching staff. Classrooms are supplied with one stationery kit at the beginning of the school year. Requests for additional stationery are only accepted from administrative staff. Approval for these items is at the discretion of the principal.

Work schedule and punctuality

38.1 All ABS Employees are required to report on time and during the days stipulated in their employment agreement. All staff also required to verify their arrival and departing hours onto the Individual Timecard System, which is located in the Copy Center.

- **All faculty staff are required to clock-in before 7:10am (7:00am for admin staff and KG) and after 3:15pm (3:00 p.m. for KG Staff & TA), or 3:00pm on Thursdays (3:15pm for admin staff).**
- **All staff are required to be on campus at the time stated above Sunday through Thursday**

38.2 In some instances, (e.g. parent/ teacher conferences, School fairs,) staff will be required to be present at non-regular working hours and/or days of the week. Such occasions are not "optional", they are mandatory. This is not considered overtime, and no extra pay should be expected, but is a requirement of all school staff.

38.3 If an occasion arises when you cannot arrive on time, you are responsible for informing your immediate supervisor - by phone - of the delay **between 6:00 am and 7:00 am** and at what time you will report for work. **Repeated tardiness will result in deduction from your salary and may constitute grounds for further disciplinary action.**

38.4 The ABS tardy policy for staff is as follows:

- Each employee is allocated 2 hours cumulative delay without payroll deduction.
- If the delay minutes reach 2 hours, a staff member who is late a minute after this will be deducted one whole day of salary.

38.5 The ABS policy regarding pre-approved absence for staff is as follows:

- Each employee is allocated 4 hours pre-approved campus leave (e.g. Medical/Embassy appointments etc.) without payroll deduction.
- If the pre-approved absence minutes reach 4 hours, a staff member who is late a minute after this will be deducted one half day of salary. This is continuous and not per month.

38.6 If you are delayed past **11:00am**, it is considered forfeiting the entire workday and will be deducted from your available sick days (*see Sick Leave Policy.)*

38.7 Consecutive Unauthorized Absence

Employees who are absent from work for seven (7) consecutive working days without notifying the School **or** obtaining approved leave will be deemed to have abandoned their employment.

In accordance with the Kuwait Labor Law, such absence will result in the cancellation of the employment contract and termination of employment without further notice.

Employees who are unable to report to work are expected to notify both their immediate supervisor and the Human Resources Department as soon as reasonably possible.

Return to Kuwait after holiday breaks

39.1 Teachers are required to arrive in to Kuwait no less than 24 hours before start of work. Administrators are required to arrive no less than 48 hours before start of work.

Absence from work without leave

40.1 A staff member with 5 days of unexplained absence will have the employment contract automatically terminated in accordance with Kuwait Labor Law, as it will be assumed that they have abandoned employment with ABS. Such employees will have no recourse to indemnity, flight home, or any other benefit.

Leaving Campus During Working Hours

41.1 Leaving campus during working hours is not permitted without approval from your Principal (teaching faculty) or Supervisor (admin staff). Staff members who are found to be off campus without approval will have one day's salary deducted from payroll for the first offense. Future offenses will be dealt with more severely.

Sick Leave

42.1 All employees of ABS are granted a specified number of days off due to illness of a temporary nature. Sick leave will be authorized when the employee is unable to work because of sickness or injury. ABS offers sick leave in accordance with Kuwait Labor laws. Any employee proving their sickness by a certificate from a medical officer of a **known** private or Ministry of Health run medical facility shall have the right to take the following sick leaves within the relevant year with salary payments as follows:

- 6 days with full wage
- 6 days with three quarters wage
- 6 days with one halves wage
- 6 days with one quarters wage
- 6 days with no wage

42.2 Sick Leave can only be awarded if a doctor's note is obtained and submitted.

42.3 Sick leave is **never** approved on a Thursday, Sunday, or a day prior to, or after any holiday. Staff absent on these days will be financially penalized for 2 working days and not eligible for sick leave. Leniency on this policy is considered on a case-by-case basis.

42.4 Consistent attendance is an essential duty of all ABS staff. Frequent absences cause disruption to students, as well as place an unnecessary burden on fellow faculty/admin staff. Faculty members absent more than 3 days in the academic year will have subsequent absences reviewed for legitimacy. Teachers who accumulate more than 6 absences in the academic year may have their employment contract terminated if absences are deemed frivolous.

42.5 Every absence due to sickness or injury must be accompanied by a doctor's note. The employee requesting sick leave must call their principal or supervisor for Admin Team between **6:00am** and **6:45am** to inform them of their absence as well as having substitute teacher lesson plans easily identifiable in their

desk. **Instructions for the substitute teacher are the responsibility of the teacher.** These instructions should contain lesson plans and textbooks in use, etc.

42.6 If a teacher is absent, substitutes will be drawn from a pool of teachers during his/her prep period. In order to be fair to those teachers who have a perfect attendance record, the pool will consist of teachers who have been absent since the beginning of the school year.

Absence during final 5 weeks of academic year

43.1 All absences by Teaching staff during the 5 final weeks of the academic year, will be unpaid and unexcused. This includes absences accompanied by a doctor note. **There will be no approved leave during this time period.**

Maternity Leave

44.1 Employees who have successfully passed 100 days of employment at ABS are eligible for up to thirty (30) days paid maternity leave of absence. Requests for paid maternity leave must be made in writing no less than two (2) months prior to the date the leave is to begin and must specify the period for which the leave is requested.

44.2 Employees shall be informed in writing of the date the employee is expected to return to work. An employee who fails to return to work when scheduled, for whatever reason, shall be considered to have resigned his/her employment with ABS. An employee who takes maternity leave and who returns as scheduled will be returned to his/her former position, if such position exists. If the employee's position no longer exists, ABS will make every effort to return the employee to an available, suitable alternative position.

Other Types of Leave

45.1 **Emergency Leave.** Absence for personal, emergency, or other reasons must be presented to the Principal. The Principal and HR Department will review the request for final determination. The recommendations may include, but not necessarily be limited to, the following options:

a. Approval with no deduction of pay.

b. Approval with loss of one day's pay for each day absent.

c. Denied.

45.2 **Bereavement Leave.** ABS bereavement leave is as follows:

1st degree relatives - Parents, Child, Siblings: 5 days if outside of Kuwait, 3 days if inside of Kuwait.
2nd degree relatives – Uncle, Aunt, Grandparents: 1 day if inside of Kuwait, no leave if outside of Kuwait.

45.3 **Professional Leave**. Personnel who desire to attend a professional conference or make a school business trip should make the request in writing to the HR Department. The Principal will evaluate the request and approve or disapprove according to the options stated above.

45.4 **Immediately Before or After Long Vacation Leave** -- No teacher will be given permission to leave early nor return late after vacation periods or days. Should he/she do so, he/she will receive salary deduction, and possible disciplinary action.

45.5 **Personal Leave**. Up to two free personal days will be allowed per person per school year. Personal days cannot be accumulated and only 1 day can be taken in each semester. This day will:

a. Not be taken in conjunction with a holiday.

b. Be approved in advance by the employees' Principal one week in advance of requested holiday.

Employee Responsibilities and Benefits

Confidentiality and Non-Competition Undertaking

46.1 As stipulated in your Employment Contract and the School internal policies, you are under ongoing obligation to be bound by the provisions thereof including the obligations of loyalty, non-disclosure of confidential information, non-competition and clear commitment towards the School interests.

46.2 Specifically unless (1) your position permits you to do so, and (2) you were authorized to do so by the Management **in writing**, your full compliance with respect to your confidentiality obligation includes but is not limited to:

a. The release to any person of the School's files, programs, documents, work product, prices, transactions, proposals, methods, processes and the like.

b. The above applies to all data or information in whatsoever form including electronic files, and the prohibition against non-disclosure extends to copying the School's confidential information into non-School computers and to transmission instruments like mail, e-mail, and fax.

c. Your oral discussion or presentation of the School's confidential information and data.

d. Breach of the confidentiality undertaking includes your failure to report the breach of confidentiality by other employees of which you become aware or should become aware.

46.3 With respect to your non-competition obligation, you hereby acknowledge that you have become or may become a privy to the School's files, programs, documents, work product, prices, transactions, proposals, methods, processes and the like, and that the School continues to make substantial investment in the same and in your training and upgrading of your professional skills, and that the School will suffer irreparable harm and damage if the same were disclosed to others outside the School without

authorization. By working for the school, therefore, you unconditionally accept to refrain the Confidentiality and Non-Competition Undertaking for at least two years following the termination or expiration of your employment with the School.

Privacy Policy - Giving out Confidential Student/Employee/Parent contact information

47.1 Teaching and administrative staff are prohibited from giving out parent/employee/student telephone numbers, grades, and all other private information to other parents/individuals/organizations. Violating this privacy policy will result in disciplinary action and may even constitute grounds for termination.

Photography Policy

47.2 To ensure the safety and welfare of our students this policy outlines clearly the protocols for taking photographs in school.

This policy is designed to protect the personal information of students and respect the individual's right to control how and for what purpose their personal information is used.

This policy applies to the use of mobile phones, tablets, and any film or electronic photographic equipment, including any device with an inbuilt camera, as well as any other form of digital technology and resources for storing and printing images.

- Mobile phones/personal cameras must **not** be used to take photographs of our students in and around the school
- All mobile phones must be securely stored during contact time with students. (This includes staff, visitors, parents, volunteers and students).
- No photographs of students may be taken in the bathroom areas, changing rooms or of children dressing/undressing.
- Personal mobiles, cameras or video recorders are not to be used to record classroom activities. ONLY school equipment is to be used once the correct authorization has been given by the department principal.
- Photographs and recordings can only be transferred to and stored on school computers.
- During group overseas trips, field trips, sports day events or other external outings only nominated staff will have access to the school camera.
- Permission will not be given for photographs to be placed on any social networking sites.
- When a parent does not agree to their child being photographed, the Principal must inform staff and make every effort to comply sensitively. For example, if a child whose parents have refused permission for photography is involved with a sports event e.g. a soccer match it is not appropriate to photograph the whole team.
- Only the designated school cameras are to be used to take any photographs within school

- All photographs taken must ensure that the students are in suitable dress to reduce the risk of images being used inappropriately. For example taking full-length photographs of students in swimming costumes is never acceptable
- Photographs or images must never be taken/published if they are likely to cause embarrassment

ABS reserves the right to check the image content of a member of staff's mobile phone should there be any cause for concern over the appropriate use of its content. Should inappropriate material be found, the school will follow the guidance as to the appropriate measure to be taken.

Full Teaching Load

48.1 A full-time teacher at ABS will have 30 periods in Elementary and 25 in MS/HS per week, with 2 prep periods per day on average.

All teachers are assigned a schedule of playground or cafeteria supervisory duties. Teachers may opt to "sell" their prep periods and take on an additional course, for extra pay. Teachers who wish to do so may contact their principal.

Extracurricular Tutoring

49.1 ABS considers the education of its students its primary goal. The School takes pride in developing programs for students that encourage and expand students' abilities and wants all tools available to them to excel in their studies. We also take pride in adhering to high ethical standards. There will be instances in which parents may ask that their child receive special tutoring from an ABS staff member for a fee. However, due to the unethical behavior of some staff members, it is **strictly prohibited** for any ABS staff member to tutor an ABS student, irrespective of grade level. The only exception to this is if the tutoring occurs within a licensed tutoring center.

49.2 If an occasion such as mentioned above arises, the Staff member should refer the parents and the child to Oxford Learning Center, a tutoring company we officially endorse. This Policy ensures adherence to the School's Non-Competition and Confidentiality Undertaking as well as promotes presenting a variety of sources to help a student achieve success in the academic arena.

49.3 ABS offers after-school study hall as well in which students may incorporate a structured period of study into their day. Staff assigned to monitor this activity will be encouraged to offer assistance to the students in completing their work.

49.4 Violating this Policy will result in disciplinary action and may even constitute grounds for termination.

Professionalism

50.1 All ABS employees are expected to perform their duties diligently and in a professional and ethical manner. Squandering time with gossip and similar unproductive activities that do not further the school mission is unacceptable. ABS employees are expected to always respect the dignity of individuals and to provide excellent customer service to parents, students, other staff, or the general public. ABS expects all employees to abide by the professional standards of their occupation.

Insurance

51.1 All staff members are covered by the Kuwait compulsory health insurance. Additional health insurance is also available to eligible employees.

ABS Overseas Teacher Housing

52.1 ABS accommodations are single-occupancy only. Staff members may not invite a roommate, boyfriend, girlfriend, fiancé, driver, maid, etc. to live with them in ABS housing whether for a sublet fee, or without charge. Should an employee desire a lawful spouse to join them in ABS housing, a written request must be submitted to the HR office at least 30 days prior to the desired move-in date. Should an ABS staff member in ABS accommodations violate this policy, they are subject to loss of housing privileges and any recourse to a housing allowance.

52.2 All apartments are 1-bedroom and assigned to an individual teacher or couple. ABS housing is handed over to you on arrival cleaned and ready for you to move in to, this same standard is expected on check-out, particular areas are listed below:

- Kitchen and bathroom thoroughly cleaned and odor free.
- Floors swept and mopped thoroughly.
- All bedding and towels laundered and folded neatly.
- All dishes and utensils must be cleaned and put away neatly in the cabinets.
- The interior and exterior of the washer and dryer must cleaned.
- The stove and microwave are to be clean and free from food residue and grease.
- The refrigerator is to be clean inside and out and be odor free.
- All bins are to be emptied and refuge removed from the apartment.
- A new, replacement show curtain is to be purchased and left in the apartment, this is not to have been used and is to be in the original packaging.

52.3 **ABS Apartment Cleaning /Hygiene Policy**. ABS housing is expected to be found in a clean and presentable condition at the following times:

- At the time of your check-out.
- During the quarterly inspections.
- During the June inspection prior to summer vacation.

The following points are a guide to the standards required:

1. Kitchen and bathroom thoroughly cleaned and odor free.
2. Floors swept and mopped thoroughly.
3. All bedding and towels laundered. For apartment check-out they are to be folded neatly.
4. All dishes and utensils must be cleaned and put away neatly in the cabinets.
5. The washer and dryer must cleaned on the exterior and interior.
6. No garbage is to be left in the apartment.
7. The stove and oven are to be clean.

An applicable apartment cleaning fine will be deducted at the time of the apartment inspection if found not to be at an acceptable standard. You are expected to keep your apartment clean and presentable at all times, your apartment may well be visited by ABS maintenance team for routine maintenance, it is courtesy to them that they work in an acceptable environment. You will be given 2 weeks' notice of when the quarterly apartment inspections will be conducted. Prior to departing for summer vacation in June all ABS apartments will be checked, points 1 – 7 above will apply during this inspection. The occupant of the apartment must be in attendance during this inspection. Staff whose apartments don't meet the criteria above will be fined in accordance with the table below in order to pay for apartment cleaning services.

The following are the dates during which the quarterly inspection will be conducted during the academic year 2026-2027:

- Week of October 11 – 15, 2026
- Week of February 7 – 11, 2027
- Week of April 18 – 22, 2027

INVOLUNTARY EVICTION FROM ABS HOUSING

Any staff member who fails 2 inspections, or whose apartment is found to be in a grossly unacceptable condition during any inspection, will receive a 30 day eviction notice. You will then be paid the appropriate housing allowance and will need to find your own accommodation.

TABLE OF FINES FOR ABS CLEANING AND/OR DAMAGE CHARGES, WHICH IS AT THE DISCRETION OF ABS

Teacher KWD	Administrator KWD	Example
60	150	Basic cleaning of the apartment required
100	200	Heavy duty cleaning
150	250	Deep cleaning and garbage disposal
200	300	Deep cleaning and garbage disposal, replacement furniture/Items
300=/+	400=/+	Destruction and vandalism of the apartment
200=/+	300=/+	Apartment re-painting

52.4 **Maintenance and Repair requests** – Requests for apartment maintenance should first be directed to your building caretaker (hariss). ABS is only responsible for maintenance of our appliances. Requests for maintenance or repair of ABS appliances in your apartment should be submitted to the HR office who will then forward the request to the ABS maintenance department. Allow up to two business days for the maintenance team to make a visit to your apartment.

52.5 **Transportation** – Bus transportation will be provided for all teaching staff living in ABS provided housing to and from school for 6 weeks only, beginning from the first official day of employment for the

academic year for all teaching staff. Teachers who arrive after the first official start day of work for the year will be responsible for providing their own transport to work.

52.6 You are responsible for finding alternate transportation (e.g. taxi) if you cannot meet the scheduled time of departure for ABS provided transport.

52.7 Teachers who wish to move out of ABS housing must see the HR office for the application for housing allowance. The minimum notification period must be provided by the employee in order to avoid an unnecessarily prolonged wait for the housing allowance benefit. Employees who move out mid-year will be responsible for moving and storage fees incurred by ABS.

52.8 Teachers who wish to move out of ABS housing after completion of the school year, must notify HR in writing no later than May 15th.

52.9 Teachers who avail of the ABS housing allowance are required to provide their new home address and contact number for the Harris, to the HR office for emergency purposes.

52.10 ABS Staff Housing is to be treated with respect. Care is to be taken when hanging pictures etc. to the walls to ensure that the walls are not damaged when the items are removed. Only the recommended picture hooks for concreate walls are to be used, which can be purchased from the Accounts office. When checking out of your apartment you are to make good any repairs to walls or you will be billed for the cost of repainting your apartment, the current cost of which is KD200/300. Staff that are vacating the ABS housing will have a pre-check out inspection a minimum of 14 days prior to their requested check out date. During this inspection the staff member will be made aware of any repairs that they are liable for.

Employee Standards

Exam Integrity

53.1 Every ABS teacher is responsible for the security of their exams. If an exam is leaked, stolen, or comprised in any way, and it is determined that the teacher was negligent or careless, the teacher will be subject to disciplinary procedures up to and including termination of employment.

53.2 Semester Exams (High School only) must be stored in the library under the supervision of the school librarian and High School Principal.

53.3 Teachers may not take exams home to grade. All exams must be graded on campus and scanned back in at the library prior to leaving for home at the end of the work day.

Staff Discipline

54.1 ABS attempts to provide employees who violate policies or exhibit unsatisfactory job performance an opportunity to comply with faculty or departmental requirements by means of progressive disciplinary actions.

54.2 Employees are expected to abide by the established rules and policies of their departments, and the school. To enable them to do this, administrative officials develop clear and reasonable departmental policies and performance expectations, investigate the circumstances of apparent policy or rule violations or unsatisfactory performance before taking disciplinary action, and ensure that prompt, consistent disciplinary action is administered.

54.3 The intent of this policy is to use a series of progressive disciplinary actions when appropriate as a means to assist and encourage employees to correct their conduct and to achieve satisfactory work performance. Particular circumstances may, in some cases, be exceptional or singular and the related disciplinary actions shall be tempered or expanded because of the facts of the situation. Violations of the school rules against child abuse and inappropriate relationships with students and other minors, sexual harassment, the staff Rules of Conduct contained herein, or other ABS, and/or departmental rules or policies may result in specific disciplinary measures, including discharge.

Employee Discipline Policy

54.4 ABS has instituted a *series* of disciplinary actions, corrective in nature, in order to provide employees the opportunity to improve job performance and comply with departmental and school policies. Such actions range from counseling/coaching, verbal and written warnings, disciplinary probation/disciplinary suspension without pay, financial penalties, to discharge, as deemed appropriate by the school disciplinary committee. Teachers are subject to the ***Teacher Corrective Action policy***.

54.5 The responsible administrator, with the assistance of the Human Resources Manager shall also determine whether particular violations of the ABS Staff Rules of Conduct and other ABS and/or

departmental rules or policies are serious enough to warrant immediate specific disciplinary measures outside of progressive discipline, including discharge. Where "serious violations" are referenced in this manual, "serious violations" shall be those acts of serious misconduct, or conduct which could result in injury or loss of life, property, or impairment of school operations, or disregard of the school's policies on sexual harassment or rules and guidelines on child abuse and inappropriate relations with ABS students and other minors.

PROCEDURES

54.6 **Step 1 - Counseling/coaching** is the most common method employed for assisting the employee to improve work performance or comply with rules and policies. Counseling or coaching should be a cooperative attempt at determining and correcting the problem. With the exception of serious failures to conform to rules and/or policies, as determined by the responsible administrator, disciplinary actions will occur only after counseling/coaching efforts have been unsuccessful. Administrators will keep notes and documentation of such counseling/coaching efforts.

54.7 **Step 2 - Warnings** may be either verbal or written. A written warning is used for more serious errors, failure to meet job requirements or violations of rules and/or policies, as determined by the responsible administrator, or when a verbal warning has not produced satisfactory results. Either type of warning shall specify problem(s) and what action is required to correct it. The responsible administrator who issues a verbal warning shall maintain notes of the date and contents of the discussion and shall advise the employee that a record is being maintained.

54.8 A written warning shall explicitly state that it is a "written warning" and shall specify that further disciplinary action will ensue if the employee fails to achieve a satisfactory level of performance. A copy of the warning shall be sent to Human Resources.

54.9 **Step 3 - Disciplinary actions** are of two types, disciplinary probation and disciplinary suspension, and shall be used when a prior warning does not produce satisfactory results in correcting behavior which is not in compliance with ABS/departmental rules of conduct or uncorrected performance deficiencies, or when the responsible administrator determines that a violation of a rule and/or policy is serious enough to warrant such action without prior use of less severe discipline. In serious cases, both types of disciplinary actions may include financial penalties.

54.10 Table of Financial penalties for employee disciplinary action:

	Salary Penalty
Minor repetitive cases	1 to 2 day salary deduction
Serious cases	3 to 7 day salary deduction
Severe cases	8 to 14 day salary deduction

54.11 **Disciplinary probation** shall be for a specified period of time, not less than 1 month nor more than 6 months, during which time the employee's performance or behavior shall be closely monitored in an effort to effect improvement or change. Disciplinary probation is usually applicable to unsatisfactory job

performance or dependability problems, such as unsatisfactory attendance, and carries an implied obligation to retain the employee for the duration of the period of disciplinary probation. If, however, new problems arise during a disciplinary probation period or performance significantly declines during this period, immediate discharge may occur.

54.12 Disciplinary probation shall be initiated by memorandum to the employee which explicitly contains the following:

a. Inclusive dates of probation period.

b. Specific nature of problem(s) resulting in probation, including specific examples of incidents for each problem.

c. Corrective action required, including specific and reasonable standards related to the deficiencies outlined in sub para b above.

d. The consequences of failure to correct the problem(s) within the disciplinary probation period.

e. Notice that immediate discharge may occur if new performance deficiencies arise within the disciplinary probation period.

A copy of this memorandum shall be provided to Human Resources.

54.13 Disciplinary suspension is the temporary release from duty of a regular staff employee for up to 30 calendar days without pay and is applicable when the responsible administrator determines that a violation(s) or repetition of violation(s) of ABS, faculty and/or departmental rules and policies are serious enough to warrant suspension. This action shall be preceded by a pre-suspension without paymeeting. Should a full-time employee's conduct warrant more than two suspensions within a two year period, dismissal and termination of the employment contract shall be considered.

54.14 Written notice of disciplinary suspension shall be given the employee with a copy to Human Resources and shall include the following:

a. Reason for the disciplinary suspension.

b. Reference to and conclusions drawn from the pre-suspension meeting.

c. Inclusive dates of suspension duration.

d. Advice to employee that failure to return to work on the first scheduled workday following the suspension will result in discharge.

54.15 **Discharge** is the involuntary termination of the contract of an employee by a responsible administrator. The discharge of a nonprobationary full-time Staff employee shall not occur unless there is a serious violation(s) or repeated violation(s) of ABS, and/or departmental rules or policies, or uncorrected failure to meet job requirements. A predischarge meeting shall be scheduled and shall precede the decision to discharge an employee.

54.16 The affected employee shall be notified in writing of:

a. The reason for discharge.

b. The facts of and conclusions drawn from the predischarge meeting conference.

c. The effective date of discharge.

54.17 The appropriate payroll documents shall be processed in a sufficiently timely manner to ensure that any discharged employee receives all wages due on the next regular pay day. The employee must report in person to the accounting office to sign final exit papers in order to receive the final settlement paycheck.

Verbal abuse and Hostile behavior

55.1 A staff member who verbally abuses or exhibits hostile behavior with a Principal, teacher, staff member, or student will have their contract immediately terminated in accordance with article 55 of Kuwait labor law.

Contact with students

55.2 Contact with students, both physical and verbal, can be a very delicate issue. You must be aware of your cultural surroundings at all times. Words that may seem appropriate back home may have a whole different meaning here in Kuwait. For instance it is not appropriate to use the phrase “shut up” or the word “butt”. All staff are to take extreme caution with regards to the appropriate language used when addressing students. Physical contact is not to be used to restrain a student unless absolutely necessary, and whereby not doing so may cause harm to another staff member or student.

Employment Contract Renewal

56.1 **Non-Renewal of Teaching Contract.** Through the evaluative procedure, certain defects may be shown to exist in a teacher's performance. The teacher is expected to take corrective action and the administrator will make frequent observation to ensure that such effort is being made. If after these observations the situation remains unresolved, the administrator will inform the teacher in writing that non-renewal of contract is imminent.

56.2 **Premature Termination of Teaching Contracts and Administrative Contracts.** A teacher's contract may also be terminated for specific written reasons; such as inappropriate/ professional misconduct, poor performance, consecutive unacceptable evaluations, drop in enrollment, or other uncontrollable causes.

56.3 **Renewal of Contract.** All faculty renewals shall be in accordance with the teacher contract. Faculty members wishing to renew their contract with ABS must do so between December 15 and January 15. After this time, all remaining positions will be released for open recruitment.

56.4 **Termination of Administrative Contracts**. An administrative contract may also be terminated for specific written reasons; such as professional misconduct, poor performance, consecutive unacceptable evaluations, etc.

56.5 Administrative contracts require a minimum of 30 days written notification of termination/resignation, with the final day of employment to occur between the 25th and the 30th day of any month. Managerial positions require a 45 to 60 day notification in cases of resignation. This is to allow sufficient time for recruitment and training of replacement staff.

Employee Performance Evaluations

57.1 **Criteria used for performance evaluation and appraisals – Teaching Faculty.** The teaching evaluation and performance appraisal schedule for the academic year is included in the faculty handbook. Among the criteria present in the evaluation are:

57.2 **In Class Profile:**

a. Knowledge of Subject Matter.

b. Techniques of Instruction.

c. Effective and Regular utilization/inclusion of Technology.

d. Classroom Management.

e. Student -- Teacher Relations.

57.3 **Out of Class Profile:**

a. Professional Growth.

b. Contribution to the School.

57.4 **Teaching Preparation and Professional Responsibilities:**

a. Creation of Semester plans prior to start of each semester, outlining material to be covered week by week.

b. Submittal of weekly lesson plans to administration **on time** for approval.

c. Submittal of weekly homework and classwork materials to ABS website by deadline stipulated.

d. Taking daily student attendance using Gradequick software.

e. Maintaining all student grades in Gradequick software (with weekly updates).

f. Grading and electronically posting all student grades within 8 days of the completion of any graded assignment.

g. Replying to and initiating **email** and **telephone** contact to parents regarding grades, behavior, missing assignments, etc.

h. Meeting the minimum requirements stipulated by ABS for number of graded assignments, graded tests and quizzes per term.

i. Submittal of all major exams to administration at least 10 days before exam date - for approval.

j. For secondary teachers – Submittal of review guide for exams for approval at least 10 days before exam dates. Posting online of review guides for student access at least 7 days prior to exam.

k. Meeting all deadlines for determining all final course grades prior to report card dates.

l. Making amendments, edits, etc. to lesson plans, weekly overviews, and exams, as required by administration.

57.5 **Personal Traits:**

a. Tact.

b. Sense of humor.

c. Good judgment.

d. Initiative.

e. Flexibility.

f. Integrity.

57.6 **Criteria used for performance evaluation and appraisals – Administrative Staff.** Administrative Staff evaluations and performance appraisals are held three times during the first year of employment, and twice yearly thereafter. The first appraisal is scheduled after the employee has successfully crossed the probationary period of employment. Among the criteria used for evaluation are:

a. Ability to carry out all job duties and assignments as written in employee job description.

b. Attendance and punctuality.

c. Effective reporting.
d. Job efficiency.

e. Degree of proactiveness.

f. Overall contribution to the school – extracurricular activities, committees, etc.

g. Personal traits.

Grievance Policy

58.1 The School Board takes an active interest in all its employees and is genuinely concerned about your welfare and any issues you may be facing within your work environment. If you feel you have been professionally mistreated in any way then please feel free to visit the HR department to register your concern. Completion of the Formal Grievance form will ensure your grievance is fully investigated. This form can be found in the Human Resource folder in SharePoint.

ABS Employee Handbook

Acknowledgement Page

2026-2027

Dear ABS Employee,

Welcome to the American Baccalaureate School! This Employee handbook is intended to answer your questions about basic school policies and operating procedures before they arise. It is hoped that through the pages of this handbook you may become better acquainted with ABS and so fulfill your responsibilities efficiently and reliably, while at the same time enjoying your experience to the fullest.

It is your responsibility to familiarize yourself with its contents so that we can maintain consistency and smooth day-to-day operations.

Adherence to school policy is expected of all school personnel. The procedures contained in this handbook are not inflexible and changes can and will be made as the need may arise.

Amendments to the ABS Employee Handbook may be made at any time, notification of which will be made by email and uploaded to the school website.

Your signature below, indicating that you have received the ABS employee handbook and policies contained therein, is required to complete the employment contract between you and ABS:

_____ _____

Employee Name Date

_____

Signature

_____ _____

Job Title Department