



PROCEDURES FOR ADDRESSING UNETHICAL BREACHES RELATED TO CULTURAL CONSIDERATIONS

1. RATIONALE

The school is committed to fostering a respectful, inclusive, and culturally responsive learning environment that values diversity and promotes mutual understanding among all members of the school community. As an international school operating within the United Arab Emirates, the school recognizes the importance of respecting UAE culture, traditions, values, laws, and the diverse cultural backgrounds represented within the school community.

Any behavior, action, communication, or practice that demonstrates discrimination, prejudice, cultural insensitivity, harassment, stereotyping, or disrespect toward an individual or group may negatively affect wellbeing, inclusion, safety, and community relationships. Such actions may also conflict with the school's values, professional standards, and ADEK expectations.

These procedures establish a fair, transparent, and restorative approach to identifying, investigating, addressing, and resolving unethical breaches related to cultural considerations while promoting education, accountability, and positive behavioral change.

2. OBJECTIVES

The procedures aim to:

1. Promote respect for cultural diversity, inclusion, and equity within the school community.
2. Ensure that all students, staff, parents, and visitors are treated with dignity and respect.
3. Provide clear procedures for reporting and addressing cultural misconduct or unethical behavior.
4. Protect individuals from discrimination, harassment, bullying, or exclusion based on cultural, ethnic, linguistic, or national backgrounds.
5. Encourage restorative practices that promote understanding, accountability, and reconciliation.
6. Ensure consistent and fair responses to reported incidents.
7. Maintain compliance with ADEK requirements, UAE laws, and school values.

3. SCOPE

These procedures apply to:

- Students
- Teaching and non-teaching staff
- School leaders
- Parents and guardians
- Contractors and service providers
- Visitors participating in school activities

The procedures apply to incidents occurring:

- On school premises
- During school-sponsored activities
- During educational visits and trips
- During online learning activities
- Through digital communication platforms connected to the school

4. EXAMPLES OF UNETHICAL CULTURAL BREACHES

Unethical cultural breaches may include, but are not limited to:

A. Discriminatory Conduct

- Treating individuals unfairly because of nationality, ethnicity, language, culture, race, or background.
- Excluding individuals from activities based on cultural differences.

B. Cultural Insensitivity

- Making offensive jokes, comments, or gestures.
- Mocking accents, language, clothing, customs, traditions, or cultural practices.
- Using stereotypes or derogatory remarks.

C. Religious or Cultural Disrespect

- Ridiculing religious beliefs or cultural practices.
- Displaying disrespect toward UAE traditions, values, customs, or national symbols.

D. Harassment and Bullying

- Repeated cultural, racial, or ethnic harassment.
- Cyberbullying involving cultural or racial discrimination.

E. Professional Misconduct

- Staff demonstrating bias or favoritism toward particular cultural groups.
- Failure to provide equitable opportunities or support.
- Using culturally inappropriate language or materials.

5. REPORTING PROCEDURES

Step 1: Reporting the Incident

Concerns may be reported by:

- Students
- Parents
- Staff members
- Visitors
- External stakeholders

Reports may be made through:

- Direct communication with a teacher or supervisor
- School Counselor
- Student Protection Lead
- School Leadership
- Incident Reporting Form
- Confidential reporting channels

All reports shall be taken seriously and handled promptly.

Step 2: Initial Review

The designated staff member shall:

- Document the concern.
- Gather preliminary information.
- Assess the seriousness of the incident.
- Determine whether immediate intervention is required.

Where student safety or wellbeing is affected, the Student Protection Lead shall be informed immediately.

6. INVESTIGATION PROCEDURES

The school shall conduct a fair and impartial investigation that may include:

- Interviews with involved parties.
- Interviews with witnesses.
- Review of written statements.
- Examination of digital communications, where appropriate.
- Review of relevant school records.

The investigation shall:

- Respect confidentiality.
- Protect all parties from retaliation.
- Ensure procedural fairness.
- Be completed within a reasonable timeframe.

7. RESPONSE AND INTERVENTION PROCEDURES

Level 1: Minor Breaches

Examples:

- Unintentional insensitive remarks.
- Misunderstandings arising from cultural differences.

Actions:

- Verbal discussion.
- Reflection activity.
- Cultural awareness guidance.
- Restorative conversation.
- Parent notification where appropriate.

Level 2: Moderate Breaches

Examples:

- Repeated insensitive behavior.
- Offensive comments or stereotyping.

Actions:

- Formal meeting.
- Written reflection.

- Cultural awareness intervention.
- Restorative conference.
- Parent involvement.
- Monitoring plan.

Level 3: Serious Breaches

Examples:

- Harassment.
- Discriminatory conduct.
- Intentional cultural humiliation.
- Repeated violations despite interventions.

Actions:

- Formal investigation.
- Written warning.
- Behavioral contract.
- Mandatory counseling.
- Suspension or disciplinary action in accordance with school policy.
- Referral to appropriate authorities if required.

8. RESTORATIVE PRACTICES

Whenever appropriate, the school shall prioritize restorative approaches to:

- Repair relationships.
- Promote empathy and understanding.
- Encourage accountability.
- Prevent recurrence of inappropriate behavior.

Restorative measures may include:

- Guided mediation.
- Reflective discussions.
- Apology and reconciliation processes.
- Cultural awareness education.
- Community-building activities.

9. SUPPORT FOR AFFECTED INDIVIDUALS

The school shall provide appropriate support, including:

- Counseling services.

- Wellbeing support.
- Academic accommodations when necessary.
- Ongoing monitoring.
- Parent consultation.

Support plans shall be individualized based on the needs of the affected person.

10. DOCUMENTATION AND RECORD KEEPING

The school shall maintain records of:

- Incident reports.
- Investigation findings.
- Meeting notes.
- Intervention plans.
- Follow-up actions.
- Resolution outcomes.

Records shall be stored securely and treated as confidential.

11. CONFIDENTIALITY

Information relating to cultural misconduct investigations shall be shared only with individuals who have a legitimate need to know.

Confidentiality may be limited where:

- There are safeguarding concerns.
- Legal obligations require disclosure.
- There is a risk of harm to an individual.

12. PREVENTATIVE MEASURES

To reduce the likelihood of cultural breaches, the school shall:

- Promote intercultural understanding.
- Deliver diversity and inclusion programs.
- Conduct cultural awareness training for staff.
- Celebrate cultural diversity through school activities.
- Integrate global citizenship education into the curriculum.
- Reinforce UAE values and cultural respect.

13. MONITORING AND REVIEW

The School Wellbeing Team and School Leadership Team shall:

- Monitor trends and incidents.
- Review effectiveness of interventions.
- Analyze data annually.
- Recommend improvements to policy and practice.
- Ensure ongoing compliance with ADEK expectations.

14. RESPONSIBILITIES

School Leadership

- Ensure implementation of procedures.
- Oversee investigations and outcomes.

School Wellbeing Team

- Support affected individuals.
- Monitor wellbeing implications.

Student Protection Lead

- Address safeguarding concerns.
- Ensure compliance with protection procedures.

Staff

- Model culturally respectful behavior.
- Report concerns promptly.

Students

- Respect cultural diversity.
- Report incidents of discrimination or harassment.

Parents

- Support respectful and inclusive behavior.
- Cooperate with school investigations and interventions.

15. REVIEW CYCLE

This procedure shall be reviewed annually or earlier if required by ADEK updates, changes in legislation, or significant incidents affecting the school community.

Approved by:

Paul Benedict N. Yacap
School Principal