



STRAITS INTERNATIONAL SCHOOL TAMANSARI, RAWANG



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MALAYSIA

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STAFF HANDBOOK





CONTENTS

- Introduction
- Mission Statement
- Educational Goals and Objectives
- The School and Staff Expectations
- Local Labour law
- Recruitment and Retention
- Pay and Benefits Probation
- Performance Management
- Termination of Contract
- Personal Conduct
- Educational Support
- Grievances and Misconduct
- Health and Safety
- Equal Employment Policy
- Working Hours
- Pregnancy at Work
- Leave Policy
- Conflict of Interest
- The School Day
- General Policies



INTRODUCTION

This document is applicable to all employees of Straits International School, Rawang Campus. It sets out the policies and procedures related to the employment of all staff. It will be assumed that each member of staff will have read this document and will have agreed to abide by its regulations. The policies contained herein are not exhaustive but provide general coverage.

Straits International School will attempt to keep its policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures. SIS is a relatively new school and therefore it should be expected that policies can change and be created on a needs basis. Essentially, all staff needs to recognise the fact that there is still considerable work to do in all areas of school life. All policies, including this document, will need to be reviewed on a regular basis and are therefore subject to change. The document held on the school's network will always be the most up to date and should be the document staff turn to if they have a query about procedure or benefits. Change of policies and their application is at the sole discretion of the Principal.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome, especially where there is a lack of clarity or where two policies appear to be in conflict with each other. Please contact the Principal if you have suggestions to make.

MISSION STATEMENT

We want to encourage all of our pupils to be good communicators, to think imaginatively, and to be able to work independently and collectively. At Straits International School we recognise individual talents in all areas of school life and we aim to prepare our pupils to be thoughtful of the world around them.

Straits International School believes in:

The pursuit of excellence through releasing the full potential of each individual;

- The development of creative thinking and production of well-balanced young people that display tolerance and understanding;
- The creation of an education tailored to the needs of each child and the maintenance of excellent lines of communication with parents;
- The support of students at all times and the creation of a positive community both within and outside of school;
- The development of a strong sense of self-discipline in preparation for later life;
- The requirement of good manners, proper values and high standards of presentation, in the person and the work;
- The nurturing of all individuals to help them find and develop their own array of talents (balanced with a commitment to teamwork and community);



- The moral welfare of the child, based on the values of compassion and empathy with others in order to make good citizens;
- The development of the whole person, emotionally, socially, intellectually, culturally and physically.
- The provision of a sustainable and enduring basis for education through the encouragement to learn - and keep learning.

EDUCATIONAL GOALS AND OBJECTIVES

Straits International School believes:

- That a child's happiness and positive self-esteem are vital to their personal and social development;
- That children need to be taught to believe in themselves;
- That the attitude of children should be healthy and positive;
- That children should become independent learners and taught to think independently;
- That children ought to know how to set goals and how to achieve them;
- That children should learn that self-discipline and self-motivation are the keys to achievement and success; and
- That children must learn to look outwards from within.

THE SCHOOL AND STAFF EXPECTATIONS

Straits International School will ultimately be an educational establishment catering for children from the age of 3 to the age of 18. As of 2018-19, it is a co-educational school for children from Nursery to Year 9. We teach the Early Years Foundation Stage and English National Curriculum, supported by the Cambridge International Primary and Secondary Curriculum for English, Science and Mathematics.

Our curriculum is delivered in English: therefore, to benefit from it, all of our pupils must have a high level of written and spoken English. This is the primary aim of our entrance assessments. We also test in Mathematics where applicable and shall interview each individual child. However, admissions shall be sympathetic to those students who demonstrate the potential to succeed even if their English is still being developed. It is the belief of the school that children, given the right environment, can thrive and improve rapidly. Therefore, staff should be able to support those students where English is an additional language.

Staff at Straits International School are expected to be **ready at school, in their classroom**, at least 15 minutes before students officially arrive so that they can be welcomed into the school. Staff should also be present at school for thirty minutes after school and be able to meet with parents if requested to do so. The Co-Curricular Programme lasts for an hour from 3.00 to 4.00 each day and all teachers are required to take a minimum of two activities each week. At the time of writing, a typical staff day should therefore run from **7.30 - 4.30 each day**, excluding meetings, of which there should be one a week. (These should last an hour, but will continue as necessary on occasion.) Extra meetings may be held for departmental or any other reason, at the discretion of the Principal, and staff is expected to attend.



A typical staff timetable would include a 0.8 teaching load. If in the event that this is not possible and teaching staff has more non-contact time, they shall be asked to pick up other roles within the school that will be negotiated between themselves and the Principal. As a small school, break and lunch duties will be common, but there shall be an attempt to reduce these to 2 or 3 a week. There is an expectation that staff will occasionally eat with the students at lunch to create a community atmosphere.

From time to time, there are community events, such as fun days, residential trips, international days, fairs, parents' evenings, productions, sports fixtures etc. that fall outside of normal school hours. In the keeping of the ethos of the school, staffs are expected to attend and show support for events outside of their remit. **It is an expectation that all staff assist with at least three (3) marketing events per year.**

SIS is marketing itself through the extraordinary care and customer service it will deliver for the school community. We are therefore using a learning platform with a Moodle style blog that will increase communication between all parties. It is expected that staff will use this software and frequently be able to offer advice to students online, if needed, outside of normal school hours.

Ultimately, working at SIS will be a rewarding experience and a positive challenge. Staff are valued as professionals and as such, expected to take an active role in the development of the school. We hope that staff are willing to go that extra mile to make this a great place to work and study – it's what the situation needs. As such, dedication to such an expectation is a vital part of the appraisal process.

RECRUITMENT & RETENTION

POLICY ON RECRUITMENT

Straits International School always aims to employ the best candidates based on qualifications, merit and competence. Except for short-term and emergency needs, all posts will be advertised, with a clear statement setting out the role of the post and the qualifications/experience expected of the successful candidate. They will either be advertised internationally ("internationally recruited staff") or only within Malaysia ("locally recruited staff"). In a few instances, the Terms and Conditions applicable to "internationally recruited staff" differ from "locally recruited staff" and these are indicated in the text.

The criteria for employment as a teacher at Straits International School includes, but is not limited by, the following:

1. A good degree from a respected University or College of Higher Education;
2. A teaching qualification;
3. CRB Check / Police Clearance / Good Conduct Certificate;
4. Fluency in both written and spoken English;
5. Previous experience of teaching relevant age group / subject;
6. Strong personal and professional references, including one from the current employer (or last employer if the candidate is currently unemployed);
7. A commitment to a whole school pastoral policy;
8. A commitment to extracurricular activities.



PROCEDURE

1. The Principal will create a job description covering key responsibilities, activities, tasks and skills required.
2. Advertisements will avoid discriminatory language e.g. young person but target the attribute e.g. we seek an enthusiastic teacher.
3. The recruitment process will include the following:
 - A letter of application addressed to the Principal
 - A CV
 - Interviews, preferably in person, but if this is not possible the interview will be by Skype
 - References, a minimum of two, but three preferred
 - CRB or other criminal checks
4. The Principal will provide the successful candidate with an offer letter including a summary of major terms and conditions. This includes the nature of employment e.g. permanent part time, casual. The letter will include: job title, salary, contract length and start details.
5. Successful candidates are asked to sign their offer letters to form a contract between the two parties until a full contract can be signed.
6. Once the candidate has accepted, the Principal will contact the unsuccessful candidates as a matter of courtesy.

VISA APPLICATION

Members of staff are expected to cooperate with the School by providing the necessary documentation as required by the Malaysian Government on the application or renewal of visa. The School will put in our best effort for staff's visa application, however, the School shall not be held accountable for any unsuccessful visa application due to Government rules and regulation.

STAFF RETENTION

Straits International School acknowledges the principle that a successful school requires a stable and motivated staff.

A successful school and an exciting environment, where teachers are valued, are the major preconditions for retention.

In addition, a clear programme of Continuing Professional Development (described later in the document) and a feeling of involvement in the development and direction of the new school will help to keep staff interested in their teaching. However, it will also be important to make sure there are 'benefits' that will help to retain good staff.



PAY AND BENEFITS

LENGTH OF CONTRACT

Staff are appointed, unless otherwise specified, for a period of two years. This can be extended by further periods of up to two years, on the recommendation of the Principal, subject to confirmation by the Straits International School Board.

STAFF ACCOMMODATION

Straits International School will ensure that all new internationally recruited staff are provided with furnished accommodation appropriate to the teacher's status and family needs, or with an accommodation allowance. There will be two classes of accommodation suitable for single teachers/married teachers and married teachers with children (assuming that wives/husbands/children are fully resident in Kuala Lumpur). Generally, staff are required to remain in the accommodation provided for a minimum of one year. However, under special circumstances, the Board may look favourably upon a request for a housing allowance at the start of their first year, (for example, where there are existing housing arrangements in Rawang) but Straits International School reserves the right to ask all new staff to occupy staff accommodation if it is in the best interest of the school. Members of staff may request, four months before the end of the school year, to remain in School accommodation and this will normally be accepted, but Straits International School retains the right to require staff to leave if that is in the interest of the School. Staff are responsible for the condition they leave their accommodation in – and in the event of a loss of rental deposit, the school shall recoup these funds from the teacher's final salary.

HOUSING ALLOWANCE

When members of staff cease to occupy accommodation provided by Straits International School, they will be entitled to an accommodation allowance, the amount of which will be decided by the Board annually, taking current market conditions into account. This allowance will also be related to the teacher's status and family needs and will not cover the cost of utilities.

The allowance will be set by the Board each year in line with current rental charges and is not guaranteed to remain constant throughout the term of the employee's contract.

- The housing allowance is to cover a set amount only.
- The allowance will be paid monthly, along with the employee's salary.
- Deposits will be the responsibility of the employee.

HEALTH INSURANCE

Members of staff are covered by a private insurance scheme, and policies and procedures shall be made clear during the staff orientation process.

CHILDREN'S EDUCATION

Up to two children of internationally recruited teachers shall receive a seventy per cent reduction in tuition fees at Straits International School if they are of the appropriate age.



TRAVEL ALLOWANCE

Staff will receive a monthly travel allowance, the amount of which shall be per month. International hires will also receive an annual travel allowance at mid-point of contract. I.e. after Year One. If a member of staff extends their contract by two years, they shall receive their return flight at the end of year two. If by one year only, they shall receive another travel allowance at this point.

SALARY

Teachers will be appointed to a specific point on the Straits International School Salary Scale. Salaries are reviewed annually and given good performance and school growth, may take a step further upon the pay scale afterwards. This is not a contractual right, but is an aim of the school if circumstances of growth allow.

All teaching staff are paid in Malaysian Ringgit as per the Straits International School Salary Scale. Responsibility allowances, set by the Board on the recommendation of the Principal, may be awarded to certain staff whose jobs require additional responsibility over other staff. When the job is relinquished, the allowance will also cease, with immediate effect.

MEDICAL BENEFIT

The school shall reimburse the employee for the expenses of a Government medical officer or private registered medical practitioner. Such medical benefits shall not include optical and dental treatment.

Employees are entitled to a maximum of RM400 (Ringgit Four Hundred only) per calendar year. Where hospitalisation is necessary, employees are covered under the group Hospitalization and Surgical Insurance.

INCOME TAX

You shall be responsible to pay all tax liabilities, which may arise on account of all remunerations and benefits of any kinds as required by the Malaysian Income Tax Act. The company reserves the right to deduct all taxes due from your salary as required under Malaysian Law in accordance with the Malaysian Income Tax Act 1957. Upon the termination of service, the company shall withhold whatever monies are due to you until clearance is obtained from the Malaysian Income Tax Department.

International hires must appreciate that tax is liable upon all income/benefits. Staff are placed upon a temporary tax code upon arrival in Malaysia. The 182-day residency rule then applies in order for that tax code to be changed, with a rebate applicable later. However, qualification for this change in code is the responsibility of the staff member and the school cannot be held liable if the 182 rule is not applied to. To assist, the school shall employ a tax agent to give advice at the beginning of the year. The school cannot be held liable for this independent advice.



PROBATION

POLICY

Probation is a period of review and appraisal to make sure both the school and the teacher are satisfied the role is as advertised, and is being performed to the highest possible standard. Ongoing permanent employment is given only when the teacher satisfactorily completes their probation.

Appointments at Straits International School are subject to a probationary period of one term. Teachers will be informed whether or not their performance is satisfactory by the end of their probation period.

PROCEDURE

New teachers will be given informal and formal appraisal during the probation period.

New teachers will receive at least one formal appraisal before the half-term preceding the end of the probation period.

By the end of the probation, the Principal will complete a final appraisal and advise the employee of the result, including any recommendations for improvement or training.

PERFORMANCE MANAGEMENT

POLICY

The purpose of performance management is to improve performance. It is an ongoing process. It should include informal and formal review.

All employees will undergo a formal performance review with their immediate managers at least once a year.

Following on from the appraisal system teachers will be informed whether or not they will be offered a further two-year contract.

PROCEDURE

1. The member of the SLT nominated by the Principal and the teacher agree on the date for a performance appraisal meeting / lesson observation, to allow time to prepare.
2. The member of SLT and the teacher will meet and openly and constructively to discuss performance over the period.
3. The member of SLT and the teacher will agree any objectives and outcomes for the next appraisal period.
4. Professional Development (external courses) or internal support will be considered as part of the process.
5. Notes should be taken of the meeting and copies kept by the staff involved and the Principal.
6. Outside of this formal process, employees are encouraged to raise any issues they have when they arise, first with the Principal.



TERMINATION OF CONTRACT

Straits International School expects all teachers to provide the UK standard of an academic term's notice in the event that they wish to leave Straits International School. (This must include one full term – not bridging the spring, summer or winter holidays). The School, for its part, will also try to provide a term's notice unless terminating a contract due to breach of terms and conditions.

In the event of a teacher resigning before the end of the agreed contract and during the course of the academic year Straits International School will pay up to the end of the notice period given as long as the notice period is properly and fully served. No other benefits are payable, including flights or summer pay (at the discretion of the Principal). The school shall also seek reimbursement of flights, visa and job advertisement costs, at the discretion of the Principal and School Board of Directors.

In the event that an employee does not complete their teaching duties for the year, the teacher will only be entitled to the agreed salary until his/her last working day and not be entitled to Summer pay.

The employer may dismiss the teacher without notice: -

1. If the teacher assumes a false identity or nationality or submits false certificates or documents.
2. If the teacher commits an act which causes gross financial loss to the employer.
3. If the teacher violates more than once the written instructions of the employer concerning the safety of the workers and the establishment despite his being notified in writing of the violation provided that these instructions shall be written and posted up in a conspicuous place.
4. If the teacher fails, more than once to carry out his essential duties under the service contract or this law despite his having been notified in writing thereof.
5. If the teacher discloses the secrets of the establishment where he is employed.
6. If the teacher is found during the working hours in a state of drunkenness or under the influence of a drug.
7. If the teacher commits an assault on the person of the employer, the manager or one of his supervisors in the work during the work or by reason thereof.
8. If the teacher repeats his assault on his colleagues in work despite his being warned in writing thereof.
9. If the teacher absents himself from work without legitimate cause for more than seven consecutive days or fifteen days in one year.
10. If the teacher has been finally sentenced for a crime involving immorality or dishonesty.
11. If the teacher places the reputation of the school in serious disrepute.



PERSONAL CONDUCT

GENERAL POLICY

Straits International School expects its employees to maintain a high standard of conduct and work performance to make sure the school establishes a good reputation with parents and the community. Good personal conduct contributes to a good work environment for all.

This involves all employees:

- Observing all policies and procedures, including requests from school leadership
- Treating colleagues with courtesy and respect
- Treating parents and pupils in a professional manner at all times – SIS is a school that does not tolerate children being shouted at. As an international school, there is no physical intervention or discipline outside of school policy
- Working safely at all times

Malaysia is multi ethnic country and all teachers should be respectful of its culture and beliefs, even when outside of school. Please remember that although Malaysia permits the consumption of alcohol, in behaving under the influence of alcohol in public, your actions may reflect poorly upon both yourself and the school. Therefore, if you are out enjoying a drink with friends, think carefully about how your actions might be perceived by others.

SMOKING POLICY

Straits International School has a non-smoking policy. Smoking is not permitted on Straits International School property or during office hours at all.

ALCOHOL & DRUGS POLICY

Straits International School is concerned by any factor that might affect an employee's ability safely and effectively to do their work to the highest level. It recognises that alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

Straits International School has a zero tolerance policy in regards to the use of illicit drugs on or off school premises. Contravening either of these points may lead to instant dismissal.

Straits International School does not tolerate attending work under the influence of alcohol, or suffering from the after effects of alcohol. This may result in performance improvement action or dismissal.



DRESS CODE POLICY

As a minimum standard, dress should be clean, neat and professional and respectful to the culture of Malaysia. **Jeans, crocs or shoulder less attire is not permitted at anytime, anywhere within the school.** Straits International School reserves the right to request an employee to dress to an appropriate standard as a condition of employment at the sole judgement of the Principal. Male staff are expected to wear trousers and a formal shirt. Female staff will have their shoulders covered, but not necessarily their upper arms, and must ensure that dresses and skirts are to the knee. Open toed shoes are allowed as long as they are professional. Casual t-shirts or jeans are not allowed.

MOBILE DEVICE POLICY

Personal mobile devices should not be used during lessons and other occasions where children are being supervised. In general, it is expected that private phone calls will be kept to reasonable levels during the day and if needed, mobile devices should only be used in the staff room out of the view of students.

EMAIL POLICY

1. Email facilities are provided by the School for formal business correspondence.
2. They should not be accessed at times when staff are scheduled to be engaged with students, whether during form time, lessons, activities or other duties.
3. Care should be taken to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite.
4. Limited private use of email is allowed if it does not interfere with or distract from a teacher's work.
5. Non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion.
6. The facilities should not be used for general distributions to staff, unless they are directly related to the education of the pupils or a School event.
7. **All e-mails should be courteous and aware of potential pitfalls that 'remote' communication can often bring. They should include a salutation or greeting and remain polite and courteous. The school reserves the right to discipline staff who fail to meet this expectation.**

To protect Straits International School from the potential effects of the misuse and abuse of email, the following instructions are for all users:

1. No material is to be sent as email that is defamatory, in breach of copyright or school confidentiality, or prejudicial to the good standing of Straits International School in the community or to its relationship with parents and any other person or business with whom it has a relationship.
2. Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, or discriminatory, involves the harassment of others or concerns personal relationships.
3. The email records of other persons are not to be accessed except by management (or persons authorised by the Principal) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.



4. When using email a person must not pretend to be another person or use another person's computer without permission.
5. Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.
6. **Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal. The Principal retains the right, under investigation circumstances, to access e-mail accounts.**

INTERNET USE POLICY

The internet is provided by Straits International School for school use. Limited private use is permitted if the private use does not interfere with a person's work and that inappropriate sites are not accessed e.g. gambling. The Principal has the right to access the system to check if private use is excessive or inappropriate.

Failure to comply with these instructions is an offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff needs to be aware that some forms of internet conduct may lead to criminal prosecution.

CONFIDENTIALITY

All private and confidential information related to school, students and staff must be handled with high confidentiality. **This also relates to school information subsequent to the ending of contract.** Any such issues arising, such as defamation or slander, shall result in potential legal action being taken by the school against the employee or ex-employee and is taken very seriously.



EDUCATIONAL SUPPORT: INDUCTION

POLICY

Straits International School will not under estimate the importance of an effective induction programme for all new staff, but especially those moving overseas for the first time. Straits International School will make sure all new employees feel welcome and are ready to start work safely and competently.

Where appropriate, the Induction programme will seek to include;

- Introductions
- School tour
- An introduction to the ethos of Straits International School
- KL tour
- Human Resource presentation to include:
 1. Paperwork procedures
 2. Medical information
 3. Living in KL
 4. The Culture of KL/Selangor
 5. Terms and Conditions document
- Staff meetings
- Departmental meetings where appropriate
- Who's who – the organisation chart
- Continued Professional Development / Inset training
- IT system orientation
- Introduction to school policies
- Preparation Time
- Classroom and School readiness



CONTINUED PROFESSIONAL DEVELOPMENT

POLICY

Straits International School will endeavour to give teachers adequate training to do their job at the highest possible level. Straits International School believes training is a two-way process and will encourage teachers to attend Continued Professional Development events during the appraisal process and asks teachers to highlight any gaps in their own skills or knowledge during this process.

Training includes internal on-the-job training, usually from other teachers, written instructions such as school policies, coaching, and external training, and specific courses. Straits International School will provide INSET training at the start of each new term and will encourage each member to actively engage in personal research and learning. Straits International School would ask all staff who attend a course to provide a short summary of the course and to give feedback to other staff that may benefit from the course details.

It must be appreciated that SIS, as a new school, cannot send a host of teachers on outside courses. Therefore, we seek to encourage an environment where all share good practice and become active participants in a CPD programme.

MISCONDUCT AND/OR GRIEVANCES

GROSS OR SERIOUS MISCONDUCT POLICY

Summary (instant) dismissal for gross or very serious misconduct is possible (depending on the facts involved). The Principal will seek advice from the Governing body before taking this step.

PROCEDURE

1. The Principal will investigate the alleged offence thoroughly, including talking to witnesses, if any.
2. The Principal will ask the employee for their response to the allegation (taking notes of this discussion) and allow him/her to have representation. The Principal should also have a witness present. The Principal will give genuine consideration to the employee's response and circumstances.
3. If still appropriate, following a thorough investigation, the Principal can terminate/dismiss the employee and will inform the Chairman of the Board of the reasons for his action.
4. The Principal should keep a file of all evidence collected and action taken in these circumstances.
5. Straits International School will send the employee a letter of termination noting brief details.

GRIEVANCE POLICY

Straits International School supports the right of every employee to lodge a grievance with the Principal, if they believe a decision, behaviour or action affecting their employment is unfair. Human Resources is also available if there is a need to escalate a grievance in the event it has not been dealt with adequately, or if it is against the Principal.



We aim to resolve problems and grievances promptly and as close to the source as possible. When necessary, Straits International School (represented by the Principal) will escalate a grievance to the next higher level of authority for more discussion and resolution, and continue escalating it to the level above until it is resolved. (Typically through the CEO to the Board of Directors).

The SLT will do their utmost to take action upon any grievance claim objectively, discreetly and promptly.

Be aware that grievances that are misconceived, vexatious, and lacking substance may result in disciplinary action being taken against the employee lodging the grievance. **It is the policy of the school not to disclose action taken as a result of the investigation process.** Therefore, a member of staff who reports a grievance must accept that it shall be dealt with as according to policy. We believe that all staff have the right for privacy and confidentiality in regards to their personal files and any disciplinary actions that have been taken against them.

PROCEDURE

1. **The employee should try to resolve the grievance as close to the source as possible.** This can be informal and verbal. At this stage, every possible effort should be made to settle a grievance before the formal grievance process starts. If the matter still cannot be resolved, the process continues and becomes formal.
2. **To start the formal grievance, the complainant must fully describe the grievance in writing,** with dates and locations wherever possible and how he/she has already tried to settle the grievance and present the documentation to the Principal.
3. **The person(s) against whom the grievance/complaint is made should be given the full details of the allegation(s) against them.** They should have the opportunity and a reasonable time to respond before the process continues.
4. If the grievance still cannot be resolved by the Principal, the matter will be referred by the Principal and HR to the BoD whose decision shall be final. A grievance taken to this level must be in writing from the employee. Any complaint against the Principal, having received no satisfaction from a personal meeting as in point 1, should be addressed to HR.

HEALTH AND SAFETY

POLICY

Straits International School will, as far as practicable, provide a safe work environment for the health, safety and welfare of our pupils, teachers, parents, visitors and members of the public who may visit the school. Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace. Straits International School demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.



EQUAL EMPLOYMENT POLICY

The objective of Straits International School's Equal Opportunity Policy is to improve success by:

- Attracting and retaining the best possible employees
- Providing a safe, respectful and flexible work environment
- Delivering our services in a safe, respectful and reasonably flexible way

DISCRIMINATION, SEXUAL HARASSMENT AND BULLYING

Straits International School is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

For the purposes of this policy, the following definitions apply:

Discrimination:

Direct discrimination occurs when someone is treated unfairly and is disadvantaged because of a personal characteristic.

Indirect Discrimination occurs when treating everybody the same way disadvantages someone because of a personal characteristic.

Sexual harassment includes unwelcome conduct of a sexual nature in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Workplace bullying may include behaviour that is directed toward a teacher, or group of teachers, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving them impossible tasks.

Any employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.

Employees must report any behaviour that constitutes sexual harassment, bullying or discrimination to their Head of Department.

Teachers will not be victimised or treated unfairly for raising an issue or making a complaint.



PROCEDURE: TO MAKE A COMPLAINT

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure.

1. Tell the offender the behaviour is offensive, unwelcome, and against school policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your Head of Department or Principal).
2. Keep a written record of the incident(s).
3. If the unwelcome behaviour continues, contact your supervisor or manager for support.
4. If this is inappropriate, you feel uncomfortable, or the behaviour persists, contact the Principal.

Employees should feel confident that any complaint they make is to be treated as confidential as far as possible.

POSSIBLE OUTCOMES

If after investigation management finds the complaint is justified, management will discuss with the complainant the appropriate outcomes which may include:

- Disciplinary action to be taken against the perpetrator (counselling, warning or dismissal)
- Staff training
- Additional training for the perpetrator or all staff, as appropriate
- Counselling for the complainant
- An apology (the particulars of such an apology to be agreed between all involved)



WORKING HOURS

WORKING HOURS

All staff members shall follow the working days / hours as specified in their Letter of appointment. A timetable shall be provided to all teachers (academic staff) by the Principal with the teaching hours/ days for each term in accordance with the school calendar. Any additional teaching hours/days or other changes shall be notified by the Principal.

ATTENDANCE & PUNCTUALITY

Attendance and punctuality are important and every staff member is expected to work when scheduled and to arrive on time. Strict punctuality should be observed at all times. A member of staff will be considered not punctual if he/she is late for work persistently without reasonable/acceptable excuse.

All teachers are to advise the Principal and Line Manager if they are unable to attend school or anticipate will be late to work on or before 7.00am for necessary arrangement of relieving teacher(s).

ABSENTEEISM

A staff member who absents himself/herself from work for one day without leave from the Company or without reasonable excuse shall be liable for disciplinary action, i.e. written warning.

- If a staff repeatedly absents himself/herself from work for the third time without leave or sufficient reasons, his/her act amounts to misconduct and liable for instant dismissal.
- The Company may terminate the service of an employee without giving notice if his/her action is tantamount to breach of contract of employment with the Company by being continuously absent from work for more than two consecutive working days:
 - Without prior leave or reasonable ground for the absence, or
 - Without informing or attempting to inform his/her superior of any valid reason for the absence.



PREGNANCY AT WORK

Straits International School will follow the Maternity laws as set out in Malaysia Labour Law, the relevant section is set out below.

Malaysia Labour Law

Every female employee shall be entitled to maternity leave for a period of 60 consecutive days in respect of each confinement.

The female employee shall also be eligible for maternity allowance upon prescribed rates and qualifications under the Employment Act.

Maternity allowance is payable to a female employee by the employer for each day of the eligible period at her ordinary rate of pay for one day or at the rate prescribed by the Minister. A female employee employed on a monthly rate shall be deemed to have received her maternity allowance if she continues to receive her monthly wages during her absence from work during the eligible period

PATERNITY LEAVE

Straits International School recognises the importance of the father supporting the mother and will try to be flexible in its approach to requests for limited time off. Paternity leave will be 3 paid days, to be taken in one block after consultation with the Principal.

MARRIAGE LEAVE

An employee is entitled to marriage leave of 3 paid days, additional unpaid leave for more may be granted at the discretion of the Principal.

INTERVIEW LEAVE

Is given at the discretion of the Principal, but will typically consist of three paid days' maximum per contract where travel is necessary. Skype interviews are given some hours off, but not a whole day.

RELIGIOUS LEAVE

Although sympathetic to staff wishes to leave surrounding major religious public holidays, this is not an entitlement. In order to remain consistent in approach, it should not be applied for.



LEAVE POLICY

Staff are entitled to take all school holidays as personal leave provided that their school duties are completed and the Principal does not require them for school duties. They are also entitled to the Penang/Malaysian public holidays.

SICK LEAVE POLICY

ENTITLEMENT:

After the first term of service, an employee will be entitled to 2 weeks' sick leave with full pay + ten days with half pay thereafter. The teacher is entitled to sixty days paid hospitalisation following the presentation of a medical certificate from a qualified medical practitioner.

A teacher may self-certify an illness for a maximum of 1 day. After this time a doctor's certificate is required. However, Straits International School reserves the right to request a doctor's certificate for any absence from work.

COMPASSIONATE LEAVE POLICY

Compassionate leave is paid leave taken by an employee to spend time with an immediate family member, who has a personal illness, or injury, that poses a serious threat to his/her life, or after the death of a family member or member of the employee's household.

Each employee is entitled to a period of between 3 – 7 working days paid compassionate leave for each occasion where a family member has died, or the employee needs to spend time with a seriously ill family member. Permission to take compassionate leave must be sought from the Principal, and is at their discretion.

LEAVE WITHOUT PAY POLICY

The Principal has the discretion to approve leave without pay that an employee is not otherwise entitled to.



SUMMARY OF LEAVE ENTITLEMENTS

Type of Leave	Entitlement	Comments
Annual Leave	School Holidays and Malaysian Public Holidays	Staff will be required to attend 'clear up' days at the end of year and INSET where arranged
Sick Leave	Up to 2 weeks (cumulative) full pay Next 10 days – half pay	Unpaid leave after 60 days' illness that requires hospitalisation is at the discretion of the Principal
Maternity Leave	60 days	Leave will include the period before and after the delivery provided the period following delivery shall not be less 35 days.
Paternity Leave	3 days	At the discretion of the Principal

CONFLICT OF INTEREST

POLICY

Conflict of interest arises whenever the personal, professional or business interests of an employee are *potentially* at odds with the best interests of Straits International School.

All employees are required to act in good faith towards Straits International School. Employees need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of Straits International School.

As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with Straits International School. Employees should aim to avoid being put in a situation where there may be a conflict between the interests of Straits International School and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of Straits International School will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favour of Straits International School.

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt if a conflict exists, they should raise the matter with their manager.

Employees must disclose any other employment that might cause a conflict of interest with Straits International School to the Principal. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at Straits International School. If such involvement does affect performance or attendance, it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake other employment in direct or indirect competition with Straits International School using knowledge and/or materials gained during the course of employment with Straits International School. Teachers at Straits International School are not permitted to undertake private tuition without the express permission of the Principal.



Engaging in other business interests during work hours will result in strong performance improvement action.

THE SCHOOL DAY

Straits International School requires staff to be present at school **from 7.30 am to 4:30pm**, which includes the co-curricular programme.

The schools operate five days in a week (Monday to Friday). Occasionally, the schools will also conduct events on Saturday such as International Day and Open Day which requires all staff to be present. Staff can expect to work up to but not limited to, 190 days per academic year. **All staff** are expected to contribute to marketing events outside of these 190 days.

ACTIVITIES

Co-curricular activities are an important part of the Straits International School Day and are a central part of our ethos, they enable our pupils to extend their learning and to challenge themselves in a variety of different ways. All staff is expected to run, or participate in, a minimum of two co-curricular activities each week. A list of activities will be placed on the school's website.

Teaching staff may be asked to conduct more if they do not fill the standard .8 teaching timetable.

MEETINGS

All teaching staff are expected to attend and take a full part in meetings. Any member of staff should feel able to contribute an agenda item to any of the meetings.

Meeting	Frequency	Chair	Purpose of Meeting
INSET / Staff	Weekly	-	As according to calendar
Full Staff Meeting	As required		Agenda produced / published beforehand by PA Running of the schools
Working Parties			To discuss ideas raised by Common Room or SMT

Dept. Meeting	As necessary	HoD	Agenda produced / published beforehand by HoD
Briefing	Weekly	P	To discuss pastoral issues and weekly calendar
Head of House	Monthly	TBA	To discuss issues and competitions effecting the houses

Minutes are to be taken and kept by the chair of the meeting and a 'soft' copy should always be sent to the Principal, via his PA.

GENERAL POLICIES

All school policies and procedures are working documents and are subject to review and, if necessary, revision without notice. The documents held on the school's network will always be the most up to date and should be the documents staff turn to if they have a query about policies and procedures.



All staff are expected to read and follow all school policies and procedures to make sure that the school runs smoothly, safely and consistently. Failure to do so may result in disciplinary action if resulting in poor practice. Straits International School will provide training, through INSET and meetings, to make sure all staff members are aware of the policies used in the school. As a new school, many policies have to be constructed while some will be put in place for review at a later date. Such policies include but are not restricted to;

1. Child Protection Policy
2. Pastoral Policy
3. Academic Policies including
 - Reading Policy
 - Handwriting and Presentation Policy
 - Marking Policy
 - Assessment Policy
 - Reporting
 - Planning
 - Maintaining records
4. Health and Safety Policy
5. Administration
 - Admissions
 - Purchasing
6. ICT – Acceptable use Policy

LEAVING THE SCHOOL SITE

On occasion you wish to leave the school campus, it is essential that the Principal approves your absence at least 24 hours in advance, unless it is an emergency where the Principal can give approval immediately. Appointments on unrelated school business should not be made as a matter of policy during school hours.

In the event you leave the school building during contractual hours, please always ensure that you sign in and out at the school office.

STAFF PROFILE

A staff profile containing photographs and professional information of staff will be created and used for marketing purposes.



CONCLUSION

I hope this is a helpful document, if you have any thoughts or notice any omissions from this document, please speak with the Principal.

Mr. Stephen Willoughby (Principal)

I have read the staff handbook and will comply with all the expectations outlined.

Name: _____

Signature: _____

Date: _____