

Newton International Academy, Barwa

Regulation of Disciplinary and Grievance Procedures

An International Community of Learners, Striving for Excellence and Celebrating Success

Approved by: Senoir Management Team
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NEWTON INTERNATIONAL ACADEMY | BARWA

Vision

An international community of learners striving for excellence and celebrating success.

Mission

We aim to provide the highest quality of education possible for our students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills, and become lifelong learners and responsible citizens. To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting, and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents, and the wider community to achieve our vision.

Aim

The aim of this policy is to maintain high standards of conduct among staff and to ensure that all employees are treated fairly and consistently in all disciplinary and grievance matters. This policy seeks to promote a positive working environment where all staff can thrive.

Rationale

Newton International Academy Barwa is committed to fostering a workplace culture that values integrity, respect, and professionalism. This policy is designed to provide clear guidelines for managing disciplinary issues and grievances, ensuring that all staff members are treated equitably and in accordance with relevant legal frameworks, including the Equality Act 2010 and safeguarding guidelines.

Newton Group Values:



Statement

The school's aim with regard to discipline is to maintain high standards of conduct among staff and to ensure that all employees are treated fairly and consistently in all disciplinary matters. The Newton Group expects a high standard of personal conduct at work and aims to promote positive working relationships between all employees. Employees who do not conduct themselves satisfactorily will be given guidance, support, and a reasonable opportunity to improve before formal disciplinary action is taken.

This policy and procedure are intended to help and encourage all employees to achieve agreed acceptable standards of conduct and behaviour while ensuring that they are all treated consistently and fairly. The school management is concerned to set high standards of conduct and integrity. Where misconduct, negligence, lack of care, and unacceptable behaviour occur, reference to this procedure will be necessary. Disciplinary rules and procedures are necessary for promoting fairness and order in the treatment of individuals and in the conduct of employee relations.

Scope

This procedure is applicable to all staff employed specifically at the Newton Group. Where an employee's failure to perform satisfactorily relates to their capability rather than conduct, this will be dealt with through the separate capability procedure.

E**xpected Standards of Conduct**

Every school employee is expected to:

- Be honest and beyond any suspicion of dishonesty.
- Maintain at all times a high standard of integrity and conduct.
- Not use their position to further or put private interests or those of relatives or friends before their duty to the school.
- Fulfil the duties specified in their Contract of Employment and job descriptions.

Failure to maintain acceptable standards in respect of the above will result in disciplinary action being taken.

First Violation

These violations result in the termination of the employees service according to Article 25 of the Qatar Labour Law	
Violation	**Disciplinary Degree**
If the employee assumes a false identity or nationality or submits false certificates or documents	End of Service
If the employee commits an act which causes gross financial loss to the employer	End of Service
If the employee violates the written instructions of the employer concerning the safety of the work place	End of Service
If the employee fails to carry out his essential duties under the service contract and as outlined in their job description, despite having been notified in writing thereof	End of Service
If the employee discloses confidential matters related to the school	End of Service
If the employee has been sentenced for any crime	End of Service
If the employee is found during working hours to be in a state of drunkenness or under the influence of drugs	End of Service
If the employee commits an assault any colleagues in the work place during working hours	End of Service
Slander towards all staff including the CEO and the image of the school	End of Service
Absence from work for a period of more than 10 continuous or discontinuous days, without permission or a valid reason,	End of Service
Laying hold on schools money and property, or exchanging them or inciting to carry out or cover up such things	End of Service
Any serious violations as outlined in the Code of Conduct and Professional Code of Conduct	End of Service

Second Violation

These violations are related to working schedules and leave				
Violation	**1st time**	**2nd time**	**3rd time**	**4th time**
Failure to attend meetings or professional development training sessions without permission	Verbal warning	First Written Warning	Final written Warning	End of service
Reporting late to work and leaving work without the permission of SMT or Line Manager	Verbal warning	First Written Warning	Final written Warning	End of service
Failure to inform designated staff of absence from school	Verbal warning	Written Warning	Deduction of a full days salary	End of service
Leaving the school premises during official hours without the permission of SMT or Line Manager	Verbal warning	Written Warning	Deduction of a full days salary	End of service
Missing assemblies	Verbal warning	Written Warning	Deduction of a full days salary	End of service

Refusal to join a school committee	Verbal Warning	Written Warning	Final Written Warning	Deduction of salary
Failure to respect the school premises by maintaining clean and tidy rooms and offices	Verbal warning	Written Warning	Deduction of a full days salary	End of service
Being sent home for inappropriate dress / Violating the dress code policy	Written Warning	Deduction of a full days salary	Deduction of a full days salary	
Missing lessons or cover duties	Written Warning	Deduction of a full days salary	End of service	
Failure to carry out break duties	Written Warning	Deduction of a full days salary	End of service	
Absence from work without approval or permission	Written Warning Deduction from Salary	Final Warning and deduction of salary	End of Service	

Third Violation

These violations are related to work ethic				
Violation	**1st time**	**2nd time**	**3rd time**	**4th time**
Entertaining visitors on the school premises	Verbal warning	First Written Warning	Final written Warning	End of service
Failure to implement NIS policies and procedure	Verbal warning	First Written Warning	Final written Warning	End of service
Failure to prepare and maintain lessons, pupil books, planning books, examinations and reports	Verbal warning	First Written Warning	Final written Warning	End of service
Eating in an undesignated time or place	Verbal warning	First Written Warning	Final written Warning	End of service
Sleeping during working hours	Verbal warning	First Written Warning	Final written Warning	End of service
Being at places other than the work place during official hours without permission	Verbal warning	First Written Warning	Final written Warning	End of service
Bringing and disseminating periodicals, brochures and other publications without permission	Verbal warning	First Written Warning	Final written Warning	End of service
Refusal to offer an ECA programme	Verbal warning	First Written Warning	Final written Warning	End of service
Collecting money, donations or signatures without permission	Verbal warning	Written Warning	Final written Warning	End of service

False accusations of SMT or colleagues that would result in the obstruction of work	Verbal warning	Written Warning	Final written Warning	End of service
False signatures or other tampering with the attendance logbook	Verbal warning	Written Warning	Final written Warning	End of service
Disobedience or non-compliance with school policies or school procedures and regulations	Verbal warning	Written Warning	Final written Warning	End of service
Carelessness in maintaining a good personal appearance or attire	Verbal warning	Written Warning	Final written Warning	End of service
Negligence and failure to comply with job descriptions	Verbal warning	Written Warning	Final written Warning	End of service
Excessive use of school services, machines, equipment or raw materials without permission	Written Warning	Final written Warning	End of service	
Excessive use of the school telephone for personal reasons	Written Warning	Final written Warning	End of service	
Failure to submit documentation within the prescribed timeline	Written Warning	Final written Warning	End of service	
Failure to meet deadlines	Written Warning	Final written Warning	End of service	
Inciting disobedience of rules and regulation	Written Warning	Final written Warning	End of service	
Refusal to carry out any assigned tasks	Written Warning	Final written Warning	End of service	
Tampering with or damaging school machines, equipment or furniture	Written Warning	Final written Warning	End of service	

These violations are related to employee behaviour and professional conduct

Violation	1st time	2nd time	3rd time	4th time
Bringing illegal or unlawful items or materials onto the school premises	Verbal warning	First Written Warning	Final written Warning	End of service
Participating in or instigating gossip about staff	Verbal warning	First Written Warning	Final written Warning	End of service
Fighting with colleagues	Verbal warning	First Written Warning	Final written Warning	End of service
Creating disturbance which impacts of teaching and learning	Verbal warning	First Written Warning	Final written Warning	End of service

Using obscene language or improper gestures	Verbal warning	First Written Warning	Final written Warning	End of service
Failure to dress appropriately to school	Verbal warning	First Written Warning	Final written Warning	End of service
Feigning illness or sickness	Verbal warning	First Written Warning	Final written Warning	End of service
Violating health, safety and security regulations	Final written Warning	End of service		
Accepting or giving bribes	Final written Warning	End of service		
Disrespect of other religions or beliefs	Final written Warning	End of service		
Smoking on the school premises	Final written Warning	End of service		
Assailing pupils or parents	Final written Warning	End of service		
Repeated parent concerns related to work performance or behaviour	Final written Warning	End of service		
Finding other employment whether paid or unpaid without the permission of the CEO	Final written Warning	End of service		
Threatening behaviour; verbal and / or physical abuse of a staff member	Final written Warning	End of service		

Disciplinary Procedures

The disciplinary procedures set out will apply to all staff members where there is alleged or actual:

a) Continued unsatisfactory performance of the position held.
b) Negligence in the performance of duties of the position held.
c) Misbehaviour.
d) Failure to comply with a reasonable instruction from a person in line management control of the staff member.
e) Breach of school policies, regulations, or procedures.
f) Serious and/or wilful misconduct.

These procedures provide that in cases of alleged unsatisfactory performance or misconduct:

a) The standards of the required behaviour and performance are clear to all parties.
b) The staff member has been given a reasonable opportunity to improve their behaviour and performance, except in cases of serious and/or wilful conduct.
c) The staff member has the right to bring along a colleague or peer as a representative.
d) The Audi alteram partem rule (a person has the right to be heard) applies at all steps.

Step 1 – Performance Counselling

- The Line Manager calls a meeting with the teacher to explain the cause for concern.
- During this meeting, the Line Manager will clarify any miscommunications on the issue at hand.
- If the issue is based on miscommunication, the matter will be resolved verbally with the teacher.
- Minutes will be kept by the Line Manager.
- If there is no miscommunication, the matter will be discussed further.
- The teacher will be provided with advice and assistance (if necessary) to help resolve the issue.
- A timeframe will be given for the issue to be resolved.
- Minutes will be taken.

Step 2 – Verbal Warning

- If the shortcoming persists and the teacher has not shown any improvement after the given timeframe, the teacher will meet with the Line Manager or SMT.
- The teacher will be given a verbal warning, and the meeting will be minuted.
- A timeframe for the next review will be set.
- The minutes will be signed by the teacher and manager.
- A copy of the minutes will be given to the Head of School and Principal.

Step 3 – Written Warning

- Where the shortcoming persists or a more serious issue arises, the teacher will meet with the Line Manager and SMT.
- The teacher concerned will be informed of the purpose of the meeting.
- The SMT member will issue the written warning.

- It must also be made known that a record of the warning will be placed in the teacher's file for a stipulated period, which will be decided at the meeting.
- A stipulated timeframe for improvement will be given.
- A continued failure to improve will lead to the next step of the disciplinary procedure.
- Minutes will be taken and signed by all present.
- The Principal and CEO will be informed that a formal verbal warning will be issued, and a note placed in the staff member's file.

Step 4 – Final Written Warning

Where the shortcoming persists or the issue warrants action at this disciplinary level, another meeting will take place.
This meeting will be conducted by the Principal.
A final written warning will be issued.
The Principal will set up an improvement plan with the teacher and monitor it for 2 weeks.
A copy of the improvement plan will be given to the Line Manager and the Head of School.
A copy of the written warning will be placed in the teacher's file.
The CEO will be informed that the final written warning has been issued and will be given a copy of the improvement plan.
The teacher can exercise the right to appeal the written warning. The appeal must be in writing and submitted to the Head of School or the Principal.

Step 5 – Dismissal Procedures

If after 2 weeks of monitoring, the teacher has not improved, a meeting will be held with the teacher, the Principal, and the CEO.
If the matter cannot be resolved, the CEO will begin dismissal procedures.

In cases of serious misconduct, it may be appropriate to bypass some of the steps and, if necessary, move to Step 4 or even directly to Step 5. The following are considered examples of serious misconduct:

- Intentionally harming a child, member of staff, or parent.
- Being at school under the influence of alcohol or drugs.
- Sexual harassment.
- Slander towards a member of staff or the image of the school.
- Any illegal conduct or activity as stipulated in Qatari law.
- Any other misconduct deemed serious by the SMT or CEO.

It must be noted that where a case of alleged gross misconduct is proved, the CEO may recommend dismissal without notice and without any requirement to give prior warnings.

Grievance Procedures

The purpose of this section is to assist staff members in raising and resolving work-related grievances in a fair and unbiased manner. It sets out the steps available to aggrieved teachers to protect their employment rights.

It is important that every effort should be made to resolve staff grievances as promptly and informally as possible before referring the matter to the formal procedures. It is the responsibility of team leaders and coordinators to attempt to resolve grievances informally before resorting to the formal procedures. Grievance procedures are needed to:

- Provide individuals with a course of action should they have a complaint that they are unable to resolve through regular communication with their line manager.
- Provide points of contact and (if necessary) timescales to resolve issues of concern.
- Try to resolve matters without recourse to an investigation into performance or conduct.

Grievance procedures are workplace procedures that should be followed by employees with any work-related complaints or concerns. The purpose of this procedure is to provide a route acceptable to all parties for dealing with grievances from individual members of staff in relation to their employment.

Wherever possible, the teacher should try to raise their concern directly with the person concerned. This often allows for a quick resolution as both parties have the opportunity to discuss the situation fully. However, if this is not possible, then a grievance report should be filled out. These forms are available from your Head of School and HR Manager.

It must be noted that where a case of alleged gross misconduct is proved, the CEO may recommend dismissal without notice and without any requirement to give prior warnings.

Whistleblowing Purpose

The purpose of this Whistleblowing section is to provide a clear and confidential process for staff members to report concerns about wrongdoing or illegal activities within Newton International Academy Barwa. This policy aims to protect whistleblowers from retaliation and ensure that all concerns are addressed appropriately.Definition of Whistleblowing

Whistleblowing is the act of reporting suspected wrongdoing or illegal activities within the workplace. This may include, but is not limited to, concerns about:

- Fraud or financial misconduct.
- Breaches of health and safety regulations.
- Criminal activity.
- Abuse or neglect of students or staff.
- Any other unethical or illegal behaviour.

This policy applies to all staff members employed at Newton International Academy Barwa. It provides a framework for reporting concerns and ensures that all reports are handled sensitively and confidentially.

1.How to Report: Staff members who wish to report a concern should do so in writing or verbally to one of the designated whistleblowing contacts:

- Designated Staff Member: HR, Principal, Deputy Principal

2.**Confidentiality:** All reports will be treated confidentially, and the identity of the whistleblower will be protected to the fullest extent possible. However, there may be circumstances where disclosure is necessary to investigate the concern.

3.Protection for Whistleblowers: Staff members who report concerns in good faith will be protected from retaliation or adverse consequences. This includes protection from disciplinary action, harassment, or victimisation.f Concerns

- All concerns raised will be taken seriously and investigated promptly and thoroughly.
- The investigation will be conducted by an appropriate member of the senior management team or an external party if necessary.
- The whistleblower will be informed of the outcome of the investigation, where appropriate, while maintaining confidentiality for all parties involved.

Staff members who raise concerns will receive feedback on the outcome of their report and any actions taken as a result. The school will ensure that all concerns raised through this policy are documented and reviewed regularly to identify any patterns or areas for improvement. If a staff member feels that their concerns have not been addressed satisfactorily within the school, they may choose to report their concerns to an external authority, such as the relevant regulatory body or law enforcement. The school will ensure that all staff members are aware of this Whistleblowing Policy and understand the process for reporting concerns. Regular training sessions will be provided to reinforce the importance of whistleblowing and to promote a culture of transparency and accountability.