



Purpose

This policy outlines specific values and principles to inform and educate on the behavior that Hisar School expects from its employees and students.

This policy is implemented in conjunction with relevant school policies and procedures.

Scope

Hisar School Code of Ethics covers the ethical values and principles by which everyone working for Hisar School strictly abides.

All students, faculty, and staff members of Hisar School are each required to conduct themselves in a way that upholds the highest ethical standards.

The Code of Ethics consists of general principles directing daily practices and aiming for professional excellence.

Values

Five fundamental principles govern relationships and operations within the school: respect for the principles of governance, respect for academic integrity, respect for people, respect for knowledge, and respect for property.

Respect for the Principles of Governance

Everyone working for Hisar School duly fulfills all the duties and responsibilities they undertake. In doing so, they comply with laws, regulations, and policies designed by the rules of law, impartiality, and merit. The working environment at Hisar School is characterized by the highest professional ideals. These standards are taken into account both in the school environment and outside the school, especially regarding school-related work. In all situations, Hisar School members act honestly, transparently, and in good faith by prioritizing the institutional interests of the school. School staff members use the information and financial resources of the School carefully, without abusing the authority vested in them by their positions and without seeking any personal gain. Everyone working for Hisar School avoids any conflict of interest that may be damaging to the school. This is especially significant in processes such as recruitment, procurement, and allocation of resources, in terms of conflict of interest situations that may arise about the tasks individuals carry out at the School and should be taken into consideration.

Respect for Academic Integrity

These academic integrity principles are vital to the everyday functioning and development of Hisar School. Academic integrity refers to the uncompromising upholding of the principle of intellectual honesty as the basis of education and encompasses the concepts of trust, fairness, respect, and responsibility. It is expected that everyone working for Hisar School, including students, acts in compliance with the highest standards of academic integrity and demonstrates responsible behavior.

Respect for People

All those working for Hisar School act on the fundamental principle that people should treat each other in a civilized manner and not abuse the power they have. Differences are treated with respect at Hisar School; no discrimination is made based on gender, ethnicity, religious belief, disability, sexual orientation, or social or cultural origin. The members of Hisar School communicate in positive language, listen to each other's views with mutual respect, and use language based on mutual respect. Individuals at Hisar School conduct themselves in a way that does not cause physical or emotional harm to one another.

Respect for Knowledge

Those working for Hisar School may have access to sensitive and personal information due to their duties and responsibilities, which should generally be kept confidential. Considering the personal nature of information, Hisar School acts in addition to the legal regulations in force for the protection of data.

Respect for Property

The members of Hisar School demonstrate the utmost care for property rights by protecting and carefully using the assets belonging to the School. School assets are not only things and buildings, but also intellectual property assets, the School's name, brand, logo, and other non-physical assets. As a non-profit foundation school, Hisar School receives significant support from the Hisar Education Foundation and friends of Hisar. As a result, everyone working for Hisar School must conduct themselves in a way that upholds the highest moral and ethical standards to safeguard the assets that have been entrusted to them.



Code of Conduct

Expectations from all employees:

- Hisar School makes every effort to provide all employees with a healthy work environment.
- Employees are responsible for preserving and enhancing the school's success and reputation.
- They behave in accordance with the mission and vision of Hisar School.
- As professionals, they are responsible for being reliable, transparent, consistent, and honest at all times.
- They are responsible for acquiring the necessary knowledge and competencies to become teachers/staff.
- They are expected to complete the task deliberately, effectively, and efficiently.
- They are required to take precautions that prevent unauthorized disclosure of confidential information and to take measures that minimize risk by securely storing and safeguarding school-related work and information.
- Employees are expected to refrain at all times from actions or conduct that would put their interests-personal or academic-in opposition to, in competition with, or otherwise appear to clash with those of the institution.
- Use of the school's intellectual property, training materials, and confidential information for personal gain or the benefit of third parties during employment or after the termination of employment, without written authorization from the school, must be avoided.
- Discrimination and similar behaviors, including verbal/written harassment, bullying, and threatening behavior, should be avoided.

Relations with Colleagues

Expectations from all employees:

- They treat their colleagues fairly and equally regardless of gender, race, social status, and political affiliation.
- They cooperate with their colleagues for the quality of education to be provided.
- Administrators are responsible for treating teachers/staff fairly and equally.

Child Protection and Student Relations

Expectations from all employees:

- Employees are expected to be aware of the importance of Child Protection to protect children from any form of abuse, exploitation, or neglect. Should a staff member suspect that any child is being abused, this suspicion and allegation should be reported quickly.
- Respects Children's Rights and shows love and respect for students.
- Promotes the development of students' physical and mental health.
- Inspires students to unlock their potential.
- Adopts a positive disciplinary approach.
- Respects feedback from and opinions of students.
- Treats all students fairly and equally regardless of gender, race, social status, and political affiliation.
- Upholds the importance of the principles of transparency and confidentiality.
- Embraces students' privacy rights and does not share with third parties except for legal requirements.

Relations with Parents

- They act fairly and equally regardless of gender, race, social status, and political affiliation.
- They respect the right of parents to receive information about their children. The teachers of Hisar School are responsible for making comments to ensure the development of the students and for maintaining a positive relationship with the parents.
- Any notes on students, including their behavior, assessments, and observations, must be kept confidential. Such information can only be shared with parents.
- Responsibility for providing factual information about students rests with parents.
- Parents are required to behave in a way that does not harm the reputation of Hisar School and its employees through their behavior and communication styles.

Research Ethics

Expectations from all researchers:

- In their research, researchers respect the rights and dignity of participants (students/parents/colleagues), protecting the legitimate interests of their funders, Hisar School, and the community from potential risks. They are committed to protecting them from potential risks to their well-being, personal values, and violation of their privacy.
- Protocols approved and standardized by the Hisar School Executive Committee should be used when selecting participants, conducting research, and analyzing information.
- Each individual from whom data is collected must be assured of having given explicit consent to the process based on adequate information. About obtaining consent from students, approval by a senior member who is legally responsible for such approval may be considered sufficient where the research procedures are decided by a Hisar School faculty member who is familiar with Hisar School curriculum or institutional activities. (Otherwise, parental consent must be obtained). In cases where children are minors, their consent should be closely monitored.



- Researchers need to respect individual and cultural differences, including race, gender, religion and belief, age, disability, and socio-economic status while protecting human rights and environmental resilience.
- Researchers should specify the instruments they use in their research, such as questionnaires, classroom observations, exercises and experiments, and audio-visual recordings, and obtain permission from participants.

Intellectual Property

- All intellectual property, including but not limited to educational materials and other copyrighted materials (including digital and social media) or works produced by the employee in the course of his/her employment (including those produced for the school outside of his/her working hours) are owned by the school.
- The use of unauthorized software must be avoided and the use of Intellectual or copyrighted information must be respected in the course of their duties.

Confidentiality

- The School acknowledges that employees may have access to sensitive, confidential, restricted, and proprietary information as a benefit of their employment at Hisar School. Such information may include financial records, employee/student records and files, mailing lists, employee compensation, and other confidential business information.
- Such confidential information may only be used for their performance and fulfillment of their duties at Hisar School. Even after leaving their job at the school, employees are not permitted to use, disclose, or share such confidential information with anyone else without the prior written consent of the School.
- Upon termination of employment, employees must promptly return all confidential information relating to their duties at the School and in connection with the School, including all copies produced by the employee or created in connection with their duties at the School.