



**Bishkek
International
School**

Ethics Policy

Reviewed by the Management Board: August 2016
Previous Review: June 2015

Approved by the Governing Board: 26 August 2016

Preface

Policies, Handbooks and Regulations

This policy is one of several policies, procedures and related documents that guide operations at ESCA – Bishkek International School (BIS). The full list of relevant documents, prepared by the Management Board and approved by the Governing Board, comprises:

Policies:

1. Vision, Mission and Development Policy (*revision approved by Governing Board 26 Aug 2016*);
2. Admissions Policy (*revision approved by Governing Board 26 Aug 2016*);
3. Special Educational Needs Policy (*revision approved by Governing Board 26 Aug 2016*);
4. Language Policy (*revision approved by Governing Board 26 Aug 2016*);
5. Academic Honesty Policy (*revision approved by Governing Board 26 Aug 2016*);
6. Assessment Policy (*revision approved by Governing Board 26 Aug 2016*);
7. Health & Safety Policy (*revision approved by Governing Board 26 Aug 2016*);
8. Child Protection Policy (*revision approved by Governing Board 26 Aug 2016*);
9. Educational Visits Policy (*revision approved by Governing Board 26 Aug 2016*);
10. Ethics Policy (*revision approved by Governing Board 26 Aug 2016*);
11. Accounting Policy (*approved by Governing Board 16 April 2014*);

Handbooks:

1. Staff Handbook (*revision approved by Governing Board 26 Aug 2016*);
2. Parents & Guardian Handbook (*revision approved by Governing Board 26 Aug 2016*);
3. Student Handbook (*revision approved by Governing Board 26 Aug 2016*).

All Governing Board members and all staff must be aware of each of these documents and their contents. All policy documents and handbooks are available to students and parents/guardians via the BIS website or provided in PDF form to parents/guardians on request.

All policy documents and handbooks are reviewed and revised by the Management Board every year, normally in April/May for approval by the Governing Board in June for the following academic year. All students, parents and staff are invited to send comments and suggest any changes to the Management Board at any time before the end of April each year for consideration for policies/handbooks for the next academic year.

Overall Governance of BIS is guided by the legal Charter of the Public Foundation ‘BIS - Bishkek International School’ and various internal regulations. These are:

1. Legal Charter of BIS-Bishkek International School (*first registered in the Ministry of Justice December 1st, 2010. Revised and re-registered in April 22nd 2015 and February 16th 2016*)
2. Regulations of the Governing Board (*approved by the Governing Board, October 31st, 2013*);
3. Regulations of the Parents Association (*approved by the Founders, March 7th, 2011*);
4. Regulations of the Advisory Council (*approved by the Founders, March 7th, 2011*);

International Baccalaureate

BIS is an International Baccalaureate World School, offering the International Baccalaureate Diploma Programme (DP), and is an official candidate school for the Primary Years Programme (PYP) and the Middle Years Programme (MYP). IB World Schools share a common philosophy and commitment to high quality, challenging, international education that BIS believes is important for our students. For further information about International Baccalaureate, see www.ibo.org

International Baccalaureate mission statement

“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right”

International Baccalaureate Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

1. **Inquirers:** Develop a natural curiosity that allows them to become lifelong learners.
2. **Knowledgeable:** They explore ideas of importance and dig deep into its meaning creating a balance of their learning.
3. **Thinkers:** They apply thinking skills that allow them to tackle complex problems in creative ways.
4. **Communicators:** They understand and can articulate information in confident, creative ways, including a second language.
5. **Principled:** Students are honest, fair, just and full of integrity. They strive to solve their own problems and to take responsibility for their own actions.
6. **Open-minded:** Students understand and embrace other cultures. They recognize and celebrate their own backgrounds and learn tolerance for others.
7. **Caring:** Students actively care about others and participate in active service.
8. **Risk-Takers:** Students are brave in the face of new challenges. They strive to take on new roles and to defend their own beliefs.
9. **Balanced:** Students understand the need to be emotionally, physically and mentally balanced. They strive for this in themselves and others.
10. **Reflective:** Students reflect on their own learning. They are able to adjust for weaknesses and strengths.

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1 ETHICS POLICY STATEMENT

ESCA – Bishkek International School (BIS) operates in compliance with the law in an ethical and fair manner which promotes inclusiveness and diversity and is socially and environmentally responsible.

BIS subscribes to the following values and principles:

- Honesty, transparency and accountability;
- Fairness and integrity in all activities;
- Respect for the rights and dignity of others;
- Acceptance of diverse cultures, religions, race, gender and sexual orientation;
- Adherence to sound standards of governance and all applicable laws, rules and regulations of relevant Governmental agencies.

All BIS employees must:

- Enhance BIS's reputation for a strong ethics policy and fairness when representing BIS;
- Act with integrity in all dealings with staff, students, parents, government representatives, and other stakeholders;
- Obey all applicable governmental laws, rules and regulations and not commit criminal offences;
- Avoid conflicts of interest and declare them when they arise;
- Not use BIS information for any purpose other than that for which it was intended and keep confidential information confidential.

The purpose of this policy is to ensure that all staff and Board members are aware of the ethics policy and apply it when working for BIS.

2 OVERALL GUIDELINES & RESPONSIBILITIES

1. This ethics policy is binding on every member of staff and Board member.
2. Be truthful, accurate, cooperative and courteous when dealing with students, parents, other members of staff and the general public and with government and regulatory officials.
3. When you receive any requests from a parent or member of public or government or regulatory agency official that you are not authorized to deal with yourself, make sure you inform your manager so that they can deal with it.
4. Do not make any promises without first getting clear authorization from your manager.
5. Do not pay or accept any bribe or be corrupt in any way
6. Report to your line manager if someone asks you to pay or accept a bribe or be corrupt.
7. If you are ever unsure how to act or react in a situation, consult your line manager.
8. If you break any rule in this Ethics Policy, you risk disciplinary action and you may be dismissed.
9. If you are aware of any violations of this Ethics Policy by another member of BIS staff, you must inform your line manager, or the Management Board or Governing Board as appropriate.

3 CONFLICTS OF INTEREST

Any employee who (otherwise than as an employee) has a direct or indirect interest in any BIS arrangement or contract must disclose the nature of the interest to the Chair of the Management Board, and withdraw from any involvement in the arrangement or contract, if requested to do so.

An employee is interested in a matter if they:

- may derive a financial benefit from the matter; or
- is the spouse or partner or close relative of a person who may derive a financial benefit; or
- may have a financial interest in a person or organization to whom the matter relates; or
- is otherwise directly or indirectly interested in the matter.

4 REPORT ANY ATTEMPTED BRIBERY

Staff must not use their position to give or obtain a personal benefit or advantage of any kind whatsoever. If anyone offers you a bribe of any kind you must report this to your line manager, who must report to the Management Board. The Management Board will keep a written record of these reports.

A bribe includes anything of value, such as cash or cash equivalent or gift or other benefit, which is offered or received to obtain an improper advantage or to encourage the recipient of the bribe to misuse his or her position.

5 GIVING GIFTS OR BENEFITS

Any permit or service or good required by BIS will always only be sought by legal routes with full documentation and formal and legal payment, if payment is required.

No informal payment, gift or special benefit may be made to government officials or any other person to obtain permits, goods or services. Any staff member found to have made such informal payment will be disciplined and may be dismissed and reported to the relevant public authority. Any second offense will lead to automatic dismissal.

Staff must not give gifts to individual students or parents. If staff wants to give small gifts they must give the same or similar gifts to all children in a class group at the same time.

6 RECEIPT OF GIFTS OR BENEFITS

Staff must not directly or indirectly accept favours, gifts or benefits that might compromise, or be seen to compromise, professionalism or impartiality in any way.

Staff must not accept cash or cash equivalents under any circumstances from any current or potential student, parent, supplier, advisor, customer, competitor or business associate of BIS.

Staff may accept gifts of a nominal value less than 500 Som which are widely distributed by the donor e.g. calendars, pens, diaries, flowers, etc. If the nominal value exceeds 500 Som, approval must be sought from the BIS Management Board for receipt of the gift and a record of any gifts approved in this way must be maintained by the HR Officer.

7 ENTERTAINMENT AND HOSPITALITY

BIS recognizes that hospitality and social engagement are important in building relationships. However any hospitality given or received must be limited and not of a level that might be seen to influence integrity, professionalism or judgment in relation to business decisions.

8 USE OF BIS SERVICES AND PROPERTY

Staff are required to respect BIS property and to avoid any waste or unnecessary use of such assets or resources. BIS services and property not be used for private purposes without the prior written approval of the Management Board.

9 TIME KEEPING AND LEAVE

Poor timekeeping or not working effectively when at work, or unauthorized leave or abuse of any sick leave privilege contravenes this Ethics Policy and may result in disciplinary action.

10 CONTRACTS & PAYMENTS

All purchases and contracts for goods and services must be made on the basis of quality, service, price and availability, in accordance with BIS policy, procedures and any applicable legal requirements. Staff are accountable for all money, documents and property of BIS which comes into their possession.

11 ACADEMIC HONESTY

Academic honesty is an integral part of the BIS culture at all levels of the school and applies to all members of the community, including: Governors; staff; students and parents. Our policy is based on two of the ten attributes of the IB Learner Profile, given in the Preface to this document, specifically attributes #5 'Principled' and #10 'Reflective':

Principled: Students are honest, fair, just and full of integrity. They strive to solve their own problems and to take responsibility for their own actions.

Reflective: Students reflect on their own learning. They are able to adjust for weaknesses and strengths.

Learner profile attributes are equally applicable to staff as they are to students. Misconduct at any level of the school including plagiarism, collusion, misrepresentation and abuse of intellectual property is treated seriously.

All IB Diploma students and their parents/guardians must read, understand, and sign the BIS Academic Honesty Policy for the IB Diploma Programme and all students and staff must fully adhere to the Academic Honesty Policy at all times.

12 CONFIDENTIAL INFORMATION

In accordance with employment contracts, all staff must keep confidential any information that they receive during their employment except where this information is explicitly confirmed by management as being public information which may be shared. This applies particularly to any information about students and their parents and to information about other BIS staff, except where you are required to report information, for example on unethical behavior or abuse.

13 REPORT UNETHICAL BEHAVIOUR

All staff must report any unethical behavior that they witness. If the report cannot be made to your line manager, it should be made directly to the Chair of the Management Board or to the Chair of the Governing Board as appropriate. The person making the report should have reasonable cause or reasonable suspicion to believe that unethical behaviour has occurred, however they are not required to have proof.

BIS will not hold responsible or fault any employee making a report of unethical behavior that is later judged to be false, unless it can be demonstrated that the person willfully and intentionally falsified a report.