

CODE OF CONDUCT FOR EDUCATION ASSISTANTS AND GENERAL SCHOOL ASSISTANTS

INTRODUCTION

The Code of Conduct spells out the rules regarding the Education Assistants (EAs) and General School Assistants (GSAs) conduct at school and describes the disciplinary processes to be implemented by the school concerning transgressions by these EAs and GSAs.

The Code applies to all EAs and GSAs while they are on the school premises or when they are away from school representing it or attending school functions.

By signing the employment contract, the EAs and GSAs are committing to abide by this Code of Conduct.

The administration of the Code of Conduct is the responsibility of the School's Management.

GENERAL PRINCIPLES

EAs and GSAs are expected at all times:

1. To behave in a courteous and considerate manner towards each other, learners, all staff members of the school and visitors to the school.
2. To appear neat and tidy at all times.
3. Not to behave in a manner that will disrupt teaching and learning activities in a school.
4. To obey lawful and reasonable instructions from those in position of authority.

Assistant Signature _____

Date _____

REPORTING FOR DUTY

All EAs and GSAs are required:

1. To report for duty as stipulated in their employment contract and start work at the official starting time.
2. To sign the attendance register when they report for duty and when they leave the school at close of business.
3. To fill in a leave form for the hours he/she have missed, if he/she arrives late for work. The leave form will be captured as leave for a day once the hours missed make a full day hours of work.
4. To report any absence from work to the school principal. Absence for five (5) days or more, without a valid reason or permission by the school principal constitutes misconduct that may lead to termination of contract.
5. To not leave the school premises or work during working hours without the permission of the school principal.

GENERAL RULES

1. EAs and GSAs must respect the beliefs, culture, dignity and rights of others as well as their right to privacy and confidentiality.
2. Unruly, rude and/or offensive behavior is prohibited.
3. Language that is seen as pejorative, discriminatory or racist is prohibited.
4. Any act that belittles, demeans or humiliates another person's culture, race or religion is prohibited.
5. Stealing is prohibited.
6. No dangerous objects or illegal drugs will be brought into and/or used in the school premises.
7. Drinking of alcohol during working hours is prohibited. Therefore, performing duties under the influence of alcohol is also prohibited.

Assistant Signature _____

Date _____

DISCIPLINARY PROCEDURE

The responsibility to discipline EAs and GSAs lies with the school principal and the principal is expected to report any disciplinary action and decision taken to the District Office.

The disciplinary procedures will be applied in line with the Schedule 8 of the Labour Relations Act 66 of 1995 as amended and the applicable School's Disciplinary Code and Procedures.

MISCONDUCT THAT WARRANTS DISCIPLINARY ACTION

1. Misconduct takes place when EA or GSA disregards or contravene the rules of the workplace as stated in this Code. Some of the rules are the terms of the employment contract.
2. Besides the above, EA and GSA commit misconduct if he/she commits one of the following:
 - 2.1 If he/she steals from anyone in the school.
 - 2.2 If he/she commits an act of sexual assault on a learner or other co-worker.
 - 2.3 Having sexual relationship with a learner.
 - 2.4 Seriously assaulting with intention to cause grievous bodily harm to a learner or other co-worker.
 - 2.7 Illegal possession of an intoxicating, illegal or stupefying substance.
 - 2.8 If he/she commits a common law or statutory offence (e.g. murder or rape)
 - 2.9 Causing a learner to perform any acts contemplated in 2.1 to 2.8 above.

The above- mentioned misconduct acts are considered serious in nature and warrant termination of the contract.

- 2.10 Making racial remarks.
- 2.11 If he/she is absent from work without a valid reason or permission from the school principal.
- 2.12 Always reporting late for work, or taking longer breaks than required.
- 2.13 Shows disrespect or fails to obey lawful and reasonable instructions given by persons of authority.
- 2.14 Intentionally damaging another person's possessions/ property.
- 2.15 Swearing or using obscene gestures
- 2.16 If he/she is involved in/commits any act that brings the school's name into disrepute.
- 2.17 While on duty, conducts himself/herself in an improper, disgraceful or unacceptable manner.
- 2.18 If he/she commits an act of dishonesty.

Assistant Signature _____

Date _____

If an EA or GSA is found guilty of committing one of the above-mentioned misconducts, the sanction might be:

1. A warning (either verbal, written or final written)
2. Termination of contract of employment

APPEAL PROCESS

1. An Education Assistant or General School Assistant whose services have been terminated as result of misconduct as contemplated above, may appeal to the District Manager against the sanction imposed by the Principal within 3 working days of receiving the sanction.
2. The District Director must within 3 working days consider the appeal, and may
 - a. Uphold the appeal or
 - b. Dismiss the appeal
3. The Principal must immediately implement the decision of the District Director.

Assistant Name : _____
Signature : _____
Date : _____