BELVEDERE
INTERNATIONAL SCHOOL

EMPLOYMENT POLICY

2026-2027

Policy No.	**POL-HR-004**
Revision No.	**001**
Issue Date	**22 September 2026**
Effective Date	**23 September 2026**
Review Date:	**15 September 2026**
Next Review Date:	**15 September 2027**

Approvals:			
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Signature		Date:	19/9/26
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Signature		Date:	20/9/26

Introduction

At Belvedere International School (BIS), we ensure that the employment of staff is governed by a clear, professional and transparent framework aligned with the Abu Dhabi Department of Education and Knowledge (ADEK) requirements. The school is implementing strong procedures for the recruitment, engagement, promotion, professional development, and performance management of staff, ensuring that quality education standard are met and sustained.

The policy ensures that every employment-related matter is handled in a manner that enhances accountability, protects the welfare of students, supports staff development, and upholds the highest professional and ethical standards.

Purpose

The purpose of BIS Employment Policy, is to:

- Ensure that BIS is implementing ADEK PASS registration and vetting of all staff, volunteers, and invited visitors prior to their engagement.
- Establish the school's employment requirements regarding recruitment, mandatory positions, acting/in-training status, and succession planning.
- Define the rights, responsibilities, and obligations of all staff working within the school.
- Guarantee that the school ensures professional standards in employment while complying with all applicable ADEK regulations and Federal laws.
- Provide transparency and clarity to all staff members regarding their employment, performance expectations, career progression, and professional rights.

PASS Registration

Belvedere International School is committed to ensuring full compliance with ADEK requirements through the proper use of the PASS system. All BIS staff members are fully registered on ADEK PASS before engagement, with appointment letters secured for internal staff and work permits obtained for external candidates prior to the start of employment.

In addition, all BIS volunteers and invited visitors are registered on ADEK systems, and ADEK work permission is obtained for each individual before they participate in any school activities.

To safeguard students and maintain the highest standards of professionalism, all candidates undergo a thorough vetting process that includes background checks, police clearance, and student protection-related checks prior to hiring. Any candidate under investigation for student protection matters will not be cleared through vetting until authorized by the relevant authorities.

Furthermore, the school HR department ensures that all candidates meet the required qualifications and experience in line with ADEK's School Staff Eligibility Policy for all positions. For non-core roles, which refer to any positions **not listed under ADEK's Staff Eligibility Policy**, the school established clear eligibility criteria, with all candidates registered on PASS and fully vetted before employment.

HR is always maintaining updated PASS profiles for all staff to ensure consistency with appointment letters and current positions, thereby guaranteeing accuracy, compliance, and transparency in all employment records.

Staff Employment

Belvedere International School strictly follows ADEK's requirements for employment eligibility, ensuring that all appointments and promotions are made in line with the eligibility standards identified by ADEK, while also applying fair and transparent criteria for other positions.

In relation to qualifications, the school ensures that all academic qualifications are duly attested by the relevant authorities, with evidence of UAE equivalency provided. Similarly, all experience certificates are required to be attested by the appropriate authorities where applicable. In cases where attestation is not possible, the school submits a written disclaimer to ADEK confirming that the authenticity of the documents has been independently verified.

1. Mandatory Positions

   The school has appointed a leadership by qualified full-time staff. The current appointments are as follows:

   - Principal
   - Vice Principal
   - Head of Inclusion

- Health and Safety Officer
- Social Worker
- Female Nurse
- Male Nurse
- Career and University Guidance

These positions are maintained at all times to guarantee effective leadership, compliance with ADEK requirements, and the well-being of students and staff.

In addition, the school ensures that all teaching positions across every subject and class are continuously occupied. Should a vacancy arise, a substitute teacher is appointed immediately to maintain instructional continuity.

2. Grandfathering Provision

Belvedere International School is committed to aligning with ADEK's grandfathering provisions for staff employed prior to the introduction of the new eligibility requirements. For leadership positions, individuals who do not yet meet the required teaching experience criteria must obtain a valid educational leadership license no later than Academic Year (AY) 2026/27.

Similarly, teaching staff who were hired without formal teaching qualifications are permitted to continue under specific conditions: they must obtain a QFE Level 6 Diploma or a valid teaching license by AY 2026/27, and their appointment letters will only be renewed upon submission of transcripts demonstrating continuous enrolment in an approved teaching qualification program.

However, Belvedere International School has no grandfathering for the current Academic Year, as all our leadership and teaching staff are fully qualified and meet or exceed ADEK's eligibility requirements.

3. Acting Status

BIS ensures that acting appointments for staff who do not fully meet eligibility requirements for core positions are strictly limited to six months and subject to ADEK conditions. Acting appointments are designed to provide temporary coverage while maintaining compliance and operational continuity.

- Acting staff are authorized for all roles except teaching positions.
- Candidates must meet qualification requirements but may lack experience.
- Written consent must be secured before assigning acting responsibilities.
- The title "Acting" must be appended to the job title throughout the acting period.
- Acting experience counts toward work experience in the role.

Belvedere International School has no acting appointments for the current Academic Year, as all staff are fully qualified and fully meet eligibility requirements.

4. In-Training Status

For those BIS staff who don't meet eligibility requirements, we do employ them under the concept of "in-training" under strict supervision. In-training positions cannot replace full positions and only lead to permanent roles once requirements are met.

- They are enrolled in relevant courses or show proof of enrolment.
- They are supervised by fully qualified staff holding the same role.
- The suffix "–in-Training" is used in titles.
- The maximum duration for in-training status is two years.
- Experience in training counts as relevant work experience.

Belvedere International School has no **In-Training Status** appointments for the current Academic Year, as all staff are fully qualified and fully meet eligibility requirements

5. Succession Planning

As per BIS employment policy, The Vice Principal (or designated Vice Principal) shall ensure continuity of school operations in the event of leadership gaps. In the Principal's absence, the Vice Principal shall be appointed as Acting Principal for a maximum of one academic year, assuming full legal responsibility and accountability for the role. We provide preparatory professional development, including training and shadowing opportunities, to equip the Vice Principal for such responsibilities. Succession planning must be implemented for Vice Principals and their potential successors to delegate and share tasks, minimizing disruption in leadership. Upon completion of the acting term, the

Acting Principal shall either be replaced or, if deemed effective and having successfully passed an ADEK interview, promoted to Principal.

Belvedere International School has a succession plan in place to ensure continuity and stability across all levels of school leadership. The hierarchy for succession is as follows: **Principal → Vice Principal → Senior Leadership Team (SLT) → Middle Leadership Team (MLT) → Key Stage Leaders → Teaching Staff**.

6. Appointment to Multiple Roles

At Belvedere International School, staff may hold up to three roles simultaneously, provided written consent is given for roles fundamentally different from their primary role. Staff also are engaged in extracurricular roles beyond the three (e.g., sports coach, club supervisor).

All roles at BIS are declared in PASS.

7. Employment of Juveniles

Belvedere International School ensures compliance with Federal Decree Law No. (33) of 2021 regarding juvenile employment.

- Juveniles are always being supervised in their roles.
- Students of the same school may only be employed outside regular class hours.
- Non-student juveniles employed in the school do enjoy the same rights as students under ADEK's Student Protection Policy.

Belvedere International School does not employ any juveniles for the current Academic Year, ensuring all staff meet the required age and qualification standards, in full compliance with ADEK regulations.

Rights and Responsibilities

Belvedere International School, ensures that all staff rights and responsibilities are clearly defined, communicated, and implemented in strict compliance with ADEK's regulations and UAE Federal laws. The school is committed to safeguarding the welfare of staff, maintaining professional standards, and ensuring accountability in all employment matters.

1. Legal Framework

As per our school policy, this document references selective legal obligations but is not exhaustive. The school ensures that in any case of conflict, federal laws shall prevail over school policies.

- Federal Decree Law No. (33) of 2021 Concerning Regulating Labour Relations and its amendments.
- Federal Decree Law No. (18) of 2020 on Private Education and its amendments.
- Federal Decree Law No. (29) of 2006 on the Rights of Persons with Disabilities and its amendments.

2. Employment Manual

At Belvedere International School has developed, published, and maintained Employment Manual in alignment with ADEK requirements, and, in accordance with school policy, we made it available for inspection by ADEK at any time.

The Employment Manual shall include at minimum:

1. Organizational chart with job descriptions.
2. Recruitment policies and procedures, including:
    - Police clearance and background checks.
    - Reference checks and clearance procedures.
3. Induction and onboarding process for all new staff.
4. Performance management system details.
5. Service and contractual conditions (probation, leave, resignation, termination).
6. Working hours, including maximum teaching hours.
7. Salary scale, gratuity scheme, and allowances.
8. Infractions, disciplinary actions, and appeal procedures.
9. Code of conduct as per ADEK's School Values, Ethics, and Professional Code of Conduct.
10. Any other relevant employment matters.

3. Non-Discrimination

Belvedere International School maintains a strict policy that no staff member shall face discrimination based on race, color, gender, religion, national or social origin, or disability, ensuring a fair and inclusive work environment. The school is fully compliant with Article 4 of Federal Decree Law No. (33) of 2021, which governs anti-discrimination and equality in the workplace. At the same time, the school acknowledges that certain positions may have gender-specific requirements in accordance with ADEK's Coeducation and Staff Eligibility Policies, and these restrictions are applied as per regulatory guidelines.

Belvedere International School has a disciplinary policy in place and strictly does not allow any form of discrimination, ensuring that all staff are treated fairly, respectfully, and in full compliance with applicable laws and regulations.

4. People of Determination

Belvedere International School ensures equal employment opportunities for People of Determination and actively implements recruitment practices that encourage their applications for available roles. The needs of People of Determination shall not be considered a barrier to selection or appointment. Upon employment, the school provides appropriate accommodations to enable them to perform their duties effectively, fostering an inclusive and supportive work environment.

5. Probation

Belvedere International School states that probationary periods shall not exceed six months, in accordance with Federal Decree Law No. (33) of 2021. Staff members shall receive their full wages during the probation period, including any time that falls within school holidays. Termination during probation will be carried out in compliance with the conditions set forth in federal labor law, ensuring fairness and adherence to legal requirements.

The school clearly states the probation period in all job offers, and each staff member acknowledges and agrees to it by signing the appointment letter, ensuring transparency and mutual understanding of the employment terms.

6. Leaves

Belvedere International School ensures that all staff members are fully informed of their leave entitlements, including maternity, sick, bereavement, parental, study, and, for UAE nationals, sabbatical leaves. An annual staff calendar is circulated to outline working days and holidays, providing clarity for planning and scheduling. In accordance with school policy, teaching and administrative staff may follow different calendars as required to meet operational needs.

All of this information is **outlined in the Employment Manual and Staff Handbook** and is **shared with all staff** to ensure transparency and awareness of their rights and entitlements.

7. Working Hours

The school implements transparent working hour policies that clearly distinguish between teaching and non-teaching hours. These working hours are explicitly outlined in the Employment Manual and reflected in individual employment agreements to ensure clarity and consistency for all staff members.

At **Belvedere International School**, we have also shared the **Staff Attendance Policy**, ensuring that all staff are fully aware of the required timings, reporting procedures, and expectations for punctuality and attendance. **Working hours are from 7:15 AM to 3:15 PM from Sunday to Thursday, and from 7:15 AM to 12:00 PM on Fridays.** This policy supports accountability, operational efficiency, and fair treatment across all roles within the school.

8. Employment Agreements for Teaching Staff

At Belvedere International School, employment agreements for full-time teachers are established on a minimum two-year term, which includes entitlement to annual leave and holiday breaks as outlined in the school calendar. The school ensures that all agreements are drafted in a transparent manner, clearly specifying roles, responsibilities, benefits, and conditions of service. These agreements are designed to be compliant with applicable labour regulations and to protect the rights of staff, while also promoting stability, professional growth, and a supportive working environment that benefits both the employees and the school community.

We clearly specify in the agreements with all staff that employment contracts are limited to a two-year term and are renewable every two years upon mutual agreement. However, the school's policy and practice actively encourage teachers to remain for longer periods to promote stability, continuity, and professional growth. Belvedere International School strictly complies with UAE Labour Law regarding contracts, regulations, and all terms and conditions, ensuring full compliance, transparency, and fairness for all staff members.

9. Termination

As per the Clause 4, Article 22 of Federal Decree Law No. (18) of 2020 on Private Education and its amendments, Belvedere International School does not authorize the termination of leadership or teaching staff during the school term without prior approval from ADEK. This applies to both voluntary (resignation) and involuntary terminations, ensuring compliance with regulatory requirements and protecting staff rights.

Involuntary Termination: Belvedere International School can terminate the services of staff without notice only in exceptional cases involving serious misconduct. Such actions are taken after conducting a formal written investigation in accordance with Article 44 of Federal Decree Law No. (33) of 2021 Concerning Regulating Labour Relations and its amendments, ensuring fairness, transparency, and adherence to legal procedures.

10. Staff Misconduct

At Belvedere International School, all allegations of misconduct are investigated with fairness, impartiality, and confidentiality to ensure that staff members are treated with dignity and justice throughout the process. In accordance with Article 40 of Federal Decree Law No. (33) of 2021, the school may immediately suspend the
concerned staff member on a temporary basis while an inquiry is conducted.

A written investigation is then carried out by a neutral committee appointed by the school, or by the governing board in cases involving the Principal, to guarantee objectivity and transparency. Upon completion of the investigation, a final decision regarding termination, disciplinary measures, or reinstatement is made based on the documented findings, ensuring that all actions are consistent with legal requirements and the school's ethical standards.

In cases of any misconduct, the school has established a Safeguarding Team and the Senior Leadership Team (SLT) to handle such cases directly, ensuring that necessary actions are taken promptly and effectively, while protecting the rights of all parties and maintaining a safe and professional learning environment.

11. Performance Management

As per the school policy, the school implements a structured and transparent annual performance management cycle that ensures staff performance and professional growth are aligned with the school's strategic goals. Each academic year, every staff member is required to set individual performance and development objectives in consultation with their line manager, ensuring that these objectives directly contribute to the school's overall priorities.

The school communicates the evaluation criteria and rating system clearly at the start of each performance cycle, and these cannot be changed midway to guarantee fairness and consistency. At the end of the academic year, all staff receive a confidential, written performance evaluation based on the agreed criteria, which serves as both a record of achievement and a developmental tool. These evaluations are conducted professionally and documented thoroughly, with copies retained securely by the school, and may be subject to review by the relevant educational authorities when required.

In line with principles of fairness, staff have the right to appeal their evaluations, and the school has established a transparent appeals policy and an impartial committee responsible for reviewing and addressing appeal requests in a timely manner. This structured approach reinforces accountability, motivates staff to achieve excellence, and strengthens the overall quality of education provided by the school.

12. Continuous Professional Development (CPD)

As per the school policy, the school is committed to ensuring that all staff engage in Continuous Professional Development (CPD) as part of their professional growth and contribution to the overall quality of education. Each staff member is required to complete a minimum of 25 hours of CPD annually, including any training mandated by educational authorities, at no cost to the employee, in line with Federal Decree Law No. (33) of 2021 and its amendments.

For staff members whose roles require additional CPD hours beyond the standard 25—such as teachers under the School Quality Assurance Policy or those fulfilling UAE professional licensing requirements—the school provides appropriate opportunities and access to training to meet these obligations.

CPD is closely linked to the school's performance management cycle, whereby staff outline individual CPD plans alongside their performance and development objectives at the beginning of each academic year, with progress discussed during evaluations.

The school ensures that all CPD activities are carefully documented and recorded in staff professional files, providing clear evidence of training completed, areas of focus, and outcomes achieved.

This structured approach ensures that staff remain up-to-date with best practices, regulatory requirements, and innovative teaching methodologies, while also supporting career advancement and the school's strategic vision for continuous improvement.

Belvedere International School offers a variety of CPD opportunities, including internal, external, and online training courses. The school has also signed agreements with The National College and Educare for CPD courses, in addition to providing access to ADEK training sessions and best practice programs. All staff members are given the opportunity to express interest in any training they feel would support their professional development through a CPD request form, ensuring their growth is aligned with personal interests and career goals.

Belvedere International School maintains a central record of all CPD certificates in a shared drive for each staff member and keeps a detailed Excel tracker containing all relevant information, including training type, date, hours, and outcomes, ensuring transparency, accountability, and easy access for auditing and reporting purposes.

13. Career Progression

Belvedere International School has a clear policy to define and support career pathways within the school, ensuring alignment with ADEK staff eligibility policies. Career progression is reviewed annually as part of the school's performance evaluation cycle, during which staff achievements, professional growth, and contributions to the school are assessed. Based on these evaluations, promotions and role advancements are considered in a fair and transparent manner, providing staff with clear opportunities for development and long-term career growth within the school. This structured approach reinforces motivation, retention, and professional excellence, while ensuring compliance with regulatory requirements.

14. Ethical Obligation to Staff

    Belvedere International School ensures full compliance with Article 13 of Federal Decree Law No. (33) of 2021 and its amendments, which outline the ethical and legal obligations of employers toward their staff. The school acts ethically, transparently, and in good faith, fostering a professional and supportive environment where staff rights are respected, protected, and consistently upheld in accordance with both legal requirements and the school's values. In particular, the school is committed to:

    - Preserving, maintaining, and providing employment records without delay or withholding.
    - Communicating clearly all policies relating to promotions, rewards, disciplinary actions, and other employment matters.
    - Ensuring safe working conditions and providing adequate insurance coverage.
    - Providing appropriate accommodation arrangements where applicable.
    - Fulfilling obligations related to staff repatriation when required.

15. Staffing Policy Updates

    - As per BIS policy, staffing policies are subject to regular review.
    - Any updates issued by ADEK are adopted immediately and communicated to all staff via internal circulars.

16. Provision of Information to ADEK

    Belvedere International School ensures full cooperation with ADEK in providing any required data or information under Law No. (9) of 2018 and Federal Decree Law No. (18) of 2020.

Compliance

As per our school policy, the school ensures that full compliance with this Employment Policy is maintained at all times, in line with ADEK regulations and UAE Federal laws.

Legal Accountability.

The school acknowledges that any failure to comply with this Employment Policy may result in legal accountability and the imposition of penalties in accordance with ADEK regulations and requirements. Such penalties may include, but are not limited to, corrective action directives, financial or administrative sanctions, and the revocation of approvals or employment clearances. In line with school policy, the school accepts ADEK's right to intervene in cases where employment obligations are not met. Compliance with this policy is considered a shared responsibility among all staff members, management, and the governing body, ensuring accountability and adherence at every level.