

# SATHYA SAI SCHOOL – KISAJU – KENYA

Registered under the laws of Kenya

*Love All Serve All*

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## DISCIPLINARY CODE OF CONDUCT – (TEACHING AND NON TEACHING STAFF)

### OVERVIEW – CODE OF CONDUCT

The Code of Conduct refers to the system of rules/regulations and principles that have been accepted as governing the daily conduct of Sathya Sai Education Trust employees in Kenya. It also refers to the manner in which an employee presents himself or herself.

A Disciplinary Code must be just and uniformly administered to ensure that all individuals are treated in a fair and consistent manner. When an employee commits an offence, disciplinary action should be taken as prescribed in this code in a prompt, fair and firm manner. In a case where there is gross violation and practice of Human Values, employee will be summarily dismissed

### BASIC PRINCIPLES

This disciplinary code of conduct is based on the following principles:

- Disciplinary action should be prompt, firm and fair.
- To ensure equality, similar punishment is prescribed for offences committed in similar circumstances. This is intended to ensure that the code is administered uniformly throughout Sathya Sai Educational Institutions.
- The overall objective of the Code is to protect both the employer against indiscipline from the employees and the employee against arbitrary judgement and punishment.
- To ensure that an environment and culture of love conducive to the welfare of both employers and employees prevail.

### PENALTIES: For breach of any part/s of the Code of Conduct (A Warning form is provided for this purpose):

- First Warning - (White Paper)
- Second Warning - (White Paper) – Final Warning
- Third Warning - Suspension/Summary Dismissal or Notice as per the Contract

### CATEGORIES OF CODE OF CONDUCT

#### 1. PUPIL-EMPLOYEE RELATIONSHIP

- To be kept healthy and only to the level which is necessary.
- No teacher shall be engaged in any relationship of any kind leading to immorality/inappropriateness in or outside school premises.
- No transaction/trading of any business in school premises with pupils and among staff. No borrowing money from pupils and lending money to pupils.
- No errands.
- No caning.
- No theft

#### 2. DRESS CODE

- Simple, neat and tidy.
- Teachers shall dress decently at all times.
- He/she must wear the right attire suitable for working.
- No T-Shirts, Jeans, trainers/sneakers for male teachers.
- All male employees to tuck in their shirts.
- No mini-skirts/trousers/see-through or tight jeans for ladies.

#### 3. SCHOOL ASSEMBLIES:

- Standard Assembly: Assemblies are compulsory for both pupils and teachers i.e. morning and afternoon daily.
- Other assemblies may be called at any time by the Headmaster.

#### 4. TIME

- Report for duties daily from Monday to Friday by 07:20am for teachers and leave at 17:00pmhrs.
- Report for duties daily by 06:30am for non-teaching staff and leave at 17:00pmhrs (lunch 1hrs).
- Report for duties by 18:00pm for night guards and leave at 06:00am.
- Report for duties by 06:00am for night guards and leave at 18:00pm.
- Employees to adhere to their respective time-tables as set out by the authority.
- All employees must be punctual.
- Teachers should be in class till the end of the teaching period.
- Non-teaching staff should be on site till closing time.
- An employee shall not leave the place of work before the stipulated time without the permission from the immediate supervisors (Headmaster / Bursar).

#### 5. CONFIDENTIALITY

- All matters shared in confidence shall remain as such.
- Matters within the school shall be discussed and settled within.

#### 6. COMMUNICATION

- All mobile phones shall be switched off while teaching and during assemblies for this may result in interference.
- School landline phones shall not be used for any personal gain other than school matters and with the permission of the Principal/Vice Principal.
- School matters are official. There will be no **TEXT MESSAGES/SMS Messages**. All matters (e.g. funerals, illnesses, absenteeism, e.t.c.) to be reported in person, prose writing or telephone to the Headmaster/Deputy Headmaster only for teachers and to the Bursar for non-teaching staff.

#### 7. EXAMINATIONS

- All teachers who are qualified to take part in the conduct of external exams must take an oath of secrecy administered by the Ministry of Education or Board of Directors.
- External exams shall be conducted in accordance with the Ministry of Education regulations.
- Internal exams shall be conducted as per the school rules and schedule with due respect.
- No leaking of either external/internal examination. It is crime.
- The invigilator shall be in the examination room at least ten minutes before the commencement of the examination and shall stay until the end of the session.
- All cell-phones shall be switched off during the conduct of both external and internal examinations.

#### 8. EXTRA CURRICULAR ACTIVITIES

- All teachers shall participate actively in the activities stipulated by the school (sports, farming, environmental, cleaning, clubs, maintenance, gardening) and any other assigned duties.
- Every teacher to strictly supervise and monitor the activities as assigned and or prescribed.
- All work to be done to the full satisfaction of the school.

#### 9. PROFESSIONAL/ACADEMIC DOCUMENTS

- These include Registers, Schemes of Work, Lesson Plans/Lesson Notes, Syllabus Update Journals (SUJs), SSEHV Books, Discipline Books, Stock Books, Files, etc and any other school documents.
- To be prepared on time and made readily available at the request of the Headmaster/Deputy Headmaster/Senior Teacher/Directors
- All teaching documents to be certified by relevant authorities.
- **TEXT BOOKS:** All text books are the property of the school with donor funding needing strict accountability. A system of checking in books has been developed and teachers are aware of. This must be strictly adhered to. Teachers have been briefed on the use and distribution of these books in class. They are therefore liable for any loss/damages. They will have to replace all stolen/mutilated books for their subjects. The **books** must be replaced. No money will be accepted.

#### 10. PROTOCOL

- To be strictly observed for smooth running of the institutions.
- All complaints/grievances/permission/etc to be channeled through the right office.
- Carry out directives from the Headmaster/Deputy Headmaster/Bursar/Directors without complaints.
- Each employee must cooperate with the school authority.

#### 11. PERMISSION

- Prior to any assignments/personal matters to be dealt with, an application must be made in writing
- Permission to be sought and obtained between 16:00pm & 17:30pm and must be in writing.

#### 12. LESSON COVERS

- For any reason, a cover lesson form should be filled in and clearly completed to cover the missed/untaught lesson for a genuine reason.

### 13. **ABUSIVE LANGUAGE**

- The environment at Sathya Sai is sacred. Thus swearing in/abusive language, pollution, etc are disallowed.
- Respect everyone.
- Any insubordination/gross misconduct will lead to disciplinary action.

### 14. **ABSENTEEISM/DESERTION OF DUTIES**

- Desertion of duties will lead to disciplinary action.
- Absent for five (5) days without communication will lead to disciplinary action/loss of pay or deduction of leave days.

### 15. **SCHOOL PHILOSOPHY**

- Every employee will respect the school ethos and strive to live the five basic human values which are inherent.
- There is no indoctrination; everyone should practice his/her faith.

### 16. **PROFESSIONAL DEVELOPMENT**

- Induction courses will be conducted for the new/old employees in Sathya Sai Education in Human Values Programme as laid down by the Institution.
- Application for further/higher studies shall be channeled through the Principal. However; this should be communicated in advance to the school and mutually agreed.

### 17. **ATTENDANCE**

- Routine work is from Monday to Saturday.
- Attendance is compulsory for every employee.
- The school recognizes all the major religious celebrations, Teachers Day (July) and Founders Day (November) are two major functions celebrated at the School, thus employees are expected to attend and actively take part in such functions organized by the School authorities.
- No drunkenness, smelling of alcohol, drugs and tobacco related substances.

### 18. **SCHOOL ATMOSPHERE**

- Be a role model.

### 19. **RESOLVING CONFLICTS**

- Solve matters amicably.
- Employ diplomacy.
- Avoid discrimination in your duties thus promote unity in operations.
- Always consult in matters not familiar with.

### 20. **MAINTENANCE/USE OF SCHOOL PROPERTY**

- Always take care of the school property in your custody.
- Report in writing to Head Master any defects within the school premises (chairs, desks, cupboards, tables, shelves, windows, doors, roof leaks, water leaks or Electricals etc.)

### 21. **EXTRA TEACHING/REMEDIAL/SURGERIES**

- Treat all pupils alike – give opportunities for development to all e.g. give extra work to weaker pupils to ensure that they are at par with the fast learners.
- Needy cases to be identified and a programme be drawn up for their learning.
- Academic Surgeries may be conducted as prescribed by the Headmaster e.g. examination classes (Standard 8) , slow learners, etc depending on the school programme during school times/vacations without remuneration.
- For any reason, if the teacher wishes to teach on a Saturday without remuneration, he/she must procure permission in writing from the Principal.

### 22. **COMMITMENT**

- He/she must be committed to the welfare of the school and shall not be engaged in any business at the expense of the school.

### 23. **THEFT**

- Any proven theft case of an employee shall lead to immediate disciplinary action and or dismissal.

### 24. **VISITORS:**

- Hours of Business: Monday to Friday
- Government Officials: Any time.
- Parents: 15:00hrs to 17hrs

- Others: 15:00hrs to 17hrs
- Friends, relatives, etc will not be allowed to visit an employee whilst on duty.
- In the interest of education efficiency, members of the public (including parents) are disallowed from entering classrooms and corridors and conducting business of any kind with staff during working hours without the Headmaster's prior permission. Appointments to be made either directly to the Headmaster for teaching staff and Bursar for non teaching staff.

**NOTE: DISCIPLINARY ACTION TO BE TAKEN AGAINST ANY VIOLATION OF THE ABOVE CODE OF CONDUCT INCLUDES:**

- First Warning - (White Paper)
- Second Warning - (White Paper) – Final Warning
- Third Warning - Suspension/Summary Dismissal or Notice as per the Contract

I \_\_\_\_\_ (Full Names) have read/it has been read and explained to me in Kiswahili (non-teaching staff) and I fully understand the contents of the Disciplinary Code of Conduct and I agree to abide by the same and should I violate any, the action taken against me will be in order.

Hereby agreed to append signatures:

Name (in full): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Witnesses:

1. Name (in full): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

2. Name (in full): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Board of Directors  
Sathya Sai School – Kisaju

Head Master/Mistress  
Sathya Sai School – Kisaju

\_\_\_\_\_

Date

Date