



Name -----BFC/Deptt-----CNIC-----

Date of Joining-----Reg/Contract-----Filing Date-----

TEACHERS CODE OF CONDUCT IN BFCs

1. This code of conduct is for all principals and teachers to follow in true letter and spirit. The aim is to instill discipline in staff and students in their respective roles and spheres. This documents also addresses the declining social and moral attitudes therefore defines red lines for individual and collective conduct.

2. Teachers' code of conduct will be read and signed by Principals and all staff (teaching/nonteaching), on joining or renewal of contract. Nothing in this document contradicts or supersedes BFC Rules and College Management Manual (CMM). This document is an extension and amplification of BFC Rules and CMM.

3. General

a. Teachers should base their relationship with colleagues/students on mutual trust and respect and to have regard to the safety and well-being of the students.

b. A Teacher should be polite while talking with colleagues and parents.

c. Teachers are required to be extremely patient and courteous towards parents and students.

d. Teachers shall refrain from use of foul language, objectionable gestures while dealing with the parents.

e. Teachers shall not adopt derisive stance/attitude based on cast, creed or nature of living standard of a student, which normally is an act of making a student depressed/dispirted while learning and communicating.

f. Teachers/staff should always demonstrate a problem solving attitude and complaints should be handled on priority to satisfy the parents.

- g. Teachers shall avoid conflict between their professional work and private interests which could impact negatively on pupils/students or educational activities.
- h. A Teacher should not discuss anything personal / official in front of Students / Parents/colleagues in order to maintain sanctity of the institution.
- i. All staff is required to give 100% of their professional time, skills and capabilities to BFC and not to engage in any other business which may be competing in nature and have conflicting interests.
- j. BFC Staff could take up a secondary job outside the official working hours which does not affect the official work of BFC and with the explicit approval of Principal.
- k. Personal Functions and celebrations within college/school premises are not allowed.
- l. BFC staff should declare to the school administration their relationship with any individual or group which may cause a potential conflict with school business or activities i.e. a staff member or contractor etc.
- m. BFC Staff shall not use school business contacts for their personal gains or non-school activities.

4. Dress code

- a. No teacher is to wear veil mask (Naqaab) in class rooms.
- b. Teacher is a role model for his/ her students, so; he/she should present himself/herself as such in conduct. Their attire/ dressing must be neat, sober, and decent.
- c. Jeans are not allowed in any dress.

5. Gift/Charity/Loans

- a. Teachers and their family members shall not accept any gift from the parents in and outside the school premises. Such an act will place them under obligation to the donor for a favor to their children/wards.

- b. Teacher are not to borrow/lend money to/from any parents/students. This is strictly prohibited and no excuse for this will be acceptable.
- c. Teachers cannot give charity/gift to any helping staff, if done it must be brought into knowledge of principal.
- d. If a contractor or any other person sends a gift (stationary supplier sending a gift), these should not be accepted and should be returned. Matter may be reported to principal or head office immediately.

6. Social Media

- a. Mobile/cell phone and cameras are not to be used during working hours. Principal will authorize such a use with the clear purpose.
- b. Teachers are not allowed to have/join any social media group with students. Such groups include Whatsapp, Viber, Facebook closed group and any other such forum.
- c. No teacher shall share personal contact number and social media IDs with students and parents and will not have any correspondence with the parents without information and permission of the coordinator/Principal.

7. Teaching and Mentoring

- a. Teachers are to extend help to the junior colleagues in training and induction phase to smoothen their integration in BFC team and their acquaintance with BFC culture and practices.
- b. Teachers shall be open and respond positively to constructive feedback regarding their teaching practices and seek support, advice and guidance where necessary.
- c. Teachers are to be vigilant about the general discipline and cleanliness of the classroom.
- d. A teacher should not start teaching right after entering in the class. First check the cleanliness and seating arrangements.
- e. Teachers shall keep the class engaged and occupied until the bell rings. Early dismissal is not permitted.

- f. Teachers are not to leave the students unattended and will leave the classroom after the next teacher reaches takes over.
- g. All teachers shall recognize and act upon the fact that they are working in a team and are collectively responsible for the good order of school.
- h. Teachers are to report all incidents or matters which impact negatively on students or educational environment of a BFC, to respective coordinator and Principal.
- i. Teachers are to refrain from undermining the status and authority of their colleagues. Maintenance of good working environment is responsibility of every team member.
- j. No one should ask students to fetch water or pick up note books.
- k. Teachers to be more active and vigilant during duty hours to keep an eye on all activities of students, check them if they are doing anything wrong.
- l. Principal is to be immediately informed if anything wrong is observed at other fellow's end.
- m. Providing private tuition to any BFC student is not allowed.

8. Visitors

- a. Teachers are not allowed to call family members / visitors to discuss/solve personal/ family matters/disputes at work place.
- b. In special circumstances, this could be permitted to a female teacher by principal in supervised area and a limited time.
- c. No one is allowed to have tea/eatables anywhere other than staff room and during break time.

9. Domestic staff and other interactions

- a. Domestic staff is not be employed by any one on personal chores ie in schools and residence. This will be considered as exploitive step and will not be acceptable.

- b. Domestic staff/Ayas are not to be held back after school time. They must be allowed to leave with other staff.
- c. Principals are to ensure safe and conducive conditions for female staff.
- d. Female teachers/staff are not to interact with accounts/admin/clerical and other staff directly. All issues are to be handled through principal or concerned coordinators.

10. Discipline

- a. Teachers are to engage themselves in notebooks checking in the free periods. Left over time may be consumed in studying / preparing lesson plans for next periods, reading newspaper or any good book. This time should not be spent in gossips or sharing personal problems etc.
- b. Class teachers should reach in classes before ringing bell of assembly and move towards assembly area along with classes.
- c. Visits to kitchen for eatable, should be in break time or given/ set time by school management. Male teachers are not permitted to visit kitchens.
- d. Conduct of practical for female student in science and other labs must be in the presence of two teachers or a teacher and lab staff. Students must not be conducted alone.
- e. Teachers should not call/attend visitors except parents on PTM. Teachers are not allowed to exchange mobile number with parents. PTMs may be conducted in the presence of at least two teachers and preferably in an open place/hall.
- f. Teachers should not ask for book, pencil, pen etc during teaching hours from students. They should bring their own teaching material or may be arranged through principal or coordinator.
- g. Physical punishment is not allowed as per BFC Rules. In case of deviation, teachers will be responsible for the consequences. If a case is referred to police and involvement of staff is ascertained, the services of teachers/other staff will be terminated.
- h. Safety of children and staff remains a paramount responsibility which is not to be compromised on any pretext/ condition. No one will be allowed to bring

a bad name to institution or Bahria Foundation because of unsocial/inappropriate behavior.

i. Any negative discussion regarding policies, pay, service dues, Leaves etc of Bahria Foundation at public places/ gathering will be considered against discipline. Disciplinary action can be initiated if such an information comes to knowledge.

j. Teacher shall not promote any such values of religious doctrines which may reflect disharmony of cults in the class room or premises of the school/college.

k. Teachers/staff are to report any disciplinary issues which come to their notice immediately to the Coordinator/Principal.

l. Teachers shall not pass derogatory remarks based on their personal grudges either within the premises of the school or at any public place against the institution.

m. Instigation of campaign against the school or any other actions which may cause disharmony in staff/or makes the team disjointed or to defame the institution, will be taken very seriously and appropriate disciplinary action will be initiated.

n. Instigating students concerning the admission process, selection of new admissions based on their personal analysis shall not be allowed and rendering of such sort of activity among the students/public places will lead to serious disciplinary action.

o. Teachers shall demonstrate restrained attitude towards male helping staff and shall not share/talk loosely other than official matter/task.

p. Teachers are not to share the exam results before the prescribed time.

q. BFC Staff is not to discuss/reveal confidential information concerning students/staff to unconcerned people within and outside the BFC unless desired/required by the Principal.

r. **Act of Gross Misconduct.** If a staff engages in act of gross misconduct, the BFC has a right to terminate the services of the individual, having considered the factors such as schools reputation and public confidence. In such case there

may also be grounds for disciplinary/legal action against the concerned staff. All categories of staff are subject to this policy.

11. **Moral Conduct**

- a. In continuation to para a & b, no teacher shall publish/ refer or share any obscene material with students, colleagues, staff and parents. This includes video clips and SMS of any kind and language.
- b. Any action or speech that can be construed or demonstrates socially or morally unacceptable involvement between two staff members or amongst team or a staff and student will be considered as gross violation. Their services will be terminated immediately.
- c. Actions/speech that falls in to/aims at social/sexual harassment, will not be acceptable.
- d. Teachers are to intimate inappropriate/behavioral issues of colleagues with the principals only.
- e. Any concern of parents regarding activity beyond routine activities must be reported to Principal immediately.
- f. Male and female teachers are not allowed to sit in one classroom/room.
- g. Female teachers must avoid sharing their personal contact numbers/emails with their male colleagues except the coordinators.
- h. Male & Female staff rooms must be maintained separately and female teacher is not allowed to visit male staff room alone.
- i. No lady (Teaching or Admin Staff) and a female/male student are allowed to stay in college premises after off timings.
- j. During working hours, Female staff and students must avoid to have any unnecessary interaction with male staff.
- k. Any dubious character or staff suspected for disregard to moral values through actions or speech will not be entertained sympathetically.

- l. Moral turpitude will result in termination from the job.
 - m. Female staff member is not allowed to sit alone in common rooms, activity and music room other than library etc during working hours.
 - n. It will be highly obligatory for the teachers to avoid such acts which may transpire sensual attraction to students either in class room or premises of school. Verbal incitement may also be avoided in this context.
 - o. No teacher is allowed to direct a student to perform obscene act or display an indecent move during a cultural or annual day programmes/performance.
 - p. Teachers are not to share stage with students in any performance of any stage show except as a host.
 - q. Teachers are not allowed to dance or any action of such kind, which can be interpreted as contravention to social, cultural and religious norms.
12. This Code of Conduct should not be viewed merely as a means of imposing sanctions but also designed to emphasize and encourage improvements in individual conduct.
13. Any actions/speech not covered above but can be construed as unsocial and unethical behavior bringing bad disrepute to BFC and staff will also be considered an offence, on case to case basis.

Name-----Sign-----Date-----