

DO's and DON'Ts at I.T.S. – The Education Group

Here are a few general rules and principles an employee of I.T.S.–The Education Group is expected to remain mindful of: -

ALWAYS

- ✓ Conducts themselves in accordance with the highest, ethical standards, remembering that the definition of a Professional is that of a person who places the students interests above that of personal financial gain
- ✓ Professional and business email etiquette and responsibility are expected of all teaching, admin and technical staff members. Internal communication between employees is strictly for internal use and must not be forwarded or shared with persons outside. Also when communicating with outsiders, email to internal colleagues must be marked with discretion and should be on strictly need basis
- ✓ Concern and respect towards Seniors in the college
- ✓ Pleasant, tactful and considerate in manner, remembering to lead rather than drive people
- ✓ Wishes all seniors and colleagues
- ✓ Neatly dressed and groomed
- ✓ Remembers that the students ultimate benefit is more important than their possible – interim annoyance
- ✓ On schedule and requests assistance when falling behind is anticipated
- ✓ Carry notebook to be used taking notes at Senior's cabin
- ✓ Quick to respond to students queries or messages
- ✓ Stays out of politics
- ✓ Tries to put themselves in the other person's place when exist differences of opinion

NEVER

- ✓ Promise more than what is expected to be delivered
- ✓ Lie or misrepresent anything, either to students, subordinates or superiors
- ✓ Acts on – primary reactions – always considers the consequences of any stand or action, checks themselves when necessary
- ✓ Fails to communicate – any type of reports
- ✓ Criticizes surroundings, local habits, foods
- ✓ Never say 'No' when a work/ additional work is assigned to you by seniors.

Disciplinary Action Steps

In any of the above mentioned offences, an employee shall be subject to disciplinary action up to and including discharge. Disciplinary action for different offenses shall progress in the following manner:

1. Verbal warning - Verbal statement to employee that on performance related issues or he/she has violated a rule and/or regulation and that such violation may not continue or to improve the overall performance etc.
2. Written reprimand - Formal notification in writing to employee that he/she has violated a rule and/or regulation or the performance level expected etc.
3. Suspension - Loss of work and wages for a specific number of hours or days, but not for more than one work week, depending on the severity of the offense. Notice of suspension is provided to the employee in writing.
4. Discharge - The employer/employee relationship is severed.

If an employee receives 3 warning notices for the same or different offenses within a period of 24 consecutive months, the employee shall, at the time of the issuance of the fourth such notice, be subject to discharge.