- **Concern Reporting Process – UPS Staff**

It is each employee's responsibility to comply with the principles set forth in the Cultural Consideration Policy. If a comment, note, image, or inference seems unethical or improper according to the UAE Cultural Consideration Policy, every effort should be made to contain it and delete it.

To maintain a culturally sensitive considerate environment, always remember:

- To double check that every learning material given to your students is free of any ethical challenges or implicit bias.
- Get your PPTs, newsletters, homework assignments, and worksheets reviewed and signed by your HOD before sending them out.
- If you are unsure of what to do in any situation, seek guidance before you act.

A failure by any employee to comply with the statutory laws or regulations governing educational entities in the UAE, or any ADEK policy or requirement, may result in disciplinary action up to and including termination, and, if warranted, legal proceedings.

- **Reporting Non-Compliance Procedures – UPS Staff**

As a **Universal Private School (UPS)** employee, you are encouraged to report any practices or actions that you believe to be inappropriate or in violation of the UAE Cultural Consideration Policy to your direct supervisor and the school principal so they can collaborate to remedy such violation.

If you have any questions or concerns about compliance with this policy, or if you are unsure of what is the "right thing" to do, you are encouraged to speak with your HOD and the School Principal.

1. **Report the violation** to your Subject Coordinator/HOD and the School Principal, provided you are acting in good faith, and remove or restrict access to the content pending investigation results.
2. **The principal shall report** all concerns that are found to violate UAE policies and laws to the higher authorities (ADEK).

- **Resource Review Information**

Course Subject: _____

□ Textbook
□ PPT
□ Activity Sheet
□ Video
□ Other (specify): _____

Context of usage:
□ Reading text
□ Image
□ Symbol

Have you reviewed the entire resource?
□ Yes
□ No

Complainant:
□ Teacher
□ Parent
□ Student

- **1. To what in the resource(s) do you object?**

□ Other (specify): _____

a) Pages: _____
Specific Objection: _____

- **3. What effect do you believe this resource would have on students?**

- **Legal Obligations**

School staff are required to observe and abide by the statutory policies set forth by UAE laws and ADEK at all times and are obligated to report violations to the direct HOD and the Principal.

Signed: _____

Date: _____