

POLICY OWNER	Universal Private School
EFFECTIVE DATE:	
NEXT REVIEW DATE	
APPROVAL	School Governing Body & ADEK (if applicable)

UNIVERSAL PRIVATE SCHOOL

VALUES AND ETHICS POLICY AND GUIDE (Adapted from ADEK Policy)

1. Introduction

Universal Private School (UPS) believes that education extends beyond academic attainment — it is the cultivation of ethical character, respect, and social responsibility that prepares students to lead with integrity in an interconnected world. Guided by the Abu Dhabi Department of Education and Knowledge (ADEK) Values and Ethics Policy, UPS is committed to embedding the principles of respect, tolerance, inclusion, and national pride into every aspect of school life.

This policy establishes the moral and ethical foundation upon which all members of the UPS community — leaders, staff, students, and parents — are expected to operate. It affirms our responsibility to uphold the core values of the UAE, honour the country's national identity, and nurture a culture of mutual respect, compassion, and civic responsibility.

At UPS, ethical leadership and value-driven education are integral to our mission. Every decision, interaction, and policy reflects a commitment to fairness, transparency, and accountability. The school community is expected to model behaviours that demonstrate cultural awareness, professional ethics, and a shared respect for diversity within the framework of UAE laws and Islamic values.

Through this policy, UPS ensures that all students are educated not only to achieve academic excellence but to become principled, empathetic, and responsible citizens who contribute positively to both the local and global community.

2. Policy Statement

Universal Private School (UPS) is committed to cultivating a school culture anchored in the core values of respect, inclusion, integrity, national identity, and ethical leadership, in alignment with the Abu Dhabi Department of Education and Knowledge (ADEK) Values and Ethics Policy. These values underpin our educational philosophy, leadership practices, and community engagement, ensuring that all stakeholders are treated with dignity and that ethical conduct guides all decisions and behaviours.

UPS views values education as a central pillar of its mission to nurture responsible, compassionate, and globally aware students who uphold UAE cultural norms and contribute meaningfully to society.

3. Purpose

This policy aims to:

- Affirm UPS's alignment with ADEK's Core Educational Values and the National Programme for Tolerance.
- Define ethical expectations for all members of the school community, including leadership, staff, students, and parents.
- Embed the values of UAE national identity and cultural respect across the curriculum, leadership, and school life.
- Establish standards of conduct for ethical leadership, professional behaviour, and inclusive practices.
- Promote a positive, tolerant, and legally compliant school environment where academic and personal integrity are non-negotiable.

4. Scope

This policy applies to all members of the UPS school community, including:

- Senior Leadership and Management
- Teaching and Non-Teaching Staff
- Students (Cycle 1–3)
- Parents and Guardians
- External partners and service providers engaged with the school

5. Policy Framework

5.1 Core Values

Universal Private School (UPS) shall uphold and actively promote the core values of education in all strategic, operational, and pedagogical dimensions of school life.

These values must guide school leadership, curriculum planning, staff conduct, community engagement, and the overall learning environment. UPS shall:

- Integrate the core values into all decision-making, development, and administration to foster an inclusive and rights-based educational setting.
- Ensure that these values are visible, measurable, and embedded in daily routines and school culture.

UPS shall promote core values by:

- a. Organising awareness initiatives (e.g., Values Weeks, themed assemblies) and visual campaigns (e.g., posters, digital screens, newsletters).
- b. Embedding elements such as UAE traditions, environmental responsibility, citizenship, and service into the formal and informal curriculum.
- c. Establishing accountability mechanisms (e.g., audits, behaviour codes, staff KPIs) to monitor adherence and address breaches of core values.

6. UAE National Identity & Cultural Values

6.1 Celebrating and Honouring UAE Identity

UPS recognises the national identity and cultural heritage of the UAE as central to its educational mission.

The school shall ensure:

- **Whole-School Integration:** National identity and cultural values are reflected in curriculum content, classroom practice, visual identity, parent communications, and student experiences.
- **Observation of Public Holidays:** UPS shall fully comply with ADEK directives regarding UAE holidays and will not operate on such days without formal approval.
- **Flags and Official Portraits:** Only the UAE flag shall be flown on campus. Portraits of UAE leadership will be displayed according to official guidelines and facility regulations.
- **Daily Anthem and Assembly:** A daily assembly will be held where students will sing the UAE National Anthem. School leadership will ensure all students, staff, and visitors demonstrate appropriate conduct.
- **National Identity Committee:** UPS shall maintain a UAE National Identity Committee comprising at least three Emirati parents or parents of Emirati students to support identity-related initiatives.
- **Participation in Government-Endorsed Programmes:** UPS shall actively engage in all national programmes, campaigns, and initiatives related to cultural heritage and national values, as per ADEK directives.

6.2 Compliance with UAE Legislation

All members of the UPS community shall demonstrate respect for and compliance with UAE laws and policies governing ethics, cultural sensitivity, public conduct, and educational practices.

7. Ethical Leadership and Behaviour

7.1 Ethical Leadership Standards

UPS commits to modelling ethical leadership by ensuring that all senior leaders:

- Demonstrate fairness, integrity, and transparency in all decisions.
- Facilitate participatory decision-making by involving students, staff, and parents.
- Prevent and manage conflicts of interest, particularly in recruitment and procurement.
- Promote and lead training on professional ethics, cultural sensitivity, and UAE legal compliance.

7.2 Fair Staff Recruitment

Leadership at UPS shall ensure that hiring, promotions, and appointments are:

- Transparent, inclusive, and competency -based.
- Free from nepotism, discrimination, or subjective bias.
- Documented and compliant with ADEK HR policy requirements.

7.3 Ethical Behaviour of Community Members

All UPS staff, students, and stakeholders must uphold ethical standards, including:

- Zero tolerance for harassment, discrimination, racism, dishonesty, or misconduct.
- Academic integrity, including prohibitions on cheating, plagiarism, and fabrication, in full compliance with Federal Decree Law No. (33) of 2023.
- Proactive prevention, identification, and resolution of unethical behaviour using established protocols.
- Mandatory investigations of violations, with disciplinary actions applied proportionally and in accordance with ADEK sanctions.

All staff evaluations will include an ethics component aligned with UPS's internal performance framework.

7.4 Whistleblowing

In compliance with Federal Decree Law No. (31) of 2021, UPS shall enforce a confidential whistleblowing mechanism that allows for the reporting of:

- Unethical practices
- Regulatory violations
- Misuse of authority or position

The school shall:

- Provide an anonymous reporting platform accessible to staff, parents, and students.
- Guarantee confidentiality and protection from retaliation for whistleblowers.
- Investigate all valid concerns in line with ADEK expectations.

7.5 A Positive, Values-Driven Environment

UPS shall promote a values-led school culture characterised by:

- Respectful communication, collaboration, and diversity.
- Engagement of parents and the local community, aligned with the ADEK Parent Engagement Policy.
- Provision of school communications and key policies in both Arabic and English to ensure accessibility for all families.
- Modelling of fairness, empathy, and responsibility by all staff and students.

8. Compliance and Enforcement

8.1 Effective Date

This policy shall take effect from the beginning of the Academic Year 2024–2025, with full compliance required no later than Academic Year 2025–2026, in line with ADEK enforcement timelines.

8.2 Legal Accountability

Failure to comply with this policy may result in:

- Regulatory investigation or sanctions
- Suspension of school operations (in serious breaches)
- Referral to legal authorities under:
 - **Federal Decree Law No. (31) of 2021** on Crimes and Penalties
 - **Federal Decree Law No. (33) of 2023** on academic misconduct

UPS accepts its duty to cooperate with ADEK in all monitoring, reporting, and audit processes related to this policy.