



Policy:	EMPLOYMENT
Date Published	September 2024
Evaluation & Review:	Reviewed in June 2025, next review: Apr/May 2026
Rationale:	To establish a clear framework that governs the relationship between the employer and employees within the organization.
Roles of Responsibility	BoG, HR, Principal

Introduction :

This Employment Policy outlines the terms and conditions governing employment at Global English School- Al Ain. It is designed to ensure compliance with the regulations set forth by the Ministry of Human Resources and Emiratisation (MoHRE) and the Abu Dhabi Department of Education and Knowledge (ADEK). This policy serves as a guide for both employees and management, fostering a fair and transparent work environment.

Purpose:

The purpose of this policy is to establish clear guidelines for employment practices, including recruitment, compensation, benefits, performance management, and termination. It aims to promote consistency, fairness, and compliance with applicable laws and regulations while fostering a positive workplace culture

This policy will apply to:

- All GES employees in the school
- All employees in GES offices who regularly interact with students

Responsibilities:

The Human Resources Department is responsible for implementing and maintaining this policy in the guidance of the Board of Governors. HR personnel are tasked with ensuring that all employees understand their rights and obligations under this policy and that all employment-related matters are handled in accordance with the established guidelines. SLT members are also responsible for upholding the principles outlined in this policy within their respective areas of authority.

POLICY

Global English School- Al Ain is committed to comply with the rules and regulations in line with MoHRe and ADEK.

1. Recruitment and Selection:

- 1.1 All recruitment and selection processes will be conducted in accordance with the guidelines as per ADEK Staff Eligibility policy.
- 1.2 Staff Employment based on Staff Eligibility Policy:
 - a) Staff employment decisions, including recruitment, promotion, and assignment of responsibilities, will be based on staff eligibility criteria established by ADEK and the school administration.
 - b) The HR department will ensure that all staff members meet the necessary eligibility requirements for their respective positions and maintain compliance with ADEK regulations.
- 1.3 Vacant positions will be advertised internally and/or externally to ensure equal opportunity and merit- based selection.
- 1.4 Hiring decisions will be based on qualifications, skills, and experience relevant to the job requirements.

Qualifications and Verifications:

- a) **Attestation of Qualifications:** Qualifications shall be attested by the relevant authority, and evidence of UAE equivalency shall be provided.
Qualifications shall be issued from educational institutions and/or licensing bodies recognized by the relevant local and/or international accreditation agencies.
- b) An appointment letter/ work permission remains temporary until the attestation is provided.
- c) **Attestation of Experience Certificates:** Experience certificates shall be attested by the relevant authority, if applicable.

1.5 Pass Registration

- a) Successful candidates will be required to register with PASS as per the guidelines provided by ADEK.
- b) Registration with PASS is mandatory for all teaching staff and administrative staff and must be completed within the stipulated timeframe.
- c) The HR Dept will facilitate the Pass registration process for eligible staff members and provide necessary support and guidance as needed.

2. Employment Contracts:

- 2.1 Upon hiring, employees will be provided with a written Offer Letter and Employment contract outlining the terms and conditions of their employment.
- 2.2 Contracts will include details such as job title, duties and responsibilities, compensation, benefits, working hours, leave provisions, and termination.
- 2.3 Contracts will be issued in compliance with the requirements stipulated by MoHRE and ADEK rules and regulations.

3. Compensation and Benefits:

- 3.1 Employees will receive competitive compensation packages based on the school salary structure, job responsibilities, and individual performance.
- 3.2 Benefits such as health insurance, annual leave, sick leave, and end-of-service benefits will be provided in accordance with the laws and regulations of the UAE.

4. Performance Management:

- 4.1 A performance management system will be implemented to assess employee performance, provide feedback, and identify areas for improvement.
- 4.2 Performance evaluations will be conducted regularly to recognize and reward high performers and to address any performance issues in a timely manner.

5. Grievance Procedure

- 5.1 The Grievance Procedure provides a formal mechanism for employees to address and resolve any concerns or disputes related to their employment.
- 5.2 The HR Department will oversee the grievance resolution process and ensure that grievances or concerns are addressed in a fair and timely manner.

6. Rights and Responsibilities:

- 6.1 Employees have the right to a safe and respectful work environment free from discrimination, harassment, and retaliation.
- 6.2 Employees are responsible for adhering to all company policies, procedures, and guidelines, as well as local laws and regulations.
- 6.3 Employees have the right to voice concerns, seek assistance, and report any violations of policies or unethical behavior without fear of reprisal.
- 6.4 Employees are responsible for maintaining confidentiality, integrity, and professionalism in their interactions with colleagues, students, parents, and stakeholders.

7. Termination of Employment:

- 7.1 The termination of leadership and teaching staff is not authorized during the school term without prior approval from ADEK. This applies to voluntary (resignation) and involuntary terminations.

Involuntary termination:

- a) The school is authorized to terminate the services of staff without notice in exceptional cases involving serious misconduct after conducting written investigations as per Article 44 of the Federal Decree Law No. (33) of 2021 on Regulating Labour Relations.
- b) Staff Misconduct: Schools shall have a clear process for investigating accusations of serious misconduct by staff.

- 7.2 Exit procedures will be followed to ensure a smooth transition for departing employees.

8. Compliance and Review

- 8.1 This Employment policy will be reviewed periodically to ensure compliance with all applicable laws, regulations, and industry standards.

- 8.2 Compliance with ADEK regulations, MoHRE requirements, and other relevant authorities is mandatory for all employees.
- 8.3 The HR department will regularly review and update policies and procedures to ensure alignment with changing regulatory requirements.
- 8.4 Employees are expected to cooperate fully with internal and external audits, inspections, and investigations to demonstrate compliance with legal and regulatory obligations.

Acknowledgment

By joining GES, employees acknowledge that they have read understood, and agree to comply with the provisions outlined in this Employment Policy.
