

CODE OF CONDUCT

Updated in 2022

GENERAL REGULATIONS:

Subjects of application and scope

1. The Code of Conduct applies to all Asian School staff and faculty members, learners and their parents.
2. The Code of Conduct is based on the Regulations regarding workplace culture at governmental administrative agencies in accordance with the Prime Minister's Decision no. 1299/QĐ-TTg dated October 3rd, 2018 approving the "Building code of conduct in school, 2018 – 2025 period" project and the Ministry of Education and Training's Circular no. 06/2019/TT-BGD&ĐT dated April 12th, 2019 regarding promulgation of Decision on Code of Conduct for kindergartens, common education institutions, continual education institutions, and Charter of secondary schools, high schools, and school with multiple levels promulgated in conjunction with Circular no. 12/2011/TT-BGDĐT dated March 28th, 2011 by the Ministry of Education and Training.

Purpose of establishing the Code of Conduct

1. Fulfill the promises stated in the school's philosophy, vision, mission and guiding principles.
2. Adjusting the conduct of the members in an education institution in accordance with the nation's moral, ethical, and traditional standards and in line with local cultural characteristics and the actual condition at the institution; preventing and/or timely and appropriately handling any misbehavior, misdemeanor, malpractice happening on the institution's premises.
3. Building a good academic culture ensuring a friendly, healthy, safe, and secure environment against all types of bullying.

Principles regarding the creation of the Code of Conduct

1. Being compliant with the laws and in line with the nation's moral, ethical, and traditional standards.
2. Compelling the members of the institution to extend the core values of humanity, respect, responsibility, cooperation, honesty toward other people, toward the surrounding environment, and toward themselves.

3. Ensuring moral education, cultured lifestyle, character and capacity development for learners; promoting professional ethics among managers, staff and faculty as well as the accountability of the institution's leaders.
4. Ensuring accessibility and feasibility for all age groups, education levels, and local and regional culture.
5. Ensuring objectivity, transparency, democratic discussion, and majority agreement involved in creating and amending the content of the Code of Conduct.

General code of conduct

1. Strictly comply with the laws regarding the rights and obligations of citizens, officials, staff members, teachers, workers, and learners.
2. Follow a healthy, positive, caring and giving lifestyle.
3. Respect, value and celebrate individual differences: all the members of the school community treat each other respectfully and equally regardless of origin, education, religion, beliefs, cultures, physical ability, gender or sexual identity, and family situation.
4. Protect the landscape of the education institution; build a friendly, green, clean, beautiful, safe and secure environment for education.
5. As for managers and teachers, dress smartly and appropriately in the educational environment and the activities conducted; as for staff members, dress appropriately in the educational environment and for the nature of their work; as for learners, wear tidy, clean, age-appropriate and activity-appropriate clothes; as for parents and visiting guests, wear appropriate clothes in the educational environment.
6. Avoid wearing provocative or revealing clothes.
7. Do not smoke; do not consume, possess or be under the influence of alcoholic drinks and/or banned drugs as specified in the law when on campus; refrain from illegal or immoral activities.
8. Do not use social media to propagate, disseminate, or post comments and photos that are against the nation's moral, ethical, traditional standards, the Communist Party's policies, and the State's policies and laws, or reflect negatively on the school.
9. Refrain from cheating, lying, slander, animosity, harassment, coercion, threats and violence toward others.
10. Avoid doing harm to the health, honor, dignity of oneself and others, as well as to the prestige of the institution.

11. No bullying of members of the school community, by physical, verbal, written, digital or any other means, is permitted.

SPECIFIC REGULATIONS:

Conduct of managerial staff members

1. Toward learners: Use clear and proper language; be loving, tolerant, and responsible; respect differences and ensure fairness in treatment; be an attentive listener and encouraging motivator; refrain from verbal abuse, coercion, discrimination and violence.
2. Toward staff and faculty members: Use clear, proper, and encouraging language; be a serious and exemplary companion at work; uphold their honor, prestige, and dignity; enhance their capacity; promote solidarity, fairness, democracy, and transparency; refrain from haughty and complex bureaucracy, verbal abuse, discrimination, partiality, unaccountability, self-interest, baseless accusation, and/or cover-up of wrongdoings.
3. Toward learners' parents: Use proper language; be respectful, cooperative, helpful, friendly; refrain from verbal abuse, bureaucracy, hassle, self-interest.
4. Toward other guests: Use proper language; be respectful, courteous, appropriate; refrain from verbal abuse, bureaucracy, hassle.

Conduct of faculty members

1. Toward students: Use clear and proper language; be appropriate in both praise and criticism; respect the right and dignity of the student in expressing his/her opinion; respect and value differences among students; deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status; be a loving, tolerant, responsible, and exemplary teacher; respect differences and ensure fairness in treatment; be an attentive listener and counsellor, as well as an encouraging motivator; preemptively and proactively fight against bullying, establishing a healthy, friendly, safe and secure educational environment; recognize the difference in aptitude and capabilities among students and strive to meet their individual needs; refrain from verbal abuse, harm, discrimination, violence, sexual harassment and abuse, negligence, unaccountability, cover-up for student's wrongdoings; avoid self-interest.
2. Toward managers: Use respectful language; be honest, inquisitive, constructive and positive; be expressive of your opinions; strictly follow demands, instructions, and assignments as required; refrain from verbal abuse, divisiveness, negligence, unaccountability, or cover-up for wrongdoings.

3. Toward coworkers and staff members: Use proper language; be honest, friendly, sharing, helpful, inquisitive; respect differences; uphold others' honor, prestige, dignity; refrain from verbal abuse, discrimination, indifference, divisiveness.
4. Toward learners' parents: Use proper language; be honest, friendly, respectful, sharing, and cooperative; refrain from verbal abuse, coercion, self-interest.
5. Toward other guests: Use proper and respectful language; refrain from verbal abuse and inconvenience.

Conduct of staff members

1. Toward students: Use proper and respectful language; be responsible, tolerant, helpful; refrain from causing inconveniences, verbal abuse, violence.
2. Toward managers and faculty: Use proper language; be honest, respectful, cooperative; complete the assigned tasks; refrain from unaccountability, verbal abuse, self-interest, divisiveness.
3. Toward coworkers: Use proper language; be friendly and cooperative; refrain from verbal abuse, divisiveness, unaccountability.
4. Toward students' parents and other guests: Use proper and respectful language; refrain from verbal abuse and hassle.

Conduct of learners

Toward themselves:

1. Actively train your conduct, uphold a healthy and simple lifestyle, practice honesty and humility.
2. Abide by the laws and regulations pertaining to civil order, societal and traffic safety.
3. Preemptively and proactively fight against crime, social issues, as well as violations and misdeeds in academic activities and examinations.
4. Continually strive for academic excellency and self-sufficiency in studying and research.
5. Refrain from lying and concealing others' wrongdoings.
6. Be punctual for class, gatherings, meetings, extracurricular events; proceed quickly, keep quiet, comply with the school's dress code; do not sit, stand, or walk on the balcony handrails or desks, etc.; refrain from picking twigs, leaves, etc. off trees; protect the school's facilities and grounds.

7. Comply with the dress code when going to school: wear tidy, clean, simple, age-appropriate and activity-appropriate uniform; avoid short clothes, clothes with inappropriate figures, patterns, language, etc. that are harmful to the academic aesthetics; avoid unnatural hair dyes, garish makeup, unkempt hair, long hair (for male students), inappropriate hairstyles such as bald or mohawk, etc., piercings, nail polish, long nails, etc.

Toward peers:

8. Respect others; be sharing and helpful, assist others in studying and conduct training; avoid cover-up of wrongdoings; refrain from discrimination, slander, antagonization of others; maintain an equal and platonic relationship with peers of the opposite sex.

9. Refrain from using the internet and social media, etc. to smear and antagonize others, or incite hate or violence towards others.

Toward the faculty and staff members:

10. Show respect and politeness toward faculty and staff members. As for interactions with faculty and staff members as well as visiting guests: Maintain civility, respect, politeness; refrain from improper, disrespectful behavior and language directed toward teachers and older people.

11. Avoid inappropriate behavior that is harmful to the dignity and honor of the faculty and staff.

12. Strictly follow the instructions and requirements of the faculty and staff.

Toward guests and older people:

13. Politely greet and enthusiastically help guests coming to visit the school.

14. Be respectful, polite and obedient toward older people; be civil and sharing toward younger people.

15. Assist older people when they encounter an issue or problem.

Toward family members:

16. Ensure respect, love, care, and civility in verbal interactions with all family members.

17. Ask for parent's permission before leaving home; answer politely, civilly, and clearly to older people.

18. Do not irritate, attack, or overly criticize grandparents, parents, and older people.

19. Ensure politeness, civility, and openness when greeting, listening, and interacting with house guests.
20. Do not interrupt or stand too close to parents while they are talking with guests without permission; avoid being noisy and rude and/or bad-mouthing others when parents are talking with guests; etc.

Regarding the surrounding environment:

21. Stay healthy, prevent illness; continually learn and hone life skills.
22. Protect the environment, keep safe and help develop the school's facility, green and clean classrooms; tend to the Youth's Works.
23. Use electricity, water, and school's facilities and equipment safely and economically.
24. Preserve local cultural works and historical sites.
25. Research, preserve, and uphold local and school's traditions.

Toward other citizens, neighbors:

26. Ensure politeness in interactions; be caring and sharing; avoid arguments, animosity, revenge.
27. Maintain peace and order, refrain from commotion, disorder, unhygienic habits and lifestyle.

At public places:

28. Behave courteously; apologize when inconveniencing others and express gratitude when accepting help; avoid making commotion, glaring, pointing, or bad-mouthing others.
29. When asking for directions, stop and get off the vehicle, take off any face covering and sunglasses, etc. before asking.

At school:

30. Comply with the school's regulations.
31. Refrain from using personal devices such as: music player, cell phone, etc.
32. Do not bring food and drink (except bottled water) into the classroom; turn off lights and shut the door upon leaving.

Regarding traffic safety;

33. Thoroughly and correctly understand traffic laws; consciously and strictly comply with the laws on traffic order and safety.
34. Be responsible to themselves and others when driving/riding; be respectful and helpful toward others while on the road.
35. Consciously comply with traffic law and order, even in the absence of a traffic officer.
36. Comply with the rules and regulations of bus stops, piers, ferry terminals, and on any form of public transport.

Conduct of learners' parents

1. Toward students: Use proper and respectful language; be a friendly, loving, sharing, and an encouraging parental figure; refrain from verbal abuse and violence.
2. Toward managers, staff and faculty: Be respectful, responsible, cooperative, and sharing; do not fabricate untruths; refrain from attack against others' mentality, dignity or honor.

Conduct of visiting guests

1. Toward learners: Use proper, friendly, respectful language; refrain from verbal abuse and violence.
2. Toward managers, staff and faculty: Be appropriate and respectful; do not fabricate untruths; refrain from attack against others' mentality, dignity or honor.

IMPLEMENTATION.

Implementation.

1. Obligations of managerial, staff and faculty members, and other school personnel: Comply with the regulations in the Code of Conduct. Upon encountering an act of violation by any individual, immediately note that individual and report to the School Board for appropriate measures.
2. Obligations of learners: Strictly comply with the regulations in the Code of Conduct. Upon encountering an act of violation by any peer, gently remind that person of the code for behavior adjustment, also immediately report to faculty, members of Youth Union, or members of the School Board.
3. Obligations of the School Board.



- Firmly comprehend and ensure implementation of the Code of Conduct by all managers, staff and faculty members, as well as students.
- Monitor the implementation of the Code of Conduct by the students; review, handle any miscarriage of the Code, timely praise and award individuals fully compliant with the Code.
- Publish the Code of Conduct on the school's official website.

Effectiveness

- This Code of Conduct is issued as replacement for all previous regulations regarding code of conduct for students and is effective as of the date of signing.
- In case of any change or adjustment, the Code of Conduct shall be annually reviewed and amended at the start of the school year to be appropriate in the context of nation's culture and societal moral demands, following a positive and progressive path. Any change to the Code shall be approved by the School Board and executed by the Principal.

THE ASIAN INTERNATIONAL SCHOOL

A member of: _____ *A partner of:* _____



BUCKINGHAMSHIRE
NEW UNIVERSITY
EST. 1891

