

CODE OF CONDUCT FOR NON-TEACHING

Non-Teaching Staff should -

- 1) Display the highest possible standards of Professional behavior that is required in an educational establishment.
- 2) Seek to co-operate with their colleagues.
- 3) Obtain permission from the principal before taking pupils off the institution premises.
- 4) Obtain prior permission from the Principal before arranging any activity.
- 5) Attend punctually in accordance with their service conditions.
- 6) Staff must obtain permission from the Principal before incurring any expenditure on behalf of the college.
- 7) Follow the Institutional policy and procedures.